

From

The Principal Secretary (Transport) to the
Government of Himachal Pradesh.

To

1. All Administrative Secretaries to the,
Government of Himachal Pradesh.
- ✓ 2. All Head of the Departments,
Himachal Pradesh.

Dated

Shimla-2, the

2-09-2023

Subject: Regarding hiring of e-Taxi by Government Department/Local Authorities/Autonomous Body/ Board/ Corporation/ Government Undertaking or any other establishment.

Sir,

This is in connection with the decision taken on the Cabinet meeting held on 22-08-2023, where the SoP for plying of e-taxi scheme has been approved under the "Rajiv Gandhi Swarozgaar Yojna-2023". It has been decided that 500 Electric Vehicles would be deployed at the various offices throughout the State which would help in providing employment to the state's youth apart from conserving the environment. I am enclosing herewith SoP of this scheme for your kind reference. In case your department/corporation needs to either replace existing vehicles or have decided to buy new ones, then I would request you to contact the Transport Deptt. after completing all the codal formalities required for acquiring such vehicles. I request you to please go through this scheme & give us the tentative requirement of vehicles of your Deptt./Corporation etc., alongwith the type of vehicle (category-wise) and the districts, where it is needed, so that we would be in a position to match your requirements with the availability of willing unemployed youth who would be benefited by the Rajiv Gandhi Swarozgaar Scheme. As this scheme has been designed to deploy electrical vehicles with drivers on a monthly rental basis for a period of atleast four years, the transport department would do the requisite handholding so that the various departments can register itself in the designated transport department portal. We hope to start the registration process by October 2nd. It is pertinent to mention here that if you already have surplus drivers, then you will have to inform us, so that we can help you to depute them to other departments, which don't have drivers, but have vehicles (I would also request those departments, which have excess vehicles without corresponding drivers to inform us so that we would be able to depute these drivers on secondment basis from those departments, opting for

this scheme to the concerned department). I request you to do the needful immediately so that the scheme can be launched on October 2nd.

For further details, please contact Shri Anupam Kashyap, I.A.S., Director Transport or Shri Naresh Thakur, Addl. Commissioner, Transport.

Yours faithfully,


(R.D. Nazeem)

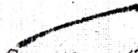
Principal Secretary (Transport) to the,
Government of Himachal Pradesh.

Endst. No. As above

dated

Shimla-2, the 2-09-2023

Copy is forwarded to the Director Transport, H.P., Parivahan Bhawan, Shimla-04 for information please.


Principal Secretary (Transport) to the,
Government of Himachal Pradesh.

**Government of Himachal Pradesh
Transport Department**

No. TPT-F(6)-3/2015-II-Loose

Dated: Shimla-02, the

1-09- 2023

NOTIFICATION

In pursuance of the provision of "Rajiv Gandhi Swarozgaar Yojana-2023" notified by the Department of Industries, Government of Himachal Pradesh vide notification No. Ind.-A(F)2-1/2023 dated 06.06.2023, the Governor, Himachal Pradesh is pleased to notify the "Standard Operating Procedure (SOP) for hiring of e-Taxi under "Rajiv Gandhi Swarozgaar Yojna-2023" by Government Department/Local Authorities/Autonomous Body/ Board/ Corporation/ Government Undertaking or any other establishment as per Annexure-"A" in public interest. This shall come into force with immediate effect.

By Order

R.D. Nazeem

Principal Secretary (Transport) to the
Government of Himachal Pradesh.

Endst. No. TPT-F(6)-3/2015-II-Loose

Dated Shimla-2, the 1-09- 2023

Copy of the above is forwarded to the following for information please:-

1. The Secretary to the Governor, Himachal Pradesh, Shimla-2.
2. The Principal Secretary to Hon'ble Chief Minister, HP.
3. Sr. Private Secretary, to the Hon'ble Deputy Chief Minister, Himachal Pradesh.
4. All the Administrative Secretaries in Himachal Pradesh.
5. All the Head of Departments in Himachal Pradesh.
6. All the Deputy Commissioners in Himachal Pradesh.
7. The Director of Transport, Himachal Pradesh, Parivahan Bhawan, Shimla-171004.
8. The Secretary, State Transport Authority of HP Shimla-171004.
9. The Managing Director, H.R.T.C., Shimla-3.
10. The Controller Printing and Stationary, HP Shimla-171005 (Through online).
11. Guard file.

