

Transport Facility Guide

(TF 2024)



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 2024 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 2024 Withdrawal Form”.



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



The Accounts Department checks for any applicable
dues.



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

Note:

Withdrawal form will open from

- 20.06.2024 to 30.06.2024 for January to June period

- 20.12.2024 to 31.12.2024 for July to December period



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) Monthly

Traveler must pay on or before 5th of the Month else late fine will be applicable i.e. Rs. 20/Day.
Maximum Late fine will be Rs.500.

If one opts for TF, one cannot withdraw before

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

In case, one wants to opt for TF for less than 6 months, then additional hike in charges will be applicable ranging from 20% to 60%.

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



TF Charges 2024

S.N.	Stoppage	One Time	Monthly
1	Block Chowk	1500	300
2	Irba Bazar	3700	850
3	Vikas Vidyalaya	3700	850
4	BIT More	4300	950
5	Booty More	4300	950
6	Budhiya Tata Motors	4300	950
7	Chaudhary Petrol Pump	4300	950
8	Gautam Green City	4300	950
9	Bargai More	5200	1200
10	Bariatu Housing Colony	5200	1200
11	Chadda Petrol Pump	5200	1200
12	Dipatoli Bazar	5200	1200
13	Hanuman Nagar	5200	1200
14	Kokar Bazar	5200	1200
15	Kokar Chowk	5200	1200
16	PHED Colony	5200	1200
17	Jora Talab	6100	1400
18	Bahu Bazar	6400	1450
19	Bariatu petrol Pump	6400	1450
20	GharhaToli	6400	1450
21	Hari Om Tower	6400	1450
22	KantaToli	6400	1450
23	Karamtoli	6400	1450
24	Kutchery Chowk	6400	1450
25	Lalpur Chowk	6400	1450

Continued...

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



S.N.	Stoppage	One Time	Monthly
26	Machli Ghar	6400	1450
27	Ranchi College More	6400	1450
28	Siramtoli	6400	1450
29	Sujata Chowk	6400	1450
30	Kanke Chowk	6400	1450
31	CMPDI	6700	1500
32	Suchana Bhawan	6700	1500
33	Chandani Chowk	6700	1500
34	Gandhi Nagar	6700	1500
35	Harmu Chowk	6700	1500
36	Joora Pool	6700	1500
37	Kishoreganj	6700	1500
38	Ratu Road	6700	1500
39	Sahajanand Chowk	6700	1500
40	Argora Chowk	7300	1650
41	Dibdih Bridge	7300	1650
42	HEC Check Post	7300	1650
43	Rajendra Chowk	7300	1650
44	HEC Golchakar	8500	1900
45	HEC Sector II	8500	1900

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



Payment Schedule

Month		One-Time	Monthly
Jan	1	Till 10 Jan	Till 5 Jan
Feb	2	-	Till 5 Feb
Mar	3	-	Till 5 Mar
Apr	4	-	Till 5 Apr
May	5	-	Till 5 May
Jun	6	-	-
Jul	7	Till 10 Jul	Till 10 Jul
Aug	8	-	Till 5 Aug
Sep	9	-	Till 5 Sep
Oct	10	-	Till 5 Oct
Nov	11	-	Till 5 Nov
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 a new TF/Bus Pass.
5. Everyone who uses the TF must always carry “TF/Bus Pass” and must display it 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. The 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. 200	Repeating can lead to Expulsion
Indiscipline	1	Rs. 500	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. 1000	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 damage in the logbook.

Damage to property where person(s) cannot be identified, all the travelers traveling during that fortnight will be penalized.

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