

**PONDICHERRY UNIVERSITY  
TRANSPORT SECTION**

**Dr. S. R. KANNAN. Ph.D.**  
**OFFICER –IN-CHARGE (Transport)**

PU/TS-4/2013-2014/61

Date: 26.05.2014

03.06.2014

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

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 16.12.2013 to 15.12.2014** at the rates given below:

- |   |   |
|---|---|
| 1. M/s. Sivasakthi Travels,<br>No. 66, Perumal Koil Street,<br>Pondicherry – 605 001.   | Phone Nos. 2220682<br>2221992<br>6537757<br>Mobile Nos. 98423 33199<br>94432 79874<br>94432 79892 |
| 2. M/s. Comfort tours & Travels,<br>No. 567, M.G. Road,<br>(Near Mahalakshmi Thirumana Mandapam)<br>Chinnakadai, Pondicherry – 605 001. | Phone Nos. 2223724<br>Mobile Nos. 98423 55959<br>94425 55959                                      |
| 3. M/s. Maha Travels,<br>Auroville Main Road,<br>Auroville – 605 101  | Phone Nos. 2622915<br>2901912<br>2622102.<br>Mobile Nos. 98436 00701                              |

**The rates for hiring various vehicles category wise are:-**

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

1	Charges for 25Kms/3hrs	330.00
2	Charges for 50 Kms/6hrs	649.00
3	Charges for 100 Kms/12 hrs	1210.00
4	Charges for 200 Kms/24 hrs	2420.00
5	Chennai Airport (300 Kms/12 hrs)	1806.00
6	Chennai City (350 Kms/12 hrs)	2017.00
7	Karaikal trip (300 Kms / 12 hrs)	2035.00
8	Rate per Km	6.45
9	Rate per hour	77.00
10	Charges per Km. diesel alone\	3.70

**2. Rates for hiring AC Cars (Indica/Swift/Equivalent models)**

1	Charges for 25Kms/3hrs	385.00
2	Charges for 50 Kms/6hrs	770.00
3	Charges for 100 Kms/12 hrs	1540.00
4	Charges for 200 Kms/24 hrs	3080.00
5	Chennai Airport (300 Kms/12 hrs)	2017.00
6	Chennai City (350 Kms/12 hrs)	2228.60
7	Karaikal trip (300 Kms/12 hrs)	2310.00
8	Rate per Km	7.45
9	Rate per hour	99.00
10	Charges per Km.diesel alone\	3.85



<b>3. Rates for hiring Indigo/ Swift Dezire/Ford Ikon/Equivalent models (Non-AC)</b>		
1	Charges for 25Kms/3hrs	407.00
2	Charges for 50 Kms/6hrs	797.50
3	Charges for 100 Kms/12 hrs	1540.00
4	Charges for 200 Kms/24 hrs	2970.00
5	Chennai Airport (300 Kms/12 hrs)	2062.50
6	Chennai City (350 Kms/12 hrs)	2200.00
7	Karaikal trip (300 Kms/12 hrs)	2090.00
8	Rate per Km	6.95
9	Rate per hour	99.00
10	Charges per Km.diesel alone	4.40
<b>4. Rates for hiring Indigo/ Swift Dezire/Ford Ikon/Equivalent models (AC)</b>		
1	Charges for 25Kms/3hrs	440.00
2	Charges for 50 Kms/6hrs	858.00
3	Charges for 100 Kms/12 hrs	1787.50
4	Charges for 200 Kms/24 hrs	3520.00
5	Chennai Airport (300 Kms/12 hrs)	2365.00
6	Chennai City (350 Kms/12 hrs)	2761.00
7	Karaikal trip (300 Kms/12 hrs)	2420.00
8	Rate per Km	7.70
9	Rate per hour	110.00
10	Charges per Km.diesel alone	5.25
<b>5. Rates for hiring Tata Sumo//Tavera/Equivalent models (Non-AC)</b>		
1	Charges for 25Kms/3hrs	495.00
2	Charges for 50 Kms/6hrs	990.00
3	Charges for 100 Kms/12 hrs	1760.00
4	Charges for 200 Kms/24 hrs	3520.00
5	Chennai Airport (300 Kms/12 hrs)	2640.00
6	Chennai City (350 Kms/12 hrs)	2915.00
7	Karaikal trip (300 Kms / 12 hrs)	2640.00
8	Rate per Km	8.80
9	Rate per hour	132.00
10	Charges per Km. diesel alone\	4.40
<b>6. Rates for hiring Tata Sumo//Tavera/Equivalent models (AC)</b>		
1	Charges for 25Kms/3hrs	577.50
2	Charges for 50 Kms/6hrs	1166.00
3	Charges for 100 Kms/12 hrs	2200.00
4	Charges for 200 Kms/24 hrs	4314.00
5	Chennai Airport (300 Kms/12 hrs)	2805.00
6	Chennai City (350 Kms/12 hrs)	3289.00
7	Karaikal trip (300 Kms/12 hrs)	2860.00
8	Rate per Km	9.35
9	Rate per hour	154.00
10	Charges per Km.diesel alone\	4.95
<b>7. Rates for hiring Toyota Innova/Equivalent models ( AC)</b>		
1	Charges for 25Kms/3hrs	715.00
2	Charges for 50 Kms/6hrs	1441.00
3	Charges for 100 Kms/12 hrs	2530.00
4	Charges for 200 Kms/24 hrs	4950.00
5	Chennai Airport (300 Kms/12 hrs)	3289.00
6	Chennai City (350 Kms/12 hrs)	3674.00
7	Karaikal trip (300 Kms/12 hrs)	3289.00
8	Rate per Km	11.00
9	Rate per hour	170.50
10	Charges per Km.diesel alone	5.50



