



**HEADQUARTERS OFFICE
EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN, C.I.G. ROAD, NEW DELHI
Website: <http://esic.nic.in> / www.esic.org.in**

No.D/28/16/Taxi Hiring/08-Genl.

December 16, 2008

C I R C U L A R

Subject : Control over use of Staff Car and hiring of Taxis :

In order to achieve the objectives of (i) bringing economy in expenditure involving transportation, (ii) providing rest to our drivers to look after their domestic work, and (iii) proper maintenance of the Staff Cars, it has been decided not to use Staff Cars on holidays and on off-hours and that officers/official on tour/ examination duty and sitting late beyond 7.00 p.m. on working days/ attending office on holidays, will follow the following procedure/ instructions.

- (1) For travel from residence to Airport, Railway Station, Hqrs.Office and such other places involving tour, they may engage taxis/ auto-rickshaws /own conveyance as per their entitlement and claim reimbursement restricted to Rs.10/- or Rs.5/- per km (as the case may be) or actual whichever is less.
- (2) They may hire pre-paid taxis/auto rickshaws from Airport/ Railway Stations to their residence/ Headquarters and claim reimbursement in their TA bills i.e. Rs.10/- per km for taxis/ own car and Rs.5/- per km by auto-rickshaw/ own scooters or actual expenditure whichever is less.
- (3) The officers/officials who are sitting late in office on working days beyond 7.00 p.m. due to official exigencies and officials who have been called on holidays, shall be permitted to engage taxis/ auto-rickshaws/ own conveyance as per their entitlement restricted to Rs.10/- / Rs.5/- per km or the actual fare as the case may be.

The above facility is, however, subject to the approval of their tour/ late-sitting/ coming to office on holidays by Controlling Authority which is to be reflected in their claims.

This issues with the approval of A.C.(P&A).


**(GULSHAN KUMAR)
DY.DIRECTOR(G)**

- (1) All ACs/RDs/JD I/c, SROs/Dos
- (2) SSMC/SMC/MS/D(M)D, D(M)Noida
- (3) All Jt.Director (F)/DD(F), ROS/SROs/NTA/HospOitals
- (4) All Officers at Hqrs.Office,
- (5) Guard File