

Transport Facility Guide

(TF 2022)



Enrollment Process

Confirm admission in any of the Institute's courses by filling the Institute's Application Form and paying the Academic Fees.



Apply for the TF through the online ["TF 2022 Application Form"](#)



Pay Transport Facility (TF) charges in the Accounts by choosing preferred Mode of Payment (M.O.P.).



Meet the Transport In-charge with the Payment Receipt to get a Bus Pass issued.



Fill the details and paste a passport size colour photo in the space provided in the Bus Pass.



Transport In-charge authorizes the Bus Pass by signing on it and putting a Stamp overlapping the photo.



Enrollment process is complete.



Withdrawal Process

Fill the online [“TF 2022 Withdrawal Form”](#).



Surrender the TF/Bus Pass to the Transport In-charge else fine of Rs. 200 is applicable.



Accounts Department checks for any applicable dues.



Once Traveler clears all the DUES, withdrawal process is completed.

Note: Date of withdrawal will be the date on which application was approved by a competent authority. (Exception: If more than 2 working days are taken to approve or reject the application, Next day of the Date of Application by the student will be considered by default.)



Payment System

Transport Facility (TF) will run Independently and will not depend on any University Timetable.

TF will run on Half-Yearly basis.

- (i) January to June
- (ii) July to December

Modes of Payment (M.O.P.):

- (i) One-Time
- (ii) Two Installments

Traveler must pay on or before 10th of the Month else late fine will be applicable i.e.

Rs. 10/Day.

Maximum Late fine will be Rs.200.

NOTE: Travelers will not be allowed to avail TF after first month if he/she fails to make the payment.



S.N.	Stoppage	One-Time	Per Installment
1	Block Chowk	2500	1400
2	Irba Bazar	3300	1800
3	Vikas Vidyalaya	3300	1800
4	BIT More	3850	2100
5	Booty More	3850	2100
6	Budhiya Tata Motors	3850	2100
7	Chaudhary Petrol Pump	3850	2100
8	Gautam Green City	3850	2100
9	Bargai More	4700	2600
10	Bariatu Housing Colony	4700	2600
11	Chadda Petrol Pump	4700	2600
12	Dipatoli Bazar	4700	2600
13	Hanuman Nagar	4700	2600
14	Jora Talab	4700	2600
15	Kokar Bazar	4700	2600
16	Kokar Chowk	4700	2600
17	PHED Colony	4700	2600
18	Bahu Bazar	5800	3200
19	Bariatu petrol Pump	5800	3200
20	CMPDI	5800	3200
21	GharhaToli	5800	3200
22	Hari Om Tower	5800	3200
23	KantaToli	5800	3200
24	Karamtoli	5800	3200
25	Kutchery Chowk	5800	3200
26	Lalpur Chowk	5800	3200
27	Machli Ghar	5800	3200
28	Ranchi College More	5800	3200
29	Siramtoli	5800	3200
30	Suchana Bhawan	5800	3200
31	Sujata Chowk	5800	3200
32	Chandani Chowk	6050	3300
33	Gandhi Nagar	6050	3300
34	Harmu Chowk	6050	3300
35	Joora Pool	6050	3300
36	Kishoreganj	6050	3300
37	Ratu Road	6050	3300
38	Sahajanand Chowk	6050	3300
39	Argora Chowk	6600	3600
40	Dibdih Bridge	6600	3600
41	HEC Check Post	6600	3600
42	Kanke Chowk	6600	3600
43	Rajendra Chowk	6600	3600
44	HEC Golchakar	7700	4200
45	HEC Sector II	7700	4200

NOTE: TF Charges will be reviewed after 6 months and may change based on all the variable costs, if required.



Payment Schedule

Month		One-Time	Installments
Jan	1	Till 10 Jan	Till 10 Jan
Feb	2	-	-
Mar	3	-	-
Apr	4	-	Till 10 Apr
May	5	-	-
Jun	6	-	-
Jul	7	Till 10 Jul	Till 10 Jul
Aug	8	-	-
Sep	9	-	-
Oct	10	-	Till 10 Oct
Nov	11	-	-
Dec	12	-	-



TF Rules and Regulations

1. All the Charges are Non-Refundable.
2. There is no provision of rebate.
3. All the payments are in advance.
4. Rs. 200 will be charged to re-issue new TF/Bus Pass.
5. Everyone who uses the TF must always carry “TF/Bus Pass” and must display when asked for it.
6. NO outside guests are allowed in the Institute’s Transports without prior permission.
- 7. Bus timings must be strictly followed. Bus will not wait at the stoppage, once the schedule time has passed.**
8. Bus Stoppages are fixed. Bus will not stop anywhere else apart from the fixed stoppages.
9. Creating unnecessary noise and indiscipline will lead to “Disciplinary Actions”.
10. No one is allowed to switch from their designated Transport for their personal needs.
11. Use of alcohol, tobacco products or any form of drugs are STRICTLY PROHIBITED.



12. RAGGING is strictly prohibited in the Institute's Transports.

13. Institute reserves the right to take any "Disciplinary Action" against the traveler, including termination of Transport Facility for violating the "TF Rules & Regulations".

Disciplinary Actions

Violations	Warning	Fine	Other Actions
Making Noise	1	Rs. 100	Repeating can lead to Expulsion
Indiscipline	1	Rs. 200	Repeating can lead to Expulsion
Misbehaving with transport staff	1	Rs. 500	Repeating can lead to Expulsion
Found without bus pass	0	Rs.250/ trip	
Smoking	0	Rs. 500	Direct Expulsion
Drinking	0	Rs. 1000	Direct Expulsion
Drugs	0	Rs. 2000	Direct Expulsion
Damage to property*	0	2 times the cost	

***NOTE:** Transport In-charge will do regular inspections of all the vehicles fortnightly and report the damages in the logbook. Damage to property where person(s) cannot be identified, all the travelers traveling during that fortnight will be penalized.