(Sushil Kumar)

Under Secretary (Transport) to the
Government of Himachal Pradesh.

11/11/2023

**Department of Transport
Government of Himachal Pradesh**

Standard of Procedures (SOPs) for hiring of e-Taxi under "Rajiv Gandhi Swarozgaar Yojna-2023" by any Government Department/Local Authorities/Autonomous Body/ Board/ Corporation/ Government Undertaking or any other establishment.

1. Background :

The Department of Industries, Govt. of Himachal Pradesh has notified "Rajiv Gandhi Swarozgaar Yojna-2023" vide Notification No. Ind. A(F)2-1/2023 dated 06th June, 2023 with a view to promote self-employment oriented opportunities in the State of Himachal Pradesh and to provide livelihood to local youth by encouraging entrepreneurship. The Scheme is applicable to the youth of Himachal Pradesh, who are of the age of 20 years or more and up to the age of 45 years at the time of filling the common applications form on the Industries Department website (RGSY Portal). Upper age relaxation of 5 years is allowed for women. The following activities have been undertaken under this scheme:-

1. Purchase of e-taxi/e-trucks/e-buses/e-tempo travellers.
2. Dental Facilities
3. Fishery Activities.

2. As per point 5(b) of the aforesaid scheme, Standard Operating Procedure has to be notified by the Department concerned, if required.

3. The Standard of Procedures (SOPs) for hiring of e-Taxi under "Rajiv Gandhi Swarozgaar Yojna-2023" by any Government Department/Local Authorities/Autonomous Body/ Board/ Corporation/ Government Undertaking or any other establishment is required to be notified which is as under :-

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**Department of Transport
Government of Himachal Pradesh**

Standard of Procedures (SOPs) for hiring of e-Taxi under "Rajiv Gandhi Swarozgaar Yojna-2023" by any Government Department/Local Authorities/Autonomous Body/ Board/ Corporation/ Government Undertaking or any other establishment.

- A. Objective of the Scheme –** To give a guarantee for employment and start-up assistance to youth of the State by providing subsidy of 50 percent on purchase of e-taxi under "Rajiv Gandhi Swarozgaar Yojana" which will help the State to reduce vehicular pollution and move forward toward to become a Green State.
- B. Engagement of e-Taxi –** e-Taxi shall be engaged by any Government Department/Local Authorities/Autonomous Body/ Board/ Corporation/ Government Undertaking or any other establishment who requires the new vehicle/ replacement of vehicle for an initial period of 4 years which can be extended by another 2 years.
- C. Demand of e-taxi –** The Consumer Department / Agency shall furnish the demand of e-taxi as per their requirement (number of e-taxi and particular category of e-vehicle) to the Transport Department on the specially created online portal for this scheme. The departments which already have surplus drivers will depute them on secondment basis to other departments which have extra vehicles but have a shortage of drivers. The Transport Department will facilitate this process.
- D. Category of Vehicle –** The following shall be the categories of vehicles under e-taxi scheme :-

Sl. No.	Category	Vehicle type	body	Minimum ARAI/ICAT range	Indicative Make/Models available, as on date
1.	Category-A	Sedan		250 K.M.	TATA Tigor or similar
2.	Category-B	SUV Range	Mid	300 K.M.	TATA Nexon EV Prime, Mahindra SUV 400 EC, Citroen E-C3 or similar
3.	Category-C	SUV Range	Long	400 K.M.	TATA Nexon EV Max, Mahindra XUV 400 EL or similar
4.	Category-D	Premium SUV/ MUV		450 KM	Hyundai Kona Electric or similar
5.	Category-E	Luxury Vehicle		450 KM	Mini Cooper SE EV

E. Imparting education / awareness about e-taxi to the applicants— Awareness camp/workshop/e-vehicle demos shall be organized by the Transport Department at RTO level to make aware the applicant/purchaser about the various techniques, advantage and proper knowledge about the electric vehicle.

