

CIRCULAR

For efficient and effective use of the vehicles hired for the institute under the existing Taxi Contract, the following procedures have been adopted with the approval of competent authority.

- 1- PRO will be the In-charge for Taxi contract management & operation.
- 2- Out of 2 hired vehicles one vehicle will be under the exclusive custody of the Medical Officer for use in Medical Centre (24 hrs). The other vehicle will be used on priority basis by the Maintenance, Finance, PR & Admin. Offices for discharge of official duties on day to day basis. The other faculty & staff member can use this vehicle on need basis subject to availability and on submission of requisition in prescribed form (enclosed herewith).
- 3- The requisition in prescribed format is expected to be received in the PR Office [or can be emailed to proffice@goa.bits-pilani.ac.in] one day in advance.
- 4- Every user/traveler is expected to sign on the Duty Slip with Driver after completion of their journey.
- 5- In the event of non-availability of the vehicle for official purpose(s), the PR Office may hire additional Taxi (s) from other agencies for the requisitioner. In such cases, the requisitioner will pay the fare to the Taxi Driver and claim reimbursement of the same, if admissible..

Encl. Vehicle requisition form

D. Singh
11/2/13
Dy. Registrar

To, All the Faculty & Staff members