

**GOVERNMENT OF PUDUCHERRY**  
**Abstract**

Transport Secretariat, Puducherry – Hiring of Motor Vehicles through various Travel Agents for the use of Government Departments by Puducherry Tourism Development Corporation Limited, Puducherry – Rate Approval – Extension Orders – Issued.

**TRANSPORT SECRETARIAT**

G.O. Ms. No.05 /Tr. Sectt./2021

Puducherry, dt. 04.03.2021

READ: G.O. Ms. No.03 /Tr. Sectt./2021, dt. 29-01-2021 of the Transport Secretariat, Puducherry.

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**ORDER:**

The following notification shall be published in the next issue of the Official Gazette of Government of Puducherry:-


**NOTIFICATION**

Sanction of the Lieutenant Governor, Puducherry is hereby conveyed for Hiring of Motor Vehicles by the Puducherry Tourism Development Corporation Limited (PTDC) (a Govt. of Puducherry undertaking), Puducherry as per the approved rates enclosed in the Annexure-I for use by various Government Departments/ Corporations/Boards etc. in the Union Territory for a further period of six months from 01.03.2021 to 31.08.2021 or till the fresh e-tender is finalised, whichever is earlier subject to the conditions as indicated in the Annexure-II, as appended to this order.

2. This issues with the concurrence of Finance Department, Puducherry vide their I.D. No.1643 /FC/FD/F5/A1/2020-21, dt. 03.03.2021.

/BY ORDER/

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(S. SATHIYAMOORTHY)  
UNDER SECRETARY TO GOVT. (Tr)

To

The Director of Stationery & Printing, Puducherry – With a request to publish the above notification in the official gazette and send 50 copies of the same to this Secretariat for reference and record.

**Copy to:**

1. The Under Secretary, Finance Department, Puducherry.
2. The Director of Accounts & Treasuries, Puducherry.
3. The Deputy Director of Accounts & Treasuries, Karaikal.
4. The Transport Commissioner of Puducherry.
5. The Managing Director, Puducherry Tourism Development Corporation, Puducherry.
6. The Regional Administrator, Karaikal.
7. The Deputy Accountant General, AG's Office Complex, No.361, Anna Salai, Thenampet, Chennai.
8. The Principal Accountant General Tamil Nadu and Puducherry, DAT Complex, Puducherry.
9. The Central Records Branch, Puducherry.
10. The Programmer, Transport Department, Puducherry – with a request to upload this G.O. in the Official website.
11. G.O. copy /File copy (F.No.017/PTDC/Tr.Sectt./2016) / Spare Copy.

## STATEMENT OF RATES FOR HIRING OF VEHICLES FOR USE OF GOVT. DEPARTMENT THROUGH PTDC

Sl. No.	Type of Vehicle		Hiring on daily basis				Hiring on Monthly basis		Hiring for outstation trips		From Puducherry to Chennai Airport	
			Rate for 6 hours/ 50 Kms.	Rate for 12 hours / 100 Kms	Additional rates per hour exceeding 6 hrs / 12 hrs	Additional rate per Km while exceeding 50 Kms / 100 Kms.	Rate for one month upto 3000 Kms.	Additional rate per Km exceeding 3000 Kms.	Rate upto 350 Kms	Additional rate per Km. while exceeding 350 Kms.	To and Fro	Dropping only
	1		2	3	4	5	6	7	8	9	10	11
1	Ambassador and Hatch back upto 4 Metres ( Indica, Verito Vibe, etc).	Non-Ac	800	1650	110	5.50	38,500	5.50	2750	7.50	2300	2300
		Ac	900	1750	110	6.00	40,700	6.00	3100	8.00	2650	2650
2	Entry Sedan below 4 Metres ( Swift-Dzire/Indigo/VW Ameo etc.)	Non-Ac	900	1700	105	6.00	42,000	6.50	2750	8.50	2400	2400
		Ac	1260	1800	150	7.00	44,100	7.50	3150	9.50	2850	2650
3	Mid segment Sedan above 4 Metres upto 1800 c.c ( Etios, Fiesta, Verito , Vento, Ciaz, X-cent etc.)	Non-Ac	950	1750	110	6.50	44,000	6.50	2850	9.00	2550	2550
		Ac	1300	1900	165	7.50	46,200	8.00	3300	10.00	3000	2750
4	Multi-Utility Vehicles (6-9seats) ( Sumo Qualis, Ertiga, Lodgy, Duster, Enjoy, Bolero, etc.)	Non-Ac	1050	2100	135	6.50	48,400	8.00	3850	7.50	3000	2750
		Ac	1300	2200	165	7.50	51,700	8.00	3950	11.00	3300	3100
5	Multi-Utility Vehicles more than 2000 c.c. ( Toyota Innova, Tavera, Xylo etc.)	Non-Ac	1450	2000	165	7.50	52,800	8.00	3750	12.00	3600	3400
		Ac	1550	2400	190	8.50	54,000	8.00	4400	12.00	3800	3600

- Note:
1. The above rates are inclusive of Rent, Fuel, Batta, Goods and Service Tax and Service Charges.
  2. For outstation trips Entry tax, Toll Charges and Parking Charges Shall be paid extra by the requisition Department.
  3. For other class of vehicles not covered in the above categories, Rate Reasonable Certificate is to be obtained from Transport Department
  4. The monthly package includes out station trips limited to 3000 kms

  
 (S. SATHIYAMOORTHY)  
 UNDER SECRETARY TO GOVT.(Tr.)

