

**DELHI STATE INDL. & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD**  
**N-36, Bombay Life Building, Connaught Circus, New Delhi**  
**(GENERAL ADMINISTRATIVE DIVISION)**

No. DSIIDC/TPT/Hiring/Rvn. Rates of vehicle/2023-24

Dated 01.02.2024

**ORDER**

In partial modification of DSIIDC order of even No. dated 29.01.2024, the revised rates for the payment of hired vehicles are as under:-

**A. MAXIMUM LIMIT OF MONTHLY PAYMENT OF HIRED VEHICLE:-**

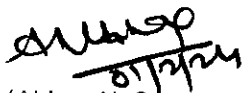
| Categories<br>(i) | Level of Officers<br>(ii)   | Maximum limit in Rs.               |                  |
|-------------------|---|------------------------------------|------------------|
|                   |   | Petrol/Diesel/CNG<br>(iii)         | Electric<br>(iv) |
| Entitled          | CMD/MD/ED/FA/GM/En-in-<br>Chief/CE/Officers in Level 13A and above<br>Co. Secy./CM/FC/DM/CAO/SE/EE etc. | Corporation vehicle to be provided |                  |
| Non-Entitled      | On need basis with the prior approval of<br>MD  | Rs. 40,000/-                       | Rs. 55,000/-     |
|                   |   | Rs. 30,000/-                       | Rs. 45,000/-     |

**B. MAXIMUM LIMIT OF VEHICLE HIRED FOR DAY/HOURS :-**

| Particulars                      | Rate in Rs. For<br>petrol/CNG/Diesel | Rate in Rs. For Electric Vehicle |
|----------------------------------|--------------------------------------|----------------------------------|
| For 10 Hours and 80 K.M.         | Rs. 1800/- per day *                 | Rs. 2500/- day *                 |
| Extra Charges beyond 80 K.M      | Rs. 15/- per KM                      | Rs. 15/- per K.M                 |
| Extra Charges beyond 10<br>hours | Rs. 50/- per Hour                    | Rs. 50/- per Hour                |

\* Subject to maximum ceiling of Rs. 40,000/- (₹ Forty Thousand Only ) per month in respect of Petrol/Diesel/CNG vehicle and Rs. 55000/- (₹ Fifty Five Thousand Only ) in respect of Electric Vehicle for entitled category. While for non-entitled category the limit shall be restricted to Rs. 30,000/- (₹ Thirty Thousand Only) for Petrol/CNG/Diesel and Rs. 45,000/- (₹ Forty Five Thousand Only ) for Electric Vehicle.

- The bills will be reimbursed as per actual expenditure subject to maximum ceiling as specified in table A & B of para 1 above.
- Other terms and conditions as mentioned in order dated 16.11.2019 shall remain the same.
- This order is effective from 01.01.2024.
- Revised Format for submission of monthly bills is annexed as Annexure A & B herewith.

  
(Abhay N. Sahay)  
Divisional Manager (GAD)

To

- All Concerned Officers of DSIIDC
- DM (IT), for uploading on website

Mob:

**PROFORMA 'A'**

**FOR THE PAYMENT OF BILLS FOR HIRED VEHICLES**

Date: -

To,  
The DM (Transport),  
DSIIDC Ltd.

**Bill for the month:** \_\_\_\_\_

**Particulars of officer:**

- i. Name of Officer:-
  - ii. Grade Pay:-
  - iii. Designation :-
- A. Name of Division & Place of posting: -

**B. Name of Travelling Agency:**

- i. Pan Card No. :
- ii. Registration No. of the hired vehicle:-

**C. Category to be ticked:-**

**(a) Entitled category:-**

Co. Sec./DGM/CM/FC/PD/DM/CAO/CPM/Sr. Architect : ED-UC

- i. Rs. 40,000/- (Petrol / CNG/Diesel)      (  )
- ii. Rs. 55,000/- (Electric vehicle)      (    )

**(b) For Non Entitled Category:-**

On need basis with the prior approval of MD

- i. Rs. 30,000/- for Petrol/CNG/Diesel      (    )
- ii. Rs.45000/- for electric vehicle      (    )

**D. Undertaking:-**

- i. I have already informed CAO (HQ) for deduction of my Transport Allowance and same is being deducted from my salary.
- ii. I have \_\_\_\_\_ leave for the during month.
- iii. I have used the vehicle for official work.

**E.**

- i. Total amount to be claimed: -
- ii. Bills and logbook duly verified by the undersigned is enclosed herewith.

**Signature of the officer**

**(For official use):-**

Total amount recommended/restricted to be released \_\_\_\_\_.

**Signature of the officer**





DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.  
N-36, Bombay Life Building Connaught Circus, New Delhi  
(GENERAL ADMINISTRATION DIVISION)

No. DSIIDC/TPT/Hiring Taxi /Rvn. Rates of vehicles/2023-2024/662 Dated. 29.01.2024

ORDER

In partial modification of DSIIDC order no. DSIIDC/TPT/Hiring Taxi/Rvn. Rates of Vehicles/2019-20 dated 16.11.2019 and as per order dated 07.08.2019 and its enhancement dated 10.01.2023 of Govt. of NCT of Delhi, the revised rates for the payment of hired vehicles are as under:-

| Categories<br>(i) | Level of Officers<br>(ii)  | Maximum limit in Rs.               |                  |
|-------------------|--|------------------------------------|------------------|
|                   |  | Petrol/Diesel/CNG<br>(iii)         | Electric<br>(iv) |
| Entitled          | CMD/MD/ED/FA/GM/En-in-Chief<br>/CE/Officers in Level 13A and above | Corporation vehicle to be provided |                  |
|                   | Co.Secy./CM/FC/DM/CAO/SE/EE etc.                                   | Rs. 40,000/-                       | Rs. 55,000/-     |
| Non Entitled      | On need basis with the prior approval of MD                        | Rs. 30,000/-                       | Rs.45,000/-      |

