

तमिलनाडु केन्द्रीय विश्वविद्यालय  
(संसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)  
**CENTRAL UNIVERSITY OF TAMIL NADU**  
(Established by an Act of Parliament, 2009)  
तिरुवारूर/Thiruvarur - 610 101

No.: 1(16)/2014-Admin /875

September 12, 2014

**CIRCULAR**


**Sub: Introduction of Vehicle Indent System - reg.**

In order to monitor the movement of the official vehicles and ensure its proper usage, the Competent Authority is pleased to implement the Vehicle Indent System that will come in to force w.e.f. 1<sup>st</sup> October 2014. The detailed procedures under this system are as follows:

- ✍ This system is called "Vehicle Indent System" (VIS)
- ✍ To avail the services of office cars, Indentor(s) is/are required to submit the "Vehicle Indent form" available in the website one day in advance for all his/her official duties.
- ✍ No vehicle will be allotted without Indent. However, vehicle(s) may be allotted on considering the emergency nature of the duties and responsibilities, subject to the availability of vehicle(s).
- ✍ Name, contact number(s) of the Driver(s) will be sent to the Indentor(s) once vehicle(s) is/are allotted.
- ✍ The copy of the indent should be given to the Driver, who in turn shall record the details of the Indent in his Log book, which will be verified periodically by the officer concerned and the Driver shall need to surrender the indent to the Administration for records.
- ✍ Indentor(s) shall need to sign in the Log book available with the Driver after verifying the Odometer in the Log book while getting down from the office vehicle.
- ✍ The Indentor(s) has/have to keep his/her belongings under his/her safe custody while using the vehicle. Administration will not be liable for any kind of damage / loss of his/her belongings.
- ✍ Driver(s) should report to the Administration after completion of the journey. When there is no official journey after office hours, the Driver(s) is/are required to surrender the Key(ies) of the vehicle to the Security Section after parking the vehicle(s) in front of the Admin Block.
- ✍ All Drivers should also ensure that Log book is to be closed in all respect and should be kept ready next day morning for verification.

- ✍ With regard to the Vehicle provided to the Hostel, a log book will be maintained by the Driver as mentioned above and the same should be used only for Hostel purpose. Driver of the vehicle is required to follow the same procedure as mentioned in pre-page. Warden(s) of the Hostel is/are responsible for the said vehicle's movement. Hostel vehicle will be utilized only for all official purpose in case there is no vehicle is available in the Administration or on demand by the Administration at any time. In the absence of Hostel vehicle, Administration may be contacted for vehicle requirement, if needed.
- ✍ No official is permitted to use the office vehicle for his/her personal journey.
- ✍ In case of any conflict/disagreement with the Driver, the Indentor is required to inform the Administration immediately.
- ✍ No official is permitted to contact the Driver directly for his official journey. No other person(s) is / are permitted to drive the vehicle provided for office purpose by the Contractor without prior information to the Administration/ contractor.
- ✍ In case of misuse of office vehicle is found at any stage, appropriate action, as deemed fit, under the Rules will be initiated against the official and formal complaint against the Driver will be sent to the contractor upon notice.
- ✍ If anybody notices that any of the office vehicles is misused, the same may please be brought to the knowledge of Administration via mail ([soadmin@cutn.ac.in](mailto:soadmin@cutn.ac.in)) or SMS (9489054259) (24X7).

Co-operation of one and all is solicited.

  
12/19/14.  
**(Prof P Ravindran)**  
**Registrar (Acting)**

Copy to:

1. All Heads of Departments / Co-ordinators
2. All Faculty Members / Staff – through email
3. DR (Academic)
4. DR (Exam)
5. Hindi Officer
6. PS to VC
7. PA to Registrar
8. PA to FO
9. Academic Co-ordinator
10. Hostel(s) Warden(s)
11. Security Section
12. Notice Board(s)