<b>8. Rates for hiring Vans (Swaraj Mazda/Tempo Traveller/Equivalent models) 15 Seater</b>		
1	Charges for 25Kms/3hrs	1320.00
2	Charges for 50 Kms/6hrs	1980.00
3	Charges for 100 Kms/12 hrs	2574.00
4	Charges for 200 Kms/24 hrs	4870.80
5	Chennai Airport (300 Kms/12 hrs)	3575.00
6	Chennai City (350 Kms/12 hrs)	3850.00
7	Karaikal trip (300 Kms/12 hrs)	3520.00
8	Rate per Km	11.55
9	Rate per hour	159.50
10	Charges per Km.diesel alone	7.70
<b>25 Seater</b>		
1	Charges for 25Kms/3hrs	1386.00
2	Charges for 50 Kms/6hrs	2200.00
3	Charges for 100 Kms/12 hrs	3025.00
4	Charges for 200 Kms/24 hrs	5775.00
5	Chennai Airport (300 Kms/12 hrs)	4035.90
6	Chennai City (350 Kms/12 hrs)	4730.00
7	Karaikal trip (300 Kms / 12 hrs)	4035.90
8	Rate per Km	14.30
9	Rate per hour	198.00
10	Charges per Km. diesel alone\	8.25
<b>30 Seater</b>		
1	Charges for 25Kms/3hrs	1650.00
2	Charges for 50 Kms/6hrs	2585.00
3	Charges for 100 Kms/12 hrs	3300.00
4	Charges for 200 Kms/24 hrs	6820.00
5	Chennai Airport (300 Kms/12 hrs)	5269.00
6	Chennai City (350 Kms/12 hrs)	6105.00
7	Karaikal trip (300 Kms/12 hrs)	5280.00
8	Rate per Km	19.60
9	Rate per hour	244.00
10	Charges per Km.diesel alone\	8.25
<b>9. Rates for hiring AC Vans (Swaraj Mazda/Tempo Traveller /Equivalent models)</b>		
1	Charges for 25Kms/3hrs	1815.00
2	Charges for 50 Kms/6hrs	2750.00
3	Charges for 100 Kms/12 hrs	3630.00
4	Charges for 200 Kms/24 hrs	7150.00
5	Chennai Airport (300 Kms/12 hrs)	4870.80
6	Chennai City (350 Kms/12 hrs)	5346.00
7	Karaikal trip (300 Kms/12 hrs)	5176.60
8	Rate per Km	19.80
9	Rate per hour	302.50
10	Charges per Km.diesel alone	7.70



**Note:-**

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

2. A lump sum amount of Rs.100 may be added to the bill if the vehicle is hired for late night local trips between 8.30 PM. and 6.00 AM.

I am directed to request you to kindly hire Taxis and vans for any **official purpose** from the above said three taxi operators and not from any other Taxi operator until further orders.

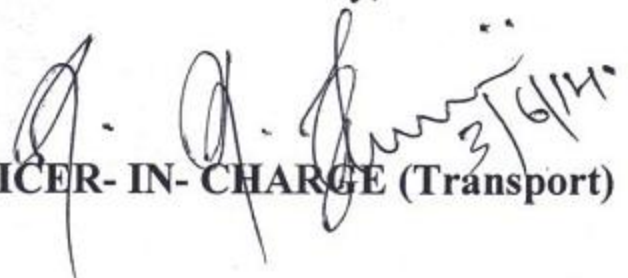
If vehicles are to be hired from any other taxi operator prior approval may be obtained.

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. Instructions contained in Circular No. 78 dated 31.07.2012 may be adhered to while availing taxi services. The taxi bills should be sent along with the duly filled – in proforma enclosed in Circular 78, dated 31.07.2012 for settlement. Also, taxi users are requested to check and sign the trip sheet whenever taxis are hired.

Complaints if any, with regard to the service rendered by the taxi operators may be informed to the Assistant Registrar (Transport) over telephone in No. 2654254, velayutham-m @ yahoo. com. mobile No. 9442219152.

Thanking you,

Yours faithfully,

  
**OFFICER- IN- CHARGE (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 Assistant Registrar, Registrar's Secretariat, Pondicherry University.
7. 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 :