F. Rates for engaging e-Taxi – The rates for engaging e-taxi by any departments/organizations has been arrived by a committee constituted for this purpose and the provisional/approximate workings for 3 years EMI is at **Annexure-“A”**. Charging cost of EV at any charging station/point (at office premises) shall be as per actual and the e-taxi owner shall pay the actual amount to the concerned department (or the payment shall be deducted from the actual payment).

G. The procedure for applying for e-taxi permission—

- (i) Anybody who is interested to purchase e-taxi and intends to attach his/her vehicle with any Government Departments/ organizations shall apply for permission through dedicated online portal of the Transport Department w.e.f. _____

to _____ on the prescribed proforma.

- (ii) Applicant has to create an account on the portal of the Department which will be authenticated through Aadhaar/Mobile OTP.
- (iii) After uploading all the documents/required information, the applicant will receive confirmation through SMS on his mobile number.
- (iv) Tracking status of application will be provided to applicant of each step through SMS.

H. Eligibility criteria for applying for e-taxi under this scheme shall be as below –

- The applicant should be Bonafide Himachali.
- The minimum age of the applicant should be 23 years and the applicant should have an experience of 7 years to drive vehicle and this scheme can be availed by only one person in a family. (The experience criterion can be relaxed by the Government in special cases to help the needy).
- Minimum educational qualification of the applicant should be 10+2 from any recognized Board of school Education/ Institutions.
- Valid driving license
- Aadhaar Card
- Unemployment Certificate duly signed by competent authority
- Certificate of SC/ST/OBC/EWS

I. Selection process

- (i) All the applications received through online portal of the Department shall be scrutinized by the respective RTO's and if any discrepancies are found in the application the same shall be reverted back to the applicant for rectification/

completion of codal formalities within 5 days.

- (ii) In case the applicant failed to submit the documents/ required information within next 10 days, his /her application will be deemed to be rejected.
- (iii) RTO will complete the process of verification of documents/ required information and finalize the list of eligible beneficiary and will submit the same through dedicated online portal for approval.
- (iv) The Committee comprising of the Principal Secretary (Transport), Director Transport and Secretary, State Transport Authority to the Government of Himachal Pradesh shall decide the application of the applicant for issuing permission for purchase of e-Taxi.
- (v) Transport Department will make a reserve pool of the eligible e-taxi applicant at one go which will remain valid for 2 years. However, this exercise shall be repeated by the Transport Department on completion of two years or if the pool is exhausted, whichever is earlier.
- (vi) The recommendations of the eligible beneficiary for sanction of subsidy to the Industries/Designated Department will be done on need basis in transparent manner keeping in view of the demand being generated by the govt. department/ organization. This process shall be done on regular basis as and when the demand is generated by the Govt. department/ organization.

J. Role of the Consumer Department/Organization

- (i) All Government Department/Organization who requires e-taxi shall be provided user ID & Password for uploading the demands of e-taxi under this scheme on the dedicated online portal of the Transport Department.

- (ii) All Government Department/Organization will submit the demand /requirement of e-taxi by prescribing the category of EV, and number of vehicles.
- (iii) The department shall also upload confirmation letter to engage e-taxi for at least four years which can be extended by another two years on mutual basis.
- (iv) The necessary approval from the competent authority to engage e-taxi shall also be uploaded by the consumer department/organization.
- (v) Every government department/organizations engaging e-taxi shall make ensure to establish the electric chargers or to engage suitable place or shall enter into an agreement with charging station for making sure of the charging of their vehicles.

K. Role of Industries /Designated Department

- (i) After receiving demands of e-taxi from the Government Department/organization, Transport Department will move the approved applications from the reserved pool which will automatically accelerate from the portal of the Transport Department to the portal of Industries/Designated Department for obtaining 50% subsidy for the purchase of e-Taxi under "Rajiv Gandhi Swarozgaar Yojana". 50% subsidy shall be computed on ex-show room price including all types of taxes.
- (ii) Industries/Designated Department after verification of the codal formalities will approve the case for obtaining 50% subsidy in each case and forward the same to the concerned bank for loaning of the vehicle as per the requirement of applicant within 10 days positively.

