



4066 IT Cell
20/09/17

OFFICE OF DIRECTOR SECONDARY EDUCATION HARYANA PANCHKULA

Order No. 10/4-2006 Ad (4)

Dated, Panchkula the 8/9/17

A copy of letter No. 3/71/2008-RVA Dated 29.08.2017 received Chief Secretary to Government, Haryana regarding Guidelines for Hiring of Taxis for the officers visiting New Delhi for official work is forwarded to the following for information and necessary action:-

1. Director Elementary Education Haryana, Panchkula.
2. Director SCERT Haryana, Gurgaon.
3. All DIET's in the State.
4. All District Education Officer's in the State.
5. All District Elementary Education Officer's in the State.
6. All the Headquarter Officers.
7. Technology Officer (I.T. Cell).
8. Registrar Education (Secondary).
9. All the Superintendent (HQ).
10. Superintendent Accounts Branch (HQ).
11. Superintendent Admn. (Pry.)
12. PA/DSE.
13. PA/ Additional Director Admn.
14. All Assistants working in Admn. Branch

SUPERINTENDENT ADMN.
for DIRECTOR SECONDARY EDUCATION
HARYANA PANCHKULA *Goel*
14-9-17

2/secondary Bldg

389 Ad (C)
8/9/17

No.3/71/2008-RVA
Government of Haryana
Chief Secretary's Office
General Administration Department
(RVA Branch)

Chandigarh the 29th August, 2017

- To (Smt. J. Adams) 29.8.17
1. All the Administrative Secretaries to the Government of Haryana.
 2. All the Head of Departments in Haryana.

Subject:- Guidelines for Hiring of Taxis for the officers visiting New Delhi for official work.

Sir/Madam,

I am directed to refer to the Haryana government letter No. 3/71/2008-RVA dated 27.07.2017 on the subject noted above wherein you were informed that Haryana Government has signed the contract with M/s Ajay Tours, UG-16/17, Palika Place Panchkuian Road, New Delhi for the period 01.08.2017 to 31.07.2018 through PRC, New Delhi. The approved rates of M/s Ajay Tours are enclosed herewith.

2. With the implementation of this policy, the officers visiting Delhi by train or by Air are advised to use the facility of taxi to be made available on their request for the efficient and effective implementation of the policy, the guidelines are as under:-

- (i) The officer requisitioning taxi service at New Delhi will inform PRC Office at least one day before departure through Tel. No. 011-23386131 or by Fax No. 011-23334913. The Contact No. Superintendent is 011-23385980, 9717440212 and RA is 9818672439.
- (ii) On the same day the Superintendent/RA concerned will inform the officer taxi no./ Modal of Taxi, Driver name and his mobile No.
- (iii) The officer will also inform his mobile No. so that the taxi driver and the officer may not face any difficulty regarding identification of each other.
- (iv) The policy will work as under:-
 - (a) The officer after performing the local journey and before relieving the taxi will sign the contents of log slip indicating K.Ms covered and time consumed.
 - (b) The taxi agency will send the bill to the Principal Resident Commissioner office within a week and immediately thereafter PRC office will send the same to the concerned department. On the receipt of the bill, the department will make the payment to PRC Office within next three days.

Jai narain Singh
Under Secretary Protocol,

for Chief Secretary to Government Haryana.
29/8

Approved Taxi Rate

Para Meter	Ajay Tours, UG-16/17, Palika Place, Panchkuian Road, New Delhi				
	SX4/Swift Dezire/ Maruti Ciaz	Honda City/Skoda/ Corolla	Innova (High End)	Honda Accord/ Toyota Camry	Mercedes Benz "C" class "F" Class
100 Km & 10 hrs	1300/-	1400/-	1325/-	3200/-	4000/-
50 km & 5 hrs	750/-	850/-	700/-	1950/-	3000/-
40 km & 4 hrs	600/-	750/-	600/-	1500/-	2000/-
Per extra km	12/-	14/-	12/-	30/-	40/-
Per extra hour	30/-	50/-	50/-	100/-	100/-
Pick Up/drop at Domestic Airport	600/-	700/-	700/-	1200/-	1500/-
Pick up/drop at International Airport	650/-	750/-	750/-	1300/-	1550/-
Pick up/drop at New Delhi Railway Station	400/-	500/-	500/-	1000/-	1200/-
Pick up/drop at Delhi Cantt. Railway Station	475/-	550/-	575/-	1100/-	1400/-
Pick up/drop at Hazart Nizamuddinn Railway Station	400/-	500/-	500/-	1000/-	1200/-
Out -station Trip Round the clock upto 250 km/per day, Night charges, toll tax parking charge and inter- state charge	11/- +100	13/- + 150	12.75/ + 150	30/-+250	55/- +300
Airport parking charge per hour	As per airport charge	As per airport charge	As per airport charge	As per airport charge	As per airport charge

07/10/20
 04 Sept 2012
 27/09/12
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Spoken