



F. No . NIDMP/1-20/Transportation/2019-20/

Dated 30/09/2019

**Circular**

The Competent Authority is pleased to allow the use of officially hired vehicle for pick/ drop facility to/ from Railway Station/ Bus Stop/ Airport/ any other place within the city limits only to the resident employees of the Institute going on/ coming back from leave or personal work between 7am to 7pm, except Sunday (Since the Institute's vehicle is not available on Sunday). **The employee shall have to pay a subsidized cost of Rs 10/- per K.M. of travel (to & fro both side).**

2. A register shall be maintained in the Estate Office for placing demand for vehicle, which shall have to be placed at least 24 hours in advance. The priority of use of vehicle shall be in the sequence given as under:

(i) P1 - For official duties.

(ii) P2 - For pick/ drop to/ from Railway Station/ Bus Stop/ Airport.

(iii) P3 - For pick/ drop to/ from any other place within the city limits.

**3. The modalities for the facility would be as follows:-**

(i) The subsidized fare shall be charged for to & fro distance from Institute/to Institute as being charged by the travel agency from the Institute.

(ii) Vehicle shall not be provided for less than 8 k.m., for which minimum Rs 150/- shall be charged to the user. Thereafter, Rs 10/- for per kilometer of travel (total to & fro distance) shall be charged.

(iii) The desirous official shall have to inform the Estate Office at least 24 hours in advance by writing the demand in a register placed in the office. Vehicle will be allotted as per priority listed in Para 2 above.

(iv) The officials will have an option to deposit the due amount to the Institute bank account through net banking/I-collect/cheque or direct monthly deduction from salary.

(v) After remittance of due amount for travel facility availed, the official shall inform the Estate Office in writing for official record/accounting purpose.

(vi) The vehicle would be provided only to the resident employees and not to those staying outside.

(vii) This facility shall be provided through already hired vehicle. No vehicle shall be hired by the office for personal use of employees.

4. This is issued with approval of the Competent Authority.

  
(Registrar)

**Distribution (through E-mail only):-**

1- PA to the Director, NID, MP for information

2- CAO, NID MP

3- CF&A, NID MP

4- Estate officer, NID MP

5- All employees

