



राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय  
NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA

शिक्षा मंत्रालय, भारत सरकार के अधीन एक राष्ट्रीय महत्व का संस्थान  
An Institute of National Importance under Ministry of Education (Shiksha Mantralaya), Govt. of India

Ref. No.: NITMGH/ES/CMMTE/Vol.II/2023-24/1167

Date: 21.08.2023

**OFFICE ORDER**

This is to notify that the Competent Authority is pleased to constitute the Institute Transport Committee with the following members which will be headed by the Professor In-charge, Transport: -

Sl.no	Name	Designation (Deptt./Section)	To function as
1.	Dr. Biplab Kumar Debnath	Assistant Professor, ME	Chairman
2.	Dr. Wandahun Longtraï Reenbohn	Assistant Professor, PH	Member
3.	Dr. Ksh Milan Singh	Assistant Professor, EE	Member
4.	Mr. Binoy Das	Assistant Registrar, FA	Member
5.	Mr. Manfred Eleazer Kurbah	Junior Assistant, ES	Member
6.	Mr. Keshav Tamang	Junior Assistant, IA	Convenor

The Committee shall carry out the following activities related to transportation requirements of the Institute:-

1. To liaise with the Agency providing the vehicles and buses to NIT Meghalaya from time to time as per order issued to the Agency.
2. To demand for extra vehicle from the Agency as and when demands are received from the Faculty or Staff for official purposes.
3. To allocate the vehicles to the faculty or staff on demand as per the requisition received from the concerned officials.
4. To monitor the allotment and movement of vehicles, buses and ambulance.
5. To take action for maintenance of the official vehicles and ambulance including their fuel and services and take the imprest money for fuel and maintenance to.
6. To obtain the approval of the Competent Authority for allotment and maintenance of vehicles, buses and ambulance.
7. To depute the ambulance for the faculty, staff, students and hostellers on medical emergency.
8. To renew or award the contract of the Agency as and when required depending upon the satisfactory services of the Agency.
9. To verify the Log books of all vehicles, buses and ambulance.
10. To verify the bills received from the Agency and recommend for release of their payment on monthly basis including the extra vehicles hired.

The Committee is constituted with immediate effect and until further orders.

This issues with approval of the Competent Authority in supersession to all previous orders / notifications issued in this regard.

  
(Dr. R. N. Mahapatra)  
Registrar

**Copy Forwarded to: -**

- 1) Director's Office, NIT Meghalaya for kind information the Director.
- 2) Faculty-in-Charge, CC, for making necessary changes on the Institute's website.
- 3) E-notice among Faculty, Trainee Teachers and staff.
- 4) Concerned personal files for record.