



PONDICHERRY UNIVERSITY TRANSPORT SECTION

P. RAJASEKARAN, M.COM.,
ASSISTANT REGISTRAR (Transport)

PU/TS-4/AR/2019-20

Date: 26.11.2019

All Deans of Schools/ Heads of Department / Centers/ All Officers
Pondicherry University
Pondicherry.

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Sir,

I am directed to inform you that the University has authorized the following three travel agencies to provide taxi services for the University on hire basis for a period of **one year (from 13.08.2019 to 12.08.2020)** as per the rates given in the following tables:

1. M/s. Comfort tours & Travels, Phone No. 0413 - 2295959
R.S No. 156/1, Villiyannur Main Road, Mobile Nos. 91599 31313
Oulgaret, Pondicherry – 605 110. 94425 55959
80158 80158

E-mail: comfort_traveks@yahoo.co.in web: www.comfort-travels.com

2. M/s. Rainbow Travels, Phone No. 0413-2343031
No. 500, Barathi Street, Mobile Nos. 98423 35566
Pondicherry – 605 001. 96005 60987
83004 94187

E-mail: ankarthik26@yahoo.com

3. M/s. Sivasakthi Travels, Phone Nos. 0413 - 2220682
No. 66, Perumal Koil Street, 0413 - 2221992
Pondicherry – 605 001. Mobile Nos. 98423 33199
94432 79892

E-mail: sivasathicarrental@yahoo.co.in web: www.sivasakthitravels.com

The rates for hiring various vehicles categorywise are:-

1. Rates for hiring A/C & Non-AC Cars (Indica/Swift/Equivalent models)

Sl. No.	Category of the Service/Vehicle	Amount quoted (Rs)	
		Non A/C	A/C
1.	Charges for 25Kms/3hrs	330	390
2.	Charges for 50 Kms/6hrs	700	775
3.	Charges for 100 Kms/12 hrs	1,195	1,525
4.	Charges for 200 Kms/24 hrs	2,525	2,950
5.	Chennai Airport (300 Kms/12 hrs)	2,100	2,200
6.	Chennai City (350 Kms/12 hrs)	2,450	2,550
7.	Karaikal trip (300 Kms / 12 hrs)	2,100	2,200
8.	Rate per Additional Km	7	7.60
9.	Rate per Additional hour	80	90
10.	Charges per Km. diesel alone\	4.25	5

2. Rates for hiring Indigo/ Swift Dezire/Equivalent models (A/C & Non-AC)

Sl. No.	Category of the Service/Vehicle	Amount quoted (Rs)	
		Non A/C	A/C
1.	Charges for 25Kms/3hrs	395	450
2.	Charges for 50 Kms/6hrs	750	775
3.	Charges for 100 Kms/12 hrs	1,500	1,700
4.	Charges for 200 Kms/24 hrs	2,900	3,300
5.	Chennai Airport (300 Kms/12 hrs)	2,300	2,300
6.	Chennai City (350 Kms/12 hrs)	2,499	2,650
7.	Karaikal trip (300 Kms / 12 hrs	2,190	2,350
8.	Rate per Additional Km	6	7
9.	Rate per Additional hour	90	105
10.	Charges per Km. diesel alone\	4.90	5

3. Rates for hiring Etios/Equivalent models (A/C & Non-AC)

Sl. No.	Category of the Service/Vehicle	Amount quoted (Rs)	
		Non A/C	A/C
1.	Charges for 25Kms/3hrs	410	490
2.	Charges for 50 Kms/6hrs	800	990
3.	Charges for 100 Kms/12 hrs	1,500	1,900
4.	Charges for 200 Kms/24 hrs	2,950	3,700
5.	Chennai Airport (300 Kms/12 hrs)	2,400	2,500
6.	Chennai City (350 Kms/12 hrs)	2,700	2,700
7.	Karaikal trip (300 Kms / 12 hrs	2,400	2,600
8.	Rate per Additional Km	6.40	7.40
9.	Rate per Additional hour	90	110
10.	Charges per Km. diesel alone\	5	5

4. Rates for hiring Innova/Equivalent models (A/C & Non A/C)

Sl. No.	Category of the Service/Vehicle	Amount quoted (Rs)	
		Non A/C	A/C
1.	Charges for 25Kms/3hrs	700	715
2.	Charges for 50 Kms/6hrs	1,200	1,275
3.	Charges for 100 Kms/12 hrs	2,190	2,190
4.	Charges for 200 Kms/24 hrs	3,100	3,300
5.	Chennai Airport (300 Kms/12 hrs)	3,100	3,300
6.	Chennai City (350 Kms/12 hrs)	3,400	3,725
7.	Karaikal trip (300 Kms / 12 hrs	3,100	3,200
8.	Rate per Additional Km	10	11
9.	Rate per Additional hour	150	175
10.	Charges per Km. diesel alone\	6	6.25

