

International Islamic University Islamabad
(Central Transport Unit)

F. No. 2(1)/2004-CTU-IIU-3907

December 12, 2017

OFFICE ORDER


SUBJECT: POLICY FOR ONE DAY TRIP FOR IIU EMPLOYEES OUT OF WELFARE FUND

While reviewing existing policy for one day excursion trip for IIU employees out of welfare fund, Transport Advisory Committee in its meeting held on 29-09-2017, recommended as follows:

Existing Policy	Revised Policy
<i>One day excursion tour (males & females separately) may be arranged for the members (on off days) by the university and its constituent units (collectively) once a year. In such cases only the POL charges will be paid from the Welfare Fund. This facility will be available subject to availability of transport.</i>	<i>As joint excursion trip for all male or female employees together in one go is not practically possible, therefore; these tours shall be arranged department/ faculty wise (males & females separately) in order to deduct POL expenses from welfare fund. This facility will be available subject to availability of transport.</i>

Worthy President IIU has been pleased to approve the same for the implementation by all concerned.

2.0 This issues with the approval of competent authority.


(Jehanzab Waqas Gadgore)
Assistant Director/ In-Charge

Distribution:

- All Deans/DGs/Directors
- Provost Hostels (Male & Female)
- Student Advisors (Male & Female)
- All Sectional Heads
- In-Charge, Medical Centers (Male & Female)
- Transport Supervisor (Operations)

Cc:

- SPS to worthy President, IIU
- PS to Vice-President (AF&P)
- PS to Vice-President (Academics)
- PS to Vice-President (HS&R)