

From

The Director General,  
State Transport, Haryana,  
Chandigarh.

To

All General Managers,  
Haryana Roadways.

No. 6827 /T.I.-3      Dated: 04-04-2014

**Subject:      Regarding monthly tour diary.**

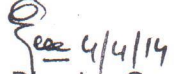
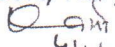
Please refer to the subject cited above.

It has been observed that the General Managers are not adhering to the ceiling fixed for travel by office Car/Jeep. It has also been found that the GMs and other Officers are not travelling by bus as per the instructions issued by this office. Travel by Officers in buses is important to have first hand information about the level of services being provided to the citizens-more particularly, about the behavior of driver/conductor with the passengers, wearing of uniform by staff, stoppage of bus at all authorized stages, stoppage of bus at unauthorized places, cleanliness in the bus, adherence to the time-table and feedback from the general public etc. Besides, containing the expenditure is a priority area of the department which needs to be paid attention.

It is, therefore, directed that the maximum KMs to be covered by the General Manager in their official vehicle will not exceed 4500 per month in future. The tour programme beyond the above ceiling will not be approved by this office and recovery for the excess KMs will be made. Besides, all the General Managers will

travel at least 500 KMs in bus every month. The tour programme should be sent to this office by 7<sup>th</sup> of the succeeding month.

Similarly, the maximum KMs to be covered by the Traffic Manager in their official vehicles will not exceed 4500 per month. The tour programme beyond the above ceiling will not be approved by the General Manager and recovery for the excess KMs will be made by them. Besides, all the Traffic Managers will travel at least 750 KMs in bus every month. The tour programme will be submitted the Traffic Managers by 7<sup>th</sup> of the succeeding month.

  
For Director General,  
State Transport, Haryana, Chandigarh.  
  
4/4/13