

# **INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR**

## **PRIVATE USE OF INSTITUTE VEHICLES**

1. The Institute is not in a position to provide vehicle/transport for faculty and staff, in general.
2. In case of official visits, the faculty/staff may avail services of the commercial taxi and claim the same along with the TA bills. However, if a request is received for providing transport for official purpose well ahead of time (minimum 72 hours in advance), vehicle may be provided depending on the availability. The request is required to be submitted in the prescribed format.
3. Requests for vehicles for private use also need to be submitted 72 hours in advance in the same format as for official trips and the vehicle may be provided depending on the availability. However, the allotment may be cancelled, if the assigned vehicle is required for official use around the same time.
4. In case of private use, the charges will be as under.

Hospital/Airport/Railway Station etc drop or pick

- Small vehicle (Indica/ Indigo type) = Rs. 1000/-
- Bigger vehicle (Innova type) = Rs. 1800/-

An additional sum of Rupees 100 per hour or part thereof will be charged if the waiting time exceeds one hour.