5. Rates for hiring A/C & Non A/C Vans (Swaraj Mazda/Tempo Traveller /Equivalent models) 25 & 30 Seaters Vans

Sl. No.	Category of the Service/Vehicle	Amount quoted (Rs)			
		25 Seaters		30 Seaters	
		Non A/C	A/C	Non A/C	A/C
1.	Charges for 25Kms/3hrs	1,400	2,500	1,550	3,000
2.	Charges for 50 Kms/6hrs	2,200	3,000	2,500	3,500
3.	Charges for 100 Kms/12 hrs	3,250	5,000	3,200	6,500
4.	Charges for 200 Kms/24 hrs	5,600	7,000	6,500	8,000
5.	Chennai Airport (300 Kms/12 hrs)	5,800	8,500	6,400	9,500
6.	Chennai City (350 Kms/12 hrs)	6,850	9,900	7,400	10,200
7.	Karaikal trip (300 Kms / 12 hrs)	5,800	8,500	6,400	9,500
8.	Rate per Additional Km	19	26	22	34
9.	Rate per Additional hour	200	250	240	300
10.	Charges per Km. diesel alone\	9	14	9	15

6. Rates for hiring Bus 54 Seaters (Non - A/C)

Sl. No.	Category of the Service/Vehicle	Amount quoted (Rs)
1.	Charges for 25Kms/3hrs	2,500
2.	Charges for 50 Kms/6hrs	4,000
3.	Charges for 100 Kms/12 hrs	5,900
4.	Charges for 200 Kms/24 hrs	9,000
5.	Chennai Airport (300 Kms/12 hrs)	9,750
6.	Chennai City (350 Kms/12 hrs)	11,500
7.	Karaikal trip (300 Kms / 12 hrs)	9,750
8.	Rate per Additional Km	30
9.	Rate per Additional hour	400
10.	Charges per Km. diesel alone\	14

Note:-

1. The rates indicated above do not include Parking fees, Toll Charges, Entrance fees and GST.

2. The Taxis and vans should be hired only for **Official purpose** from the above said operator and not from any other Taxi operator until further orders.

3. If vehicles are to be hired from any other taxi operator prior approval should be obtained.

4. Faculty/Officers are requested to use A/C or Non-A/C vehicle as per their entitlements as laid down in Govt. of India instructions in G.I.M.F. No. 19030/3/2008-E.IV, dt, 23.09.2008.

5. The taxi bills should be sent along with the duly filled – in proforma, which is appended with this letter for settlement.

6. The users are requested to check and sign the trip sheet compulsorily whenever taxis are hired.

Complaints if any, with regard to the service rendered by the taxi operators may be send to the Assistant Registrar (Transport) in writing or over telephone by No. 0413 - 2654254, or e-mail: artransport@pondiuni.edu.in.

The following are the important guidelines for hiring the vehicles for official purpose:

- a) As the University is facing heavy financial crunch in the recent years, vehicle should be hired only for essential Official purposes. This facility provided by the University should not be misused .
- b) The entitled A.C or Non-AC smaller cars with 5 seater capacity like Etios/Desire are to be hired when the team of officers are upto 3 members and are visiting for the same official purpose on the same day. No separate vehicles unless absolutely required are to be hired for the members of the same Committee individually in such occasions.
- c) The bigger vehicles such as Innova, Tavera etc are to be hired only when members of such Committee of Officers of the University are more than three.
- d) The usage hired vehicle prior and after the official work combining their personal and other engagement are to be strictly avoided.

Thanking you,

Yours faithfully,

ASSISTANT REGISTRAR (Transport)

Copy to:

1. The Director Academic Staff College, Pondicherry University.
2. The Principal, Community College, Pondicherry University.
3. The Director, Distance Education, Pondicherry University.
4. The Assistant Registrar, V.C's Secretariat, Pondicherry University.
5. The P.S. to the Director of Studies, Pondicherry University.
6. The P.S. to the Director of Culture, Pondicherry University.
7. The Assistant Registrar, Registrar's Secretariat, Pondicherry University.
8. The P.S. to Finance Officer, Pondicherry University.

PROFORMA

(i)	Type of Vehicle(s) hired with dates	
(ii)	The list of Faculty / Officers / Staff, who used vehicles, and their designations	
(iii)	The purpose for which the taxi/vehicle was hired: (Name & date of the seminar / workshop or details of any other academic / official work for which it was hired)	
(iv)	(a) Whether taxis/vehicles hired were as per the entitlements prescribed in the TA Rules/University guidelines. (b) If Not, Whether prior approval obtained for deviations from TA rules? (copy of approval should be enclosed)	Yes / No

Certified that the vehicles have been hired for undertaking urgent academic/official works, which, in public interest, could not have been carried out without hiring of these' vehicles.

SIGNATURE :

NAME :

DESIGNATION :

DEPT / SECTION :