



No. 65-7/2015-16/FA

Date:- 04/04/2022

NOTICE

Sub:- Guidelines / Instructions regarding local conveyance reimbursement. Reg-

1. It has come to the notice of the Audit team that the "mileage allowance for journeys by Road" being claimed by the officials of the Institute is at times exaggerated and not as per the rules and guidelines of the Department of Expenditure, Ministry of Finance. In many instances, the exaggerated claims have been endorsed by the concerned HODs/ HOSs/ HOCs etc as well. The same has been viewed very seriously by the Competent Authority.
2. Claiming and availing reimbursement from the office for expenditures incurred in road journeys over the prescribed rates and above the eligibility not only tantamounts to unethical practice but also entails violation of code of conducts as prescribed by the CCS (Conduct) Rules, 1964.
3. In this regard, attention is solicited to Sl. No. 2.D (i) & (ii) of the MoF O.M. No. 19030/1/2017-E.IV dated 13/07/2017 (Copy enclosed) whereby the eligibility and rates for mileage allowance for journeys by road has been clearly elaborated. The same is quoted below for ready reference:-

Table- A

D. Mileage Allowance for Journeys by Road :	
(i) At places where specific rates have been prescribed :-	
Pay Level in Pay Matrix	Entitlements
14 or above	Actual fare by any type of public bus including AC bus OR At prescribed rates of AC taxi when the journey is actually performed by AC taxi OR At prescribed rates for auto rickshaw for journeys by auto rickshaw, own car, scooter, motor cycle, moped, etc.
6 to 13	Same as above with the exception that journeys by AC taxi will not be permissible.
4 and 5	Actual fare by any type of public bus other than AC bus OR At prescribed rates for auto rickshaw for journeys by auto rickshaw, own car, scooter, motor cycle, moped, etc.
3 and below	Actual fare by ordinary public bus only OR At prescribed rates for auto rickshaw for journeys by autorickshaw, own scooter, motor cycle, moped, etc.
(ii) At places where no specific rates have been prescribed either by the Directorate of Transport of the concerned State or of the neighboring States:	
For journeys performed in own car/taxi	Rs. 24/- per Km
For journeys performed by auto rickshaw , own scooter, etc	Rs. 12/- per Km
At places where no specific rates have been prescribed, the rate per km will further rise by 25 percent whenever DA increases by 50 percent.	

4. Regarding the rates applicable for local travel through Auto-rickshaw/ Taxi; the rates prescribed by the Govt. of NCT of Delhi (copy enclosed) shall prevail. The current rates are quoted below for ready reference and the rates whenever revised shall be applicable accordingly:-

Table- B

TRANSPORT DEPARTMENT	
NOTIFICATION	
Delhi, the 23rd December, 2020	
No. F. 23 (488)/TPT/ARU/2010/452/1318. —In supersession of earlier notifications in this behalf and in exercise of the powers conferred by Clause (i) of sub section (1) of Section 67 of the Motor Vehicles Act, 1988 (59 of 1988), the Lieutenant Governor of the National Capital Territory of Delhi, having regard to Clause (d) of the said sub section (1) hereby issues the following directions to the State Transport Authority of Delhi, namely: -	
The fares chargeable by the operators of Auto Rickshaws in the National Capital Territory of Delhi, shall be as follows:	
(a) Fare (including Rupees 0.50 charges for Global Positioning System (GPS)/ General Packet Radio Service (GPRS)/ Control Room)	Rs 25/- for first fall of 1.5 km (upon downing the meter) and thereafter Rs. 9.50 per km for every additional kilometre.
(b) Night Charges	25% of the fare (11.00 PM to 5.00 AM)
(c) Waiting Charges	Waiting charges at the rate of Rs. 0.75 per minute shall be applicable for every minute (no limit of minimum 15 minutes as earlier when the vehicle is stationary or stuck in traffic or moving extremely slow (less than 1 km covered in 10 minutes).
(d) Luggage Charges	Rs. 7.50 shall be charged as extra Luggage charges whereas the driver/operator shall not charge any extra amount for a shopping bag or a small attachi/ suitcase.

Table- C

The fares charged by taxi operators in the national Capital Territory of Delhi are as under:	
Taxis(Black & Yellow Top)	Rs 25/- for first Kilometer (upon downing the meter) and thereafter Rs. 14.00/- per Kilometer for Non-AC taxis and Rs . 16.00/ per Kilometer for AC taxis for every additional Kilometer
Night Charges	25% of the fare (11:00 PM to 5:00 AM)
Waiting Charges	Rs 30/- per hour or part thereof (Subject to a minimum of 15 minutes stay)
Luggage	Rs. 10/- shall be charged as extra luggage charges whereas the driver/ operator shall not charge and money for a shopping bag or a small suitcase

5. In this context, the Conveyance bill form has also been modified for adoption and consequent use by all.

This notice has been issued with approval of the Competent Authority.


Finance Officer

Enclosures:- As above

Copy to:-

1. Sr. PS to the Vice Chancellor.
2. PA to the Registrar.
3. All faculty, Officers and Staff through Email.
4. System analyst for uploading on the website.
5. Guard File.