



OFFICE OF THE REGISTRAR
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
AN INSTITUTE OF NATIONAL IMPORTANCE
(FORMERLY BENGAL ENGINEERING AND SCIENCE UNIVERSITY, SHIBPUR)

No.

RMS/9259/19

Date:

10/07/19

CIRCULAR

It has been observed that on several occasions vehicles have been hired without conforming to the stipulated provisions in GFR 2017. For instance, on multiple occasions, private vehicles not meant to be used for commercial purposes have been hired.

In order to put an end to such undesirable practices, in addition to the existing provisions/ rules for hiring of vehicles, all HoDs and Officers are requested to comply with the following.

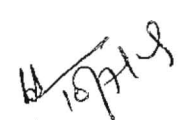
- (i) While hiring vehicles relevant provisions of GFR-2017 may be strictly followed.
- (ii) An open transparent tendering procedure may be adopted or the agency may be selected through GeM.
- (iii) Only such vehicles as are registered as taxi or 'public transport vehicle' may be hired.
- (iv) In case of Institute vehicles, log book may be maintained and kept updated.

This order is issued with the approval of the competent authority.

Sd/-
(Biman Bandyopadhyay)
Registrar

Copy forwarded for information and necessary action to:

- 1) Private Secretary, Office of the Director
- 2) All Deans/ Head of the Departments/Schools/Centres
- 3) All Officers


Registrar
IEST, Shibpur