

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

Chandigarh the 27th January, 2020

1. All the Administrative Secretaries to the Government of Haryana.
2. All the Head of Department in Haryana.

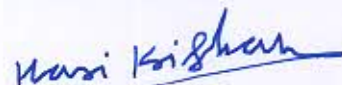
Subject: Guidelines for Hiring of Taxi for officers visiting New Delhi for official work.

Sir/Madam,

I am directed to refer to the Haryana Government letter No. 3/71/2008-RVA dated 11.12.2019 on the subject noted above wherein you were informed that Haryana Government has signed the contract with M/s Ambe Travels, 191-Aliganj, Kotla Mubarakpur, New Bapupark, New Delhi, for the period 13.12.2019 to 12.12.2020 through PRC, New Delhi. The approved rates of M/s Ambe 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, 011-23384913 and on mail cchb@hry.nic.in. The Under Secretary's Contact No. is 011-23385980, 9717440212 and RA is 9818672439.
- (ii) On the same day the Under Secretary/RA concerned will inform the officer taxi no/Model of Taxi, Driver name and his mobile No.
- (iii) The officer will also inform his mobile number 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/taxi agency within next three days.



(Hari Krishan Sharma)

Under Secretary Protocol to Govt. of Haryana,
General Administration Department

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Approved Taxi Rate

Sr. No.	A.C. Cars	Swift Dzire/ Maruti Ciaz	Honda City/Skoda/ Corolla	Innova Crysta/ Ertoga	Honda Accord/ Toyota/ Camry/ Fortuner	Marcedez Benz "C" Class "F" Class	AC Bus 50 Seater
1	100 Km & 10 hrs	1398/-	1498/-	1698/-	3300/-	5500/-	8500/-
2	50 Km & 5 hrs	749/-	800/-	850/-	1550/-	2500/-	NA
3	40 KM & 4 hrs	649/-	750/-	750/-	760/-	NA	NA
4	Per extra km	12.50/-	13/-	14.50/-	25.00/-	65.00/-	NA
5	Per extra hour	75	85	95	98	550/-	NA
6	Monthly Rate up to 2500 K.M	32000/-	42000/-	46000/-	75000/-	NA	NA
7	Pick up/ drop at domestic Airport	750/-	800/-	850/-	980/-	3200/-	
8	Pick up/ drop at International Airport	850/-	950/-	1050/-	1100/-	3500/-	
9	Pick up/ drop at New Delhi Railways Station	550/-	580/-	580/-	1080/-	1289/-	5300/-
10	Out-Station Trip Round The clock upto 250 Km/per day, Night charges, toll tax parking Charge and inter- state Charge	3900/- Toll Tax parking Actul	5500/- Toll Tax parking Actul	5500/- Toll Tax parking Actul	7500/- Toll Tax parking Actul	9500/- Toll Tax parking Actul	NA Toll Tax parking Actul
11	Airport parking Charge per hour	ACTUL	ACTUL	ACTUL	ACTUL	ACTUL	ACTUL