Office Order

Sub: Use of Institute's transport vehicles regarding.

In continuation of Office Order of even No. dated 18.09.2019 regarding non-availability of the Institute's official vehicles for official use, it has been decided that Resource Persons invited for delivering lectures/sessions for various training programmes/workshop etc. will be re-imbursed if they use own private car @ Rs. 24/- per km. (and for auto-rickshaw @ Rs. 12/- per km.) as per their entitlement of the 7th Central Pay Commission norms or availing of hired transport through OLA/UBER on actual basis (with bills). The course coordinator will also intimate the resource person/expert member while inviting them.

Similarly, officials of NIHFW will follow these guidelines as per entitlements as per the 7th Central Pay Commission norms. The non-availability certificate will be issued by the Transport Unit on the requisition form itself which may be submitted for re-imbursement after performing the visit duly certified by user. The bill will be re-imbursed to the official after the visit is verified by the HOD/Sectional Head/Nodal Officer of various projects (to facilitate the mechanism, performa is attached).

This issues with the approval of Director, NIHFW.

(Anil Kumar)
Dy. Director (Admn.)

Copy to:

1. All the HODs/Sectional Heads/Nodal officers of various projects with a request to bring it to the notice of staff working under them.
2. SPA to Director, NIHFW.
3. PA to Dean, NIHFW.
4. PA to Dy. Director (Admn.), NIHFW.
5. Notice Boards.
6. Computer Centre – with a request to upload the order on the website of the Institute.
**Performa for re-imbursement of transport charges for journey performed by Institute officials for official purpose by own car/OLA/UBER Vehicle.**

<table>
<thead>
<tr>
<th>Name and Designation of the User</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date and time of Journey Performed</td>
</tr>
<tr>
<td>Name of the Department/Section</td>
</tr>
<tr>
<td>Purpose of Journey</td>
</tr>
<tr>
<td>Place from</td>
</tr>
<tr>
<td>Total distance covered</td>
</tr>
<tr>
<td>Mode of Journey by own Car/Auto/</td>
</tr>
<tr>
<td>Hired (Ola/Uber Vehicle)</td>
</tr>
<tr>
<td>Head of Account (for official use)</td>
</tr>
<tr>
<td>i. Institute's activity</td>
</tr>
<tr>
<td>ii. In case of Project activity</td>
</tr>
<tr>
<td>Please indicate the name of the project</td>
</tr>
</tbody>
</table>

**Signature of the user**

**Signature of the HOD/Sectional Head**

**Official vehicle was not used due to Non-availability of the Institute's**

**Verified by the Transport Supervisor**

**Dy. Director (Admn.)**

**Accounts Officer**
Performa for re-imbursement of transport charges for journey performed by the Resource Persons/Expert Members.

Name of the Resource Persons/Expert Members: ____________________________

Date and time of Journey Performed: ____________________________

Name of the Department/Section: ____________________________

Purpose of Journey: ____________________________

Place from ____________________________ to ____________________________

Total distance covered: ____________________________

Details of Bank Account: ____________________________

Head of Account (for officials use): ____________________________

i. Institute's activity: ____________________________

ii. In case of Project activity please indicate the name of the project: ____________________________

__________________________________________  ____________________________________________
Signature of the user                   Signature of the HOD/Sectional Head

Official vehicle was not used due to Non-availability of the Institute's

__________________________________________
Verified by the Transport Supervisor

Dy. Director (Admin.)  Accounts Officer