

F.No. 13-14/2020-21/GA
NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION
17-B, Sri Aurubindo Marg, New Delhi-110016

April 29, 2022

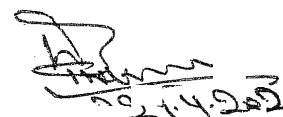
CIRCULAR

Subject: Regulating use of Staff Car facilities.

In line with Staff Car Rules and to regulate use of Staff Car facilities following directions are issued for compliance by all officials:

- i. Staff Car facilities shall not be allowed for use by any employee for travelling between his / her residence to Office except any such request or facility has been extended specifically by the Competent Authority.
- ii. Any employee staying late or arriving early to discharge his / her official duties shall be allowed staff car facility only up to the nearest Metro Station subject to prior approval by the Competent Authority if he/she stays after 07.00 P.M. to discharge official duties.
- iii. Provision for reimbursement of local conveyance / mileage allowance is already notified by Finance Division vide Notice No. 65-7/2015-16/F&A dated 04.04.2022. In case of non-availability of Staff Car/ for essential /office duty, reimbursement, if any, of fare will be permissible as per rates notified, if an officer over stays after 1900 hrs.

This issues with the approval of the Competent Authority.



(D.S. Thakur)

Administrative Officer (I/c)

Copy to:

1. All Notice Boards
2. PS to VC for information
3. PA to Registrar for information
4. Finance Officer
5. Systems Analyst- with a request to upload on NIEPA's website.