

F.No.13-14/2020-21/GA (Misc)
National Institute of Educational Planning and Administration
(Deemed to be University u/s 3 of the UGC Act, 1956)
17-B, Sri Aurobindo Marg, New Delhi-110016

February 06, 2023

CIRCULAR

Subject: Use of Staff Car/Taxi & conveyances-

Reference:-

- 1. F.No.13-14/2020-21/OM No. 18(23) E. Coord-2021**
- 2. F.No. 65-7/2015-16/F&A for use of Staff Car/Taxis facilities.**

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

- i. Staff Car/Hiring of Taxis facilities shall not be allowed for use by any employee for travelling between his / her residence to Office except in extra-ordinary circumstances after any such request has specifically been approved by the Competent Authority. The Competent Authority in the matter of Conveyance is the Registrar as per the Delegation of Authority.
- ii. Any employee staying late or arriving early to discharge his / her official duties shall not be allowed staff car/taxi facility. He/ she shall get the expenses reimbursed for Taxi/Auto as per eligibility by filling the TA form. However, prior approval by the Competent Authority is required if any female employee stays after **08:00 P.M.** to discharge official duties. In such cases, Staff Car/Taxi shall be provided to the concerned female employee.
- iii. Provision for reimbursement of local conveyance / mileage allowance is already notified vide Notice No. 65-7/2015-16/F&A dated 04.04.2022.
- iv. Pickup and drop facility shall be provided to or from airport/railway station. Subject as per availability of staff car and official driver.
- v. Duly filled in Requisition Form for Staff Car/ taxi has to be given by the employee in advance.
- vi. Employees may use staff car or hire taxis for moving from NIEPA to all Govt/any other offices for official work.

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.