## ANNEXURE - II

(G.O.Ms.No.05, dt.04-03-2021 of the Transport Secretariat, Puducherry)

### CONDITIONS OF CONTRACT

1. Movement of the vehicle will be reckoned only from the office for which hired
2. The working days for a month has been taken as 30 days per month as generally, Sundays and other Government holidays also will be workings days.
3. The driver of the vehicle shall should maintain a log book in which he has to make daily entries (i.e. starting Kilometer reading, closing kilometer reading and time) and ensure the vehicle driver and the concerned officer – in-charge sign the entries daily in the log-book.
4. The salary of driver including all allowance, batta, overtime, waiting charges, maintenance etc. are to be arranged by the Service provider and they should maintain proper Accounts.
5. The vehicle supplied should be neat, clean and in good condition and shall not be more than 5 years old on the date of hiring.
6. The drivers must possess valid Driving License, must be neatly dressed in white uniform and should not have been punished for any offence under the IPC, Cr.PC and the Motor Vehicle Act and should exhibit good in behavior.
7. Vehicle will be exclusively kept at the disposal of Head of Office and will be used according to his discretion, during the period of hire.
8. All expenses towards fuel, lubricating oil, repairing and other consumables will have to be borne by the owner of the vehicle.
9. In case of any failure of vehicle, alternate arrangements for replacing the same with similar type of vehicle have to be made, immediately by PTDC.
10. The Contractee /User Department does not take any responsibility in respect of any compensation/claims of any charges on account of any accidents or violations of rules.
11. The Owner of the vehicle will be responsible for the safety, medical care and the other facilities of the driver.
12. The department does not take any responsibility on the actions/omissions of the driver.
13. The Owner of the vehicle will responsible for providing accommodation to the driver even during outstation trips.
14. The Owner of the vehicle should provide adequate funds with the driver to carry out any repairs during emergency so that the user's time is not wasted on account of such repairs. They may be provided with Credit/Debit Card to meet out any emergency.
15. During the weekly /periodical rest for the driver, alternate driver should be made available before the driver of the vehicle leaves the vehicle.
16. The responsibility of the safety of the vehicles rests with the Owner of the vehicle.
17. The rates are inclusive of Rent, Fuel, Batta, Service Tax and Service Charges.
18. For Outstation trips, Entry tax, Toll Charges and Parking Charges shall be paid extra by the requisition Department.

19. For other class of vehicles not covered in the categories, Rate Reasonable Certificate is to be obtained from Transport Department.
20. Only vehicles fixed with yellow Registration Board to be provided for the Department,. The vehicles should further be in the possession of the following valid document:
- i) Pollution Under Control Certificate
  - ii) Fitness Certificate
  - iii) Insurance coverage

Driver should have valid driving license to drive transport vehicle (Batch)

21. **Hiring Department:**

- (a) The hiring Department shall ensure that required found are available every month in their budget for timely payment to the contractor for the vehicles hired by them.
  - (b) The hiring Department shall also ensure the possession of the above valid document while hiring the vehicle.
22. DAT will be authorized to make direct payment from the Budget of the requisition Department through ECS to the transporters engaged by PTDC and also the Service charges to PTDC not exceeding 10% of the amount payable to the vehicle Owner.
23. a) The transport agencies or cab operators are liable to pay GST at the rate of 5% with 2% TDS by DAT.
- b) The GST rate on the Service charges payable to PTDC will be 18% (CGST 9% & SGST 9%)
- c) The payments are incorporated via a single bill to DAT, based on the two invoices can be made one to the cab operators and PTDC by paying GST at 5% and 18% respectively.
- d) All the transporters should have proper GST Regn. No. from 1<sup>st</sup> July 2017.
- e) Bills without proper GST Regn. No. should not be accepted.
- f) The DAT will provide monthly statements to the C.T.D. with details of the Service provider/Transporter with GSTIN an payment details for payment made from July 2017.
24. An official of Transport Department, deputed for such purpose, shall check the documents of the vehicle presently hired and to be hired for the use of Govt. Department and the vehicles to be hired in mass during the visit of VIPs, Election works, etc and certify them. The certificate is to be countersigned by the concerned Motor Vehicle Inspector , so that the vehicles are in conformity with the conditions listed in the G.O. for hiring of vehicles and only such vehicles shall be used for hiring by Govt. Departments.

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(S. SATHYAMOORTHY)  
UNDER SECRETARY TO GOVT.(Tr.)