



No. F.1.9(325)/RISL/Misc/2021/ 535

Date: 28-04-2025

Office Order

For effective implementation of various e-governance projects of DoIT&C/RISL and for providing support and services in general administration, the issues involved for Hired Taxis and Taxi Services 'On as and when basis' were reviewed by the management.


To streamline the procedures involved in use of hired taxi vehicles in the Company, Standard Operating Procedure (SOP), as per Annexure 'I' is hereby issued, in supersession of previous instructions issued in this regard, from time to time. The SoP will be effective from 01.05.2025.

This bears approval of competent Authority.

(Mahesh Chandra Maan)
General Manager (Admn.)

Copy forwarded to the following for information and necessary action:

1. Sr. P.S. to CMD, RISL.
2. P.A. to General Manager (Administration), RISL.
3. P.A. to Director (Finance), RISL.
4. All Group Heads/OICs of DoIT&C and RISL,
5. All Officers of RISL
6. Accounts Section/P&A Section, RISL.
7. Guard file.


CS and OIC (P&A)

Signature valid



Digitally signed by Mahesh Chandra
Maan
Designation : General Manager
Date: 2025.04.25 11:38:39 IST
Reason: Approved



Annexure 'I'

**STANDARD OPERATING PROCEDURE (SOP) FOR
USE OF HIRED TAXI AND TAXI SERVICES ON AS AND WHEN BASIS**

- 1.0 Standard Operating Procedure is hereby issued to streamline the procedures involved in use of hired taxi vehicle in the Company for the purpose of travel while on tour as well as for use of vehicle as and when required. This will come into force with effect from 01.05.2025.
- 2.0 This SoP have been formulated with the intent to prudently deploy the vehicles as per the norms prescribed. This will ensure uniformity in vehicle deployment as also facilitate fund projection and provisioning in projects for which vehicle is required.
- 3.0 Additional vehicle, if any, may be hired only on the basis of actual requirement. It shall need specific administrative approval and financial sanction of the respective competent authorities. The hiring of vehicle will be effective prospectively i.e from the date of issue of sanction order.
- 4.0 Therefore, it is reiterated that for hiring over and above the existing sanction, specific and case to case basis sanction will be mandatory, subject to availability of funds in a project, as may be examined/concurred by Director (Finance) of the Company with approval of the Managing Director.
- 5.0 The hiring may be discontinued immediately when the vehicle is no longer required for the project.
- 6.0 **In respect of hired taxi vehicle used on monthly basis:**
 - 6.1 All hired vehicles shall be in the category having 'City' as its jurisdiction (1500 kms per month).
 - 6.2 The requirement of vehicles is an ongoing process. While vehicles are already deployed with due sanction of the competent authority, any additional vehicle can only be hired with competent approval as per the SoP.
 - 6.3 Those officers who are eligible to use vehicle from/ to office/ residence shall inform to Accounts Section of the Company and ensure deduction of requisite amount (presently Rs. 1000/ per month) from their salary as per the State Motor Garage Department, GoR Order no. F4(6) State Motor Garage/2010 dated 09/09/2016.
 - 6.4 In respect of vehicle assigned to Group Head/OIC/Officer, once he/she reaches the office, the vehicle assigned shall be allowed for use by the team members also. Digitally signed by Maan Singh Chandra, Designation: General Manager, Date: 2025.04.25 11:38:39 IST Reason: Approved



- 6.5 In case the concerned Group Head/OIC/Officer remains on leave or proceeds on tour by another vehicle, the vehicle shall report to the concerned link officer, to be available for team members in Office.
- 6.6 The Log Sheet of the vehicle used shall invariably be completed by the concerned user, immediately after use of Vehicle/ Taxi.
- 6.7 Group Heads/OICs/Officers shall submit the bills of Hired Taxis along with logsheets for payment after completing all formalities, latest by 5th of the following month.
- 6.8 The Accounts section will examine the bill with reference to applicable approval and norms and release the payment, if found in order.
- 6.9 There are limited number of vehicles with Entry Pass in the State Secretariate. Requisition should be submitted in case of use from common pool vehicles of DoIT&C and RISL for commuting to Secretariate, Jaipur, well in advance.
- 7.0 **In case of use of hired taxi service for tour, on as and when basis:**
- 7.1 An officer when undertaking official tour from HQ outside district for project implementation activities or in such activities/ events, as may be required from time to time, shall mention the mode of travel while seeking approval of tour.
- 7.2 Prior specific approval of the Managing Director shall be obtained in case of use of hired vehicles on 'as and when basis'; mentioning reasons for use of hired taxi in lieu of public transport.
- 7.3 Any variation in places to be visited, or, variation of route thereof, shall be brought to the notice of competent authority and approval thereof shall be taken immediately on return from tour, but not later than seven days from the date of arrival on return journey.
- 7.4 The journey slip as per annexure '1' and bill must invariably be verified by the officer concerned after use of vehicle before submitting for payment to the Accounts section. It shall also be ensured by the user, to fill and sign the journey slip accurately having details of start and end kms. The 'Make' and 'Model' of the vehicle used must tally with the details as mentioned in the journey slip and bill of the vehicle in which actual journey was undertaken. The authority who verifies or countersigns the bill, as the case may be, shall invariably check the details before signing; and shall be liable for appropriate action in case of any variation.
- 7.5 Details of contracting firm provided to the user shall be notified by P&A Section for information and use while on return journey; which should contain name & address, contact number(s) and name of responsible person, period of contract, address, etc. Any change in the service provider shall be notified well in advance.

Signature valid

Digitally signed by Manish Chandra
Designation: General Manager
Date: 2023.04.25 14:38:39 IST
Reason: Approved



7.6 The details of present service provider are:

M/S Radhika Tour and Travels

Address – 28, B-Vishveshraya Nagar, Gopal Pura Bypass, Jaipur

Mobile No. - 9660268448

8. It is enjoined upon the officer using taxi service as well as any other co-occupant(s) of the vehicle, must adhere to norms such as wearing safety belts and non-use of prohibited items like tobacco & intoxicants.
9. Performa of Requisition slip to be used is annexed as Annexure '2'.
10. Careful and prudential use of vehicles so as to ensure economy in expenditure is required to be maintained at each level. Failure to follow these procedures will result in appropriate action upto and including disciplinary action.
11. The relaxation in any of the conditions of above SOP can be granted by the Managing Director, RISL.

Signature valid

Digitally signed by Mahesh Chandra
Maan
Designation : General Manager
Date: 2025.04.25 11:38:39 IST
Reason: Approved



Annexure -1

Journey Slip

Date: _____

Name of Officer	_____
Vehicle Number	_____
Driver Name	_____
Departure Date	_____
Arrival Date	_____
Make and Model	_____
Opening Meter Reading	_____
Opening Time	_____
Closing Meter Reading	_____
Closing Time	_____
Total Meter Reading	_____
Place of Journey	_____

Signature of OIC/Officer

Signature valid

Digitally signed by Mahesh Chandra Maan
Designation : General Manager
Date: 2025.04.25 11:38:39 IST
Reason: Approved



Annexure -2

Vehicle Requisition Slip

Date: _____

Name of Officer _____

Designation _____

Vehicle Model _____

Date of Journey _____

Purpose of Journey _____

Place of Journey _____

Details of Approval by Competent Authority : -

Signature of OIC/Officer

Signature valid

Digitally signed by Mahesh Chandra
Maan
Designation : General Manager
Date: 2025.04.25 11:38:39 IST
Reason: Approved