



होमी भाभा विज्ञान शिक्षा केंद्र  
HOMI BHABHA CENTRE FOR SCIENCE EDUCATION  
टाटा मूलभूत अनुसंधान संस्थान  
TATA INSTITUTE OF FUNDAMENTAL RESEARCH

भारत सरकार का नाभिकीय विज्ञान एवं गणित का राष्ट्रीय केंद्र एवं समविश्वविद्यालय

*National Centre of the Government of India for Nuclear  
Science and Mathematics and a Deemed University*

वी. एन. पुरव मार्ग, मानखुर्द, मुंबई-४०००८८.

V. N. Purav Marg, Mankhurd, Mumbai-400 088.

दूरभाष / Telephone : 022-2507 2100 / 2558 0036

वेबसाइट / Website : [www.hbcse.tifr.res.in](http://www.hbcse.tifr.res.in)

फैक्स / Fax : 022-2556 6803

Ref : HBCADMN/2.2/

November 15, 2017

Office Order No. 28

Sub.: Guidelines for usage of office vehicle.

Following are the guidelines for the usage of office vehicle:

- Office vehicle shall not be provided for personal work;
- Local Trips**: usage of office vehicle shall be avoided where waiting is more than one hour;
- Outstation Trips**: Unless avoidable, public transport may be used where place of visit is well connected by train / road;
- In case of multiple requests for same day and time, Head Administration or Dean or Centre Director will decide on priorities.
- No office vehicle will be provided unless request is approved by the competent authority.

This order will come into the force with an immediate effect.

(Prof. K. Subramaniam)  
Centre Director