

NIDMP/1-20/Transportation/23-24

Date 12.09.2023

## परिपत्र

1. The Competent Authority is pleased to continue the facility for use of officially hired vehicle for pick-up/ drop facility to/ from Railway Station/ Bus Stop/ Airport/ any other place within the city limits only to the employees of the Institute going on/ coming back from leave or personal work. **The employee shall have to pay a revised cost of Rs 13/- per K.M. of travel (to & fro both sides from NIDMP Campus).**
2. A register is being maintained in the HSS Office for record-keeping of demand for vehicle. The vehicle requisition shall have to be placed at least 48 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 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. (incl. of to & fro journey), for which a minimum of Rs 150/- shall be charged to the user. Thereafter, Rs 13/- for per kilometer of travel (total to & fro distance) shall be charged.
  - iii. The desirous official shall have to inform the HSS office at least 48 hours in advance by sending an email request to HSS. The vehicle will be allotted as per priority listed in Para 2 above and subject to availability.





- 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 the due amount for travel facility availed, the official shall inform HSS in writing for official record/accounting purpose.
- vi. 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 and supersedes circular No. **NIDMP/1-20/Transportation/2019-20 dated 30.09.2019.**



मुख्य प्रशासनिक अधिकारी  
राष्ट्रीय डिजाइन संस्थान, मध्य प्रदेश

प्रतिलिपि :-

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|----------------------------------|--------------------------------------|
| 1. निजि सचिव निदेशक महोदय        | - कृपया सादर सूचनार्थ ।              |
| 2. कुलसचिव महोदय                 | - कृपया सादर सूचनार्थ ।              |
| 3. नियंत्रक वित्त एवं लेखा महोदय | - कृपया सादर सूचनार्थ ।              |
| 4. प्रशासनिक अधिकारी             | - कृपया सादर सूचनार्थ ।              |
| 5. संपदा अधिकारी                 | - कृपया सादर सूचनार्थ ।              |
| 6. सहायक अभियंता (सू.प्रौ.)      | - कृपया इंटरनेट पर अपलोड करने हेतू । |
| 7. रक्षित पत्रावली               |                                      |