

# Transport Facility Guide

(TF 2023)



# 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 2023 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 2023 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 10<sup>th</sup> 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 the first month if he/she fails to make the payment.**



# TF Charges 2023

S.N.	Stoppage	One Time	Per Installment
1	Block Chowk	2650	1500
2	Irba Bazar	3500	1900
3	Vikas Vidyalaya	3500	1900
4	BIT More	4050	2200
5	Booty More	4050	2200
6	Budhiya Tata Motors	4050	2200
7	Chaudhary Petrol Pump	4050	2200
8	Gautam Green City	4050	2200
9	Bargai More	4950	2750
10	Bariatu Housing Colony	4950	2750
11	Chadda Petrol Pump	4950	2750
12	Dipatoli Bazar	4950	2750
13	Hanuman Nagar	4950	2750
14	Kokar Bazar	4950	2750
15	Kokar Chowk	4950	2750
16	PHED Colony	4950	2750
17	Jora Talab	5800	2750
18	Bahu Bazar	6100	3400
19	Bariatu petrol Pump	6100	3400
20	GharhaToli	6100	3400
21	Hari Om Tower	6100	3400
22	KantaToli	6100	3400
23	Karamtoli	6100	3400
24	Kutchery Chowk	6100	3400
25	Lalpur Chowk	6100	3400

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**NOTE:** TF Charges will be reviewed every month and may change based on all the variable costs, if required.



<b>S.N.</b>	<b>Stoppage</b>	<b>One Time</b>	<b>Per Installment</b>
26	Machli Ghar	6100	3400
27	Ranchi College More	6100	3400
28	Siramtoli	6100	3400
29	Sujata Chowk	6100	3400
30	Kanke Chowk	6100	3400
31	CMPDI	6400	3500
32	Suchana Bhawan	6400	3500
33	Chandani Chowk	6400	3500
34	Gandhi Nagar	6400	3500
35	Harmu Chowk	6400	3500
36	Joorra Pool	6400	3500
37	Kishoreganj	6400	3500
38	Ratu Road	6400	3500
39	Sahajanand Chowk	6400	3500
40	Argora Chowk	6950	3800
41	Dibdih Bridge	6950	3800
42	HEC Check Post	6950	3800
43	Rajendra Chowk	6950	3800
44	HEC Golchakar	8100	4400
45	HEC Sector II	8100	4400

**NOTE:** TF Charges will be reviewed every month and may change based on all the variable costs, if required.



# Payment Schedule

Month		One-Time	Installments
Jan	1	Till 16 Jan	Till 16 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.



## Charges for students withdrawing till 16.01.2023

S.N.	Stoppage	Till 16.01.2023
1	Block Chowk	250
2	Irba Bazar	330
3	Vikas Vidyalaya	330
4	BIT More	390
5	Booty More	390
6	Budhiya Tata Motors	390
7	Chaudhary Petrol Pump	390
8	Gautam Green City	390
9	Bargai More	470
10	Bariatu Housing Colony	470
11	Chadda Petrol Pump	470
12	Dipatoli Bazar	470
13	Hanuman Nagar	470
14	Jora Talab	470
15	Kokar Bazar	470
16	Kokar Chowk	470
17	PHED Colony	470
18	Bahu Bazar	580
19	Bariatu petrol Pump	580
20	CMPDI	580
21	GharhaToli	580
22	Hari Om Tower	580
23	KantaToli	580

Continued....



<b>S.N.</b>	<b>Stoppage</b>	<b>Till 16.01.2023</b>
24	Karamtoli	580
25	Kutchery Chowk	580
26	Lalpur Chowk	580
27	Machli Ghar	580
28	Ranchi College More	580
29	Siramtoli	580
30	Suchana Bhawan	580
31	Sujata Chowk	580
32	Chandani Chowk	610
33	Gandhi Nagar	610
34	Harmu Chowk	610
35	Jooru Pool	610
36	Kishoreganj	610
37	Ratu Road	610
38	Sahajanand Chowk	610
39	Argora Chowk	660
40	Dibdih Bridge	660
41	HEC Check Post	660
42	Kanke Chowk	660
43	Rajendra Chowk	660
44	HEC Golchakar	770
45	HEC Sector II	770

