

Sr. No.	Description	Approved Policy	Reference
1.	Students trips and tours	<b>Click here</b> to download the notification	Available on downloaded file.
2.	Demand for provision of University transport to arrange farewell parties and other private functions by different groups/ Political Parties/ Associations of students	This practice on the part of students is not covered under the IIU Staff Car Rules 1988/ policy. On the recommendations of Transport Advisory Committee made in its meeting held on 22.05.2014, the President IIU has therefore; decided that such demands/requests of students shall not be endorsed and forwarded by the Deans/ HODs and Students Advisors to the Transport Section.	Office order issued by Assistant Director (Transport). F.No.2(1)/2004-CTU-IIU-544 dated July 01, 2014.
3.	Demands/requisitions from the faculty members/officers are received for provision of official facility to attend meetings/conferences and taking viva voice in other Universities/institutes/Departments on the invitation of these departments/institutions for own business	Provision of official vehicles in such cases is not covered under the IIU Staff car rules 1988. In such cases, the borrowing departments/institutions pay travelling charges to the hiring faculty members. No such facility will be provided on the cost of the University. However, private hiring of vehicle can be claimed subject to availability.	Office order issued by Assistant Director (Transport). F.No.2(1)/2004-CTU-IIU-859 dated November 26, 2014.
4.	In case of sad demise (death) of University employee or his/ her dependent	An ambulance subject to availability may be provided at office expense for carrying dead body of an employee, his/ her dependent family members which includes his wife, children and dependent parents within the country. In case of non provision of an ambulance, hiring charges of private ambulance may be paid to the employee on submission of valid/ authenticated bill.	Office order issued by Assistant Director (Transport). F.No.2(1)/2004-CTU-IIU-860 dated November 26, 2014.
5.	Provision of transport facility to students for attending funeral rites of their deceased student colleagues in their native towns within or outside municipal limit of Islamabad/ Rawalpindi.	a) In case of death of any student in the premises of the University , an ambulance along-with one vehicle shall be provided on office expense subject to availability; b) In any other case, a vehicle will be allowed, subject to availability, on the recommendations of concerned Dean of the Faculty and Students Advisor concerned, on payment basis, in the name of any Teacher/ Officer.	Office order issued by Assistant Director (Transport). F.No.2(1)/2004-CTU-IIU-861 dated November 26, 2014.
6.	Provision of an ambulance to shift an employee and his/ her dependent family member to hospital or home in case of serious illness	i) In case of illness /injury of an employee or his/her dependent family member an ambulance, on the recommendation of the Medial Officer, IIU Medical Centre shall be provided, subject to availability, on office expense to shift the ill person to hospital or home within municipal limit. ii) Beyond municipal limits, an ambulance, subject to availability, will be provided on payment of 50% of prescribed rates/dues up to the distance of 300-400 kilometers.	Office order issued by Assistant Director (Transport). F.No.2(1)/2004-CTU-IIU-862 dated November 26, 2014.