



NESTS/H-1/124/NESTS-Guidelines/2025-26

Dated: 14/01/2026

To,
The Nodal Officer,
State/UT EMRS Societies,
All State/UTs

Subject – Procedure for hiring of vehicles through GeM for EMRSs w.e.f. the Financial Year 2026-27 – reg.

Ref.: NESTS' letter No. NESTS/Admin/Recruitment&RO/2023 dated 30/08/2024.

Sir/Madam,

Reference is invited to NESTS' letter mentioned above, wherein it was requested to ensure the availability of school vehicle in all EMRSs.

2. In this regard, in order to facilitate hiring of school vehicle, the procedure for hiring the same is hereby notified. This procedure shall be followed by all EMRSs w.e.f the Financial Year 2026-27.

3. The ceiling limit for hiring a vehicle shall not exceed ₹35,000/- per month. The applicable hiring rate shall be the lowest rate arrived at through the tender process or as decided by the Purchase Advisory Sub-Committee (PASC) of the EMRS, depending upon the condition of the vehicle. However, in no case shall the hiring charges exceed the above-mentioned ceiling.

Conditions for hiring the school vehicle at EMRSs:

1. The vehicle is to be hired along with Driver from the travel agency/firm/company.
2. Vehicle hiring is to be done by following latest GFR instructions.
3. The rates quoted should include all forms of taxes/charges.
4. The vehicle hired shall have valid taxi permit for entire period of hiring.
5. The Vehicle hired shall have valid insurance coverage for entire period of hiring.
6. The above-mentioned amount of ₹35,000/- per month shall be inclusive of driver remuneration.
7. It is further clarified that the said amount shall also include the cost of fuel subject to the following monthly kilometer limits:
 - a. **Hilly Areas:** Fuel cost up to 900 kilometers per month
 - b. **Plain Areas:** Fuel cost up to 1200 kilometers per month
8. In case the vehicle usage exceeds the prescribed kilometer limits, additional charges shall be admissible at the following rates:
 - a. **Hilly Areas:** ₹14/- per kilometer
 - b. **Plain Areas:** ₹12/- per kilometer

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9. EMRSs shall bear only the charges per kilometer as mentioned at point-8 beyond the limit mentioned at point-7 for which a log book will be maintained by the Accountant, and Principal will certify the same in the attached format (**Annexure – I**). If the Accountant post is vacant, senior staff of office has to perform the same duty.
10. All other liabilities including wages of driver, repair & maintenance of vehicle and servicing obligations on account of Motor Vehicle Act and other related Acts like Labour laws, Road Tax, Insurance Laws (like insurance of vehicle in accident, theft, fire etc.) shall be the sole responsibility of the travel agency/firm/company.
11. The Agency should have to submit valid proof of Bank Account Number, PAN Card, GST certificate and undertaking that the firm has not been blacklisted.
12. Inter District movement of school vehicle shall be justified by the Principal.
13. A Valid driving license of the driver and **police character verification** shall be made available to the school.
14. Vehicle to be hired should be of latest model, preferably not more than 03 years old.
15. The contract will be for a period of minimum two years, extendable upto 5 years, subject to satisfactory performance.
16. The vehicle should have capacity to carry upto 4 persons having a comfortable seat for carrying a sick child.
17. Payment shall be made on a monthly basis from the operational expenditure component of the recurring cost guidelines circulated vide NESTS' letter No. NESTS/Finance/EMRSSocietiesFinance/160/2021-22 dated 01.05.2025, or as amended/clarified through subsequent circulars issued by NESTS in this regard.
18. Vehicle will be parked in the EMRS premises only at owners risk.
19. The vehicle, along with the driver, shall be made available on a 24×7 basis. The driver shall be accommodated within the EMRS campus, subject to availability, and in accordance with the existing accommodation norms issued by NESTS. In the event that accommodation is not available within the EMRS campus, the vehicle owner/company shall make suitable alternative accommodation arrangements for the driver within a reasonable and accessible distance from the school, at no additional cost to EMRS.
20. A maximum of one day per month, i.e., 12 days in a year, may be permitted for routine maintenance/servicing of the vehicle. The vehicle shall not be sent for repairs for more than four consecutive days at a time. In case the vehicle remains unavailable beyond the period specified above, the owner shall provide an alternate vehicle. Failure to provide an alternate vehicle shall result in recovery of the actual per-day hiring charges paid by the EMRS.
21. The vehicle shall not be used for any personal purpose by any official of the school.
22. One month's hiring cost is to be kept as Security deposit from the successful bidder, which will be refunded after satisfactory completion of the contract.
23. The payment shall be made on post monthly basis against a bill duly supported with photocopies of log book signed by the users, for the said month.

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24. The payment shall be subject to deduction of TDS as per Section 194C of Income Tax Act, 1961.

25. The vehicle is provided to meet exigencies of services for students and staff.

4. All Nodal Officers of State/UT EMRS Societies are requested to direct the Principals under their jurisdiction to comply with the above instructions and extend necessary support to ensure that all EMRSs are equipped with a vehicle for emergency use.

This letter is issued with the approval of competent authority.

Yours faithfully,

-sd-

(Kumud Kushwaha)
Deputy Commissioner

Copy to:

- i. The Principals, All EMRSs.
- ii. State Consultants (NESTS).
- iii. PS to Commissioner, NESTS.
- iv. NESTS' Website.

Eklavya Model Residential School, _____
(National Education Society for Tribal Affairs, Ministry of Tribal Affairs)

VEHICLE LOG BOOK

Log for the Month: _____ **Year:** _____ **Vehicle Make/Type:** _____ **Vehicle No.:** _____

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