

**RAJIV GANDHI UNIVERSITY
RONO HILLS, DOIMUKH**

No. VH-017/Transport Facility/2025

Dated: 16.05.2025

CIRCULAR

It has come to the notice of the university administration that many employees (both teaching and non-teaching) are not availing themselves of the university bus concession cards/facilities for their daily commute to and from the university campus.

In view of the above, all concerned employees are hereby directed to duly fill the attached 'Bus Concession Card Form' and submit it to the Vehicle Branch, along with the requisite amount in the challan, without delay for the issuance of the bus concession card.

All handymen-cum-conductors are instructed to check employees' bus concession cards and report any discrepancies or instances of non-compliance to the Vehicle Branch for further action.

Further, all handymen-cum-conductors are also hereby directed to collect the bus fare from all other passengers except regular university students and holders of valid bus concession cards, who avail themselves of the university bus service. The collected amount must be deposited through challan into the university account.

Sd/-
Registrar

No. VH-017/Transport Facility/2025/78

Dated16th..... May 2025

Copy to:

1. PS to Vice-Chancellor for information.
2. All Deans of Faculties for information.
3. PS to Registrar/FO/CoE/Librarian for information.
4. All HoDs/Directors of various Departments/Institutes for information and wide circulation.
5. All Branch Officers for information and wide circulation.
6. Joint Director (CC) for information with a request to upload the same in the university website.
7. All bus drivers for information.
8. All handymen-cum-conductors for information and necessary action.
9. All Notice Boards.
10. Office copy.


(Dr. N.T. Rikam)
Registrar