2. Amount shall be reimbursed on pro-rata basis i.e. the number of working days shall be divided by the amount specified in column (iii) or (iv) of table in para 1 above. The bills will be reimbursed as per actual expenditure subject to maximum ceiling as specified in table of para 1 above.
3. Other terms and conditions as mentioned in order dated 16.11.2019 shall remain the same.
4. This order is effective from 01.01.2024.
5. This issues with the approval of the Competent authority.

*Abhay N. Sahay*  
29/01/24

(Abhay N. Sahay)  
Divisional Manager(GAD)

To,

All Concerned Officers of DSIIDC

Copy for information to :

- i. PS to MD, DSIIDC
- ii. PS to ED, DSIIDC
- iii. Chief Engineer, DSIIDC
- iv. CAO(HQ)
- v. DM(IT), For uploading on website.

(GENERAL ADMINISTRATION DIVISION)

DSI IDC/TPT/Hiring Taxi/Rvn. Rates of vehicles/2019-20 | 1670

Dated: - 16.11.2019

ORDER

In supersession of order no. DSI IDC/TPT/Hiring Taxi/ Rvn. Rates of vehicles/ 2013-14 dated 07.02.2014 and all previous orders regarding hiring of vehicles for the use of the officers of this Corporation, the revised rates for the payment of hired vehicles are as under:-

**A. Maximum Limit of monthly payment of hired vehicles: -**

| Categories      | Level of officers                              | Maximum limit (Rs.)                |                          |
|-----------------|--|------------------------------------|--------------------------|
|                 |  | AC<br>(April to Sept)              | Non-AC<br>(Oct to March) |
| Entitled        | CMD/MD/ED/FA/GM/CE                             | Corporation Vehicle to be provided |                          |
|                 | Co. Secy./CM/FC/DM/<br>CAO/SE/EE etc.          | Rs. 35,000/-                       | Rs. 30,000/-             |
| Non<br>Entitled | On need basis with the prior<br>approval of MD | Rs. 25,000/-                       | Rs. 25,000/-             |

**B. Maximum Limit of vehicle hired for day / hours: -**

| Particulars                   | Rate in Rs. for AC<br>(From April to<br>September) | Rate in Rs. for Non AC<br>(From October to March) |
|-------------------------------|--|---|
| For 10 Hours and 80 K.M.      | Rs. 1500/- per day                                 | Rs. 1300/- per day                                |
| Extra charges beyond 80 K.M.  | Rs. 15/- Per K.M.                                  | Rs. 13/- Per K.M.                                 |
| Extra Charges beyond 10 Hours | Rs. 50/- Per Hour                                  | Rs. 50/- Per Hour                                 |


**Terms & Conditions :-**

- i. The officer falling under entitled categories shall be entitled for hiring the vehicle from the date of holding the post. Just after joining or holding the post, the officer will intimate transport cell of GAD (HQ) within a week's time from the date of hiring the vehicle.
- ii. For non-entitled category of officers, approval of Managing Director will be solicited and eligibility for hiring of vehicle will be reckoned from the date of approval. The officers/ officials who are not entitled as per revised rates/ eligibility but presently getting re-imbursment due to existing specific approval will not be allowed

reimbursement unless fresh approval obtained from Competent Authority i.e. MD,  
DSIIDC.

- iii. Officers shall be allowed to hire a taxi near to the residence as far as possible to minimize the dead mileage. The officer shall submit a self attested photocopies of Vehicle's Registration Certificate, valid Vehicle Insurance, Driver's Licence & PAN card at the time of submission of the first claim for the hired vehicle. Whenever the vehicle/ travelling agency is changed this document is required to be submitted a fresh.
- iv. All matters regarding payment of monthly bills to the travelling agencies shall be centrally handled/processed by the transport cell of GAD (HQ).
- v. The officers using the hired vehicles shall immediately inform to the CAO (HQ) within copy to GAD (HQ) for deduction of transport allowance within a week's time from the date of using the vehicle or date of approval.
- vi. The officer using hired vehicle shall submit the monthly bill of travelling agencies duly signed and verified by the officer in the transport cell of GAD (HQ) before 15<sup>th</sup> of next month. The claim for payment is to be submitted in the enclosed format-A alongwith details of journey in Logbook format 'B'. The payment shall be released by DSIIIDC in favour of the travelling agency on monthly basis on submission of bills alongwith photocopy of the Logbook duly verified by the concerned officers/officials.
- vii. For expenditure beyond permissible limit as stated above, individual officer will submit separate bills after prior approval of the CMD/ MD.
- viii. The officer will be liable for disciplinary proceeding in case the claim for reimbursement is found to be false.
- ix. This order shall be effective from 16.11.2019

This issue with the approval of Competent Authority

  
(Neetu Meena)  
Sr. Manager (GAD/TPT)

All Concerned

Copy for information to:

- 1) PA to Chairman
- 2) Sr. PA to MD
- 2) OSD to ED
- 3) Sr. PA to Director Finance
- 4) CAO (HQ)
- 5) DM (IT) for uploading on website
- 6) All Notice Boards