Preamble: The Institute owns a few vehicles. In addition, depending on the need, vehicles are hired from service providers for transportation of persons to other campuses and for other official duties and for movement of stores/items from one place to another. These activities are coordinated and vehicles arranged by the Transport Section for travel of staff members and visitors. It is felt desirable to formulate some norms and guidelines for the smooth functioning of this Section.

Committee: The Transport Committee is formed with the following members:

1. Prof. K. P. Raju  
2. Prof. D. Banerjee  
3. Mr N. Valsalan, SO  
4. Mr Anandaraman, Transport section i/c  
   Chairman  
   Member  
   Member  
   Member Secretary

Mandate: The Committee may formulate norms & guidelines for the following issues and review their implementation:

i) effective use of the vehicles (both IIA owned and hired) with a view to reduce expenditure;
ii) allotment of personnel (both permanent and outsourced) for driving vehicles;
iii) maintenance of log books and trip sheets vs usage;
iv) performance of vehicles in terms of mileage vs fuel consumption;
v) arrangements for filling up of fuel for and servicing of the Institute vehicles;
vii) optimal use of Institute's vehicles and hired vehicles;
viii) computerization of requisitions for vehicles and transport bills;
viiii) scrutiny of monthly bills for hired vehicles and prompt payments to service providers;
ix) compliance of update of documents for the Institute vehicles;
x) compliance of carrying of documents, safety issues, other customary and mandatory requirements for IIA and hired vehicles for outstation trips;
xii) review/award of contracts for hiring of vehicles and compliance of such approved contracts;
xiii) review of the status of the existing vehicles and new requirements both as replacements and for new field station activities.

The Committee may apprise the Director periodically and submit its report, along with recommendations for long term and short term effects.

Tenure: This Order will be effective from 1-8-2015 for one year.

P. Sreekumar