



**POORNIMA GROUP**  
Achieving Excellence Together



**E8A**

**APPLICATION FORM FOR TRANSPORT FACILITY FOR EMPLOYEES**

Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Emp. ID: \_\_\_\_\_

Department: \_\_\_\_\_ Institute: \_\_\_\_\_

Pickup Point \_\_\_\_\_ Route No. \_\_\_\_\_

1. Father's / Husband's Name: \_\_\_\_\_

2. Present Address: \_\_\_\_\_  
\_\_\_\_\_

Recent  
Passport  
Size  
Photograph

Mobile No.: \_\_\_\_\_ E-mail ID: \_\_\_\_\_@poornima.org

**Note: Registration Charges are ₹ 100/- only.**

I \_\_\_\_\_ S/o / D/o / W/o / Sh. \_\_\_\_\_ do hereby undertake to abide by the rules and regulations framed by the Poornima Group from time to time (given overleaf) for availing transport facility during the session \_\_\_\_\_. I shall continue to avail this facility during the whole session. In case I decide to discontinue, I shall not claim any refund of charges.

Date \_\_\_\_\_

Signature of Employee

**UNDERTAKING BY FACULTY / STAFF MEMBER**

I \_\_\_\_\_ do hereby undertake that I am availing transport facility provided by the Poornima Group at my own risk. In case of any mishap / accident or any damage / loss of life due to accident, Poornima Group shall not be held responsible.

Date \_\_\_\_\_ Place \_\_\_\_\_

Signature of Employee

Mr. / Ms. \_\_\_\_\_ is permitted to avail transport facility arranged by the Poornima Group w.e.f. \_\_\_\_\_.

Name & Signature of Transport In-charge



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## APPLICATION FORM FOR TRANSPORT FACILITY FOR EMPLOYEES

### RULES TO BE FOLLOWED BY TRANSPORT FACILITY USER ENROLLED FROM 1<sup>ST</sup> JULY 20....

1. Pickup points / boarding point and routes would be decided by the Poornima Group, every one is required to board the bus from these points only.
2. No facility of transport vehicle would be provided by the Poornima Group on holidays.
3. It is not necessary for the Poornima Group to provide transport facility to the persons missing the bus for any reason.
4. It is also advised to all members that pickup time from every point is fixed and transport vehicle would not wait at pickup point.
5. No deviation in prescribed route is allowed.
6. Poornima Group is not responsible for any kind of theft / loss of property during traveling in bus.
7. In case of brake down of the bus, no charges against conveyance would be provided. Every one is required to reach their destination by their own arrangements.
8. No one would be compensated for the distance covered by him for boarding the bus.
9. For keeping travel time at minimum level, it is also notified that Poornima Group may avoid routes with railway crossing or heavy traffic areas. Every person affected, required to arrange his/her own way to board the bus from other pickup point.
10. Every person joining transport facility is advised to travel only in prescribed buses for their routes; they are not allowed to switch over to other route buses (student buses) with out prior written permission of Proctor/Proctor-in-Chief.
11. The boarding is entirely at risk of the person boarding. The Poornima Group does not hold any type of responsibility to compensate in any nature whatsoever.
12. No boarding will be allowed without transport card.
13. When bus is not plying on road due to Sunday / holiday / vacation, Poornima Group is not liable to provide alternative transport arrangement even if he / she is to attend college. He / she will have to make his / her own arrangement for reaching on duty place.
14. In case of any emergency contact bus in-charge / transport in-charge.
15. For Efficient Planning & optimizations of the working of transport department, all faculty & staff members are required to fill the transport form on the day of joining/reporting or within a week of start of new session whichever is earlier with a nominal fee of Rs. 100/- per year. In case anybody fails to fill the form within one week of start of new session, a penalty of Rs. 400/- will be levied making a total of Rs 500/- as transport charges per year.

*Please Note : The amount shall be deducted from your salary account only.*

16. चूकि चालक बस चलाते समय पूर्ण तरह से अपना ध्यान बस चलाने में रखता है इसलिए आप सभी से अनुरोध है कि:—
  - चालक से अपेक्षा नहीं रखे कि वह मोबाईल पर बात करेगा या आपको देखकर वाहन अनियोजित स्थान पर रोकेगा / खडा करेगा।
  - बस छुट जाने की स्थिति में तेजी से ओवरटेक करना या और अपनी गाडी को बस के आगे लगाकर उसे रुकने के लिए मजबूर करना अनुचित है एवं एक्सीडेंट होने का कारण बनता है।
  - आप अपने बातों / कमेंट्स से चालक का ध्यान नहीं भटकायें एव उसे आपके आदेशों की पालना करने के लिए मजबूर न करें। यह यातायात नियमों के विरुद्ध है।
  - बस में यात्रा के दौरान किसी प्रकार की उद्वडता एवं अशोभनीय व्यवहार न करें एवं शोर न मचायें।
  - चालक को यातायात विभाग उचित दिशा निर्देश देता है। यदि आपको चालक से किसी भी तरह की शिकायत या परेशानी हो तो यातायात विभाग के प्रमुख तक अपनी बात आपके प्रोक्टर महोदय के माध्यम से पहुँचा सकते हैं जिस पर नियमानुसार उचित कदम उठाये जायेंगे।
  - किसी भी स्थिति में किसी छात्र या कर्मचारी पर हाथ उठाना या उससे गाली गलौज करना अनुशासनहीनता की श्रेणी में आता है। कृपया अपना व्यवहार संतुलित और गरिमामय रखें।

**I have read and understood the above rules & promise to abide by the same.**

Signature & Name of Employee  
Department: \_\_\_\_\_  
Institute: \_\_\_\_\_



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**E8B**

**REQUEST FOR CHANGE IN BUS ROUTE**

**SUGGESTION / REQUEST FORM (FOR OFFICE USE ONLY)**

Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Emp. ID: \_\_\_\_\_

Department: \_\_\_\_\_ Institute: \_\_\_\_\_

3. Full Address \_\_\_\_\_  
\_\_\_\_\_

4. Route No \_\_\_\_ Pickup Point \_\_\_\_\_

5. Distance from Pickup point to residence \_\_\_\_\_

6. Suggestion/Request (May include part of route diagram)

Date:

(Signature of Applicant)

Mob No.



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Department: \_\_\_\_\_ Institute: \_\_\_\_\_

3. Full Address \_\_\_\_\_  
\_\_\_\_\_

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6. Suggestion/Request (May include part of route diagram)

Date:

(Signature of Applicant)

Mob No.