The Transport Committee has made certain recommendations which are approved as stated below:-

a) Innova cars may be used for local movements in Bangalore and for outstation trips to Kodaikanal/Kavalur.

b) A 12 seater Tempo Traveller may be used for shuttle service between IIA, Koramangala and CREST and vice-versa. A smaller vehicle/car may be used for transporting observers as and when required.

c) Computerization of all transport records may be carried out; these may include Excel worksheets for transport bills, trip sheets, fuel consumption, maintenance etc.

d) Staff members are encouraged to apply online for availing transport facility in the prescribed format giving sufficient advance notice for themselves or for their official visitors/guests. Request for vehicle arrangements during holidays may be made well in advance.

e) Staff members are assigned responsibilities to function in various Committees; participation in Committee meetings is part of their official duties; as such responsibility lies with the staff members to make their own transportation from residence to the Institute and vice versa; however, if meetings commence at 07:00 hrs or prolonged beyond 21:00 hrs, the Institute shall arrange for transportation to drop the members at their residences.

f) Bills from transport contractors may be processed for payment by Shree Anandaraman, scrutinized by Shree N.Valsalan and submitted to the Accounts Officer/Administrative Officer for approval of payments. A time limit of ten working days from the date of receipt of bills in the Institute is the normal period for settlement.

g) Staff members may judiciously use their wisdom before requisitioning a transport for pick up of their official visitors/guest from airport to the Institute/guest house, as regular metered public transport system is available for reimbursement by the Institute. However, for convenience and safety of persons, pick up/drop will be arranged for the Institute staff and their official visitors/guests from/to railway/bus station/airport during 20:00 hrs to 08:00 hrs.

The above arrangements will be reviewed after six months. This Order comes into effect from today until further orders.

P.Sreekumar P.Sreekumar