

Transport Facility Guide

(TF 2026)

Enrollment Process

1. Apply: - [TF 2026 Application Form](#) ➞
2. Contact Transport in Charge for further steps.

Note: Form will close on 7th February 2026 by 10 pm.



Application Form

Withdrawal Process

1. Apply: - [TF 2026 Withdrawal Form](#) ➞
2. Contact Transport in Charge for further steps.

Once opted, withdrawal can be done only on or before

1. 30th June for February to June Phase
2. 31st December for July to December Phase or annual



Withdrawal Form

Payment System

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

TF 2026 will run in two phases

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

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

- (i) One-Time
- (ii) Phase Wise
- (iii) Monthly

The monthly mode of payment is only for ease of payment. Once paid, charges are non-refundable. Minimum one phase charges will be payable.

For monthly mode of payment, a traveler must pay on or before the 5th of any month in advance else late fines will be applicable i.e.Rs.20/Day. Maximum Late fine will be Rs.500.

NOTE: Travelers will not be allowed to avail the Transport Facility, if he/she fails to make the payment consistently.

Payment Schedule

Month	One-Time	Phase Wise	Monthly
Feb	Till 7 ^h February	Till 7 ^h February	Till 7 ^h February
Mar	-	-	Till 5 th March
Apr	-	-	Till 5 th April
May	-	-	Till 5 th May
Jun	-	-	Till 5 th June
Jul	-	Till 5 th July	Till 5 th July
Aug	-	-	Till 5 th August
Sep	-	-	Till 5 th September
Oct	-	-	Till 5 th October
Nov	-	-	Till 5 th November
Dec	-	-	Till 5 th December

TF Charges 2026

S.N.	Stoppage	Feb-June (Phase 1)	July-Dec (Phase 2)	Feb-Dec (20% discount)
1	Block Chowk	3000	3600	5300
2	Irba	6000	7200	10600
3	Vikash Vidyalaya	6000	7200	10600
4	BIT More	6500	7800	11400
5	Gautam Green City	6500	7800	11400
6	Chaudhary Petrol Pump	6500	7800	11400
7	Budhia Agencies	6500	7800	11400
8	Shivaji Chowk (Booty More)	8500	10200	15000
9	Khelgaon Chowk	8500	10200	15000
10	Dipatoli Bazar	8500	10200	15000
11	Kokar Chowk	8500	10200	15000
12	PHED Colony	8500	10200	15000
13	Seventh Day Adventist Hospital	8500	10200	15000
14	Bariatu Housing Colony Chowk	8500	10200	15000
15	Kokar Bazar	8500	10200	15000
16	Lalpur Chowk	11500	13800	20200
17	KantaToli Chowk	11500	13800	20200
18	Bahu Bazar	11500	13800	20200
19	Harihar Singh Road	11500	13800	20200
20	Karamtoli Chowk	11500	13800	20200
21	Machhli Ghar	11500	13800	20200
22	Suchana Bhawan	11500	13800	20200
23	Ratu Road Chowk	11500	13800	20200
24	Rajendra Chowk	13500	16200	23800
25	AG More	13500	16200	23800
26	Sahajanand Chowk	13500	16200	23800
27	Argora Chowk	13500	16200	23800
28	HEC Check Post	15000	18000	26400
29	HEC Sector II	15000	18000	26400
30	Dhurwa Golchakar	15000	18000	26400

Monthly Mode of payment charges:

S.N.	Stoppage	Monthly
1	Block Chowk	600
2	Irba	1200
3	Vikash Vidyalaya	1200
4	BIT More	1300
5	Gautam Green City	1300
6	Chaudhary Petrol Pump	1300
7	Budhia Agencies	1300
8	Shivaji Chowk (Booty More)	1700
9	Khelgaon Chowk	1700
10	Dipatoli Bazar	1700
11	Kokar Chowk	1700
12	PHED Colony	1700
13	Seventh Day Adventist Hospital	1700
14	Bariatu Housing Colony Chowk	1700
15	Kokar Bazar	1700
16	Lalpur Chowk	2300
17	KantaToli Chowk	2300
18	Bahu Bazar	2300
19	Harihar Singh Road	2300
20	Karamtoli Chowk	2300
21	Machhli Ghar	2300
22	Suchana Bhawan	2300
23	Ratu Road Chowk	2300
24	Rajendra Chowk	2700
25	AG More	2700
26	Sahajanand Chowk	2700
27	Argora Chowk	2700
28	HEC Check Post	3000
29	HEC Sector II	3000
30	Dhurwa Golchakar	3000

TF Rules and Regulations

1. All the Charges are Non-Refundable.
2. All the charges are formulated by considering all the holidays.
3. There is no provision of rebate.
4. All payments are in advance.
5. Rs. 200 will be charged to re-issue lost TF Pass.
6. Everyone who uses the TF must always carry “TF Pass” and must display when asked for it
7. **No** outsiders are allowed in the Institute’s Transport Service without prior permission.
8. Bus timings must be strictly followed. The bus will not wait at the stoppage, once the schedule time has passed
9. Bus Stoppages are fixed. The bus will not stop anywhere else apart from the fixed stoppages.
10. The traveller can choose to opt for transport for a phase or full year.
11. A traveller can choose one-time mode of payment only at the start of the calendar year.
12. If a traveller opts for one-time mode of payment and later decides to withdraw in between any time of the year, then no amount will be refunded back.
13. Traveller who has opted for TF phase wise can pay for the full phase at once in the starting of the phase or choose monthly mode of payment.
14. A traveller can choose to pay for the whole phase at once, but if he/she withdraws between the phase, then no amount shall be refunded back from that phase.

- 15.If a traveller opts for monthly mode of payment and later withdraws in the middle of a phase still full phase charges will be applicable.
- 16.If a traveller opts for a transport service in the middle of any phase (subject to approval), then he/she can only pay using the monthly mode of payment for the phase. He/She cannot choose One-time mode of payment.
- 17.Creating unnecessary noise and indiscipline will lead to “Disciplinary Actions”.
18. No one is allowed to switch from their designated Vehicle for their personal needs.
19. Uses of alcohol, tobacco products or any form of drugs are **STRICTLY PROHIBITED**.
20. 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.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.