- (iii) The mechanism for release of subsidy and approval of the loan from bank shall be determined by the Industries/ Designated Department as per their terms and conditions.

L. Role of Dealer

- (i) After receiving demands of e-taxi from the govt. department/organization, Transport Department will move the name of the applicant from reserve pool to the Industries/Designated Department who will further push it to the Dealer for purchase of e-taxi/vehicle.
- (ii) The dealer will generate the invoice as per permission granted by the Transport Department and forwarded to the concerned bank for loan processing in favour of applicant.
- (iii) The loaning part of the vehicle shall be completed by the applicant through bank at their own level.

1. The Terms & Conditions— To engage e-Taxi—undertaking in this regard required to be accepted & signed by the applicant is as under :-

1. The e-taxi shall be attached for 4 years (extendable by another 2 years) from the date of the commencement of contract agreement signed between any Government Departments/ organizations.
2. Monthly running of the vehicle would be 2500 Kms approximately. This is only indicative and the vehicle can be required to run more or less than of this figure as per requirement without any limit. However, after plying of 30000 KM in a year, extra charges @ Rs. 1.5 /- per km shall be paid to the e-taxi owner by the concerned department.
3. Monthly rates paid to the e-taxi owner have been fixed

temporarily and can be revised by the Transport Department at any time.

4. The monthly payment shall be paid by the concerned Department / organization to the owner of e-taxi by 7th of every month.
5. It will be the responsibility of the concerned Govt. Department/ organizations to obtain the necessary permit to ply the hired e-taxi on restricted/sealed roads, if any.
6. The owner of e-taxi shall keep and maintain a log book. The vehicle shall be managed under the control of designated officer of the concerned Government department/ organizations, etc. Log book and other maintenance record shall be kept as per procedure laid for the government vehicles.
7. The upkeep of the vehicle responsibility shall be of the e-taxi operator. He/she follow maintenance and other upkeep on regular basis as prescribed for the electric vehicle.
8. The vehicle needs to be plied on all kinds of roads within and outside of the State of H.P. including rough & Kachha road.
9. The operator of e-taxi shall ensure his presence at a short notice when required by the concerned Govt. Department/ organization. Besides normal working hours on all working days the vehicle should be made available at any time within half time hour call or as may be decided by the concerned Department/organization.
10. In case of delay in reporting of vehicle at specified time and place then a penalty will be levied for each such delay. However, the delay time and the fine amount shall be decided by the concerned Govt. Department/organization.

11. The owner of e-taxi shall provide his/her substitute during his/ her absence/leave in any case.
12. The owner of e-taxi shall observe all the etiquette and protocol while performing his duty. He/she should be neatly dressed in proper uniform as desired by the concerned Department/Organization and must carry a mobile phone in working condition, for which no separate payment will be made by the concerned Department/Organization.
13. The e-taxi owner should have a mobile phone with a local number for coordination and should wear proper uniform. The expenditure on this account shall be borne by the e-taxi owner.
14. The e-taxi owner shall be self-responsible for compensation payable arising out the accident/payment to third party, if warranted. No compensation in case of accident/damage to vehicle or death/injury to the Driver will be made by the concerned Govt. Department/ Organization etc.
15. The applicant shall bound to follow all the provisions made under Motor Vehicle Act, 1988, Central Motor Vehicle Rules, 1989, HPMV Rules, 1999 and HPMV Taxation Act/Rules and the instructions issued by the Transport Department from time to time in letter and spirit.
16. The taxes of other state(s) on account of govt. tour, if any shall be paid by the e-taxi owner.
17. The other terms and conditions as prescribed by the concerned Govt. Department/Organization from time to time

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Annexure-A

EMI calculated for 3 years

Sr. No.	Components taken for monthly rates	Kia EV6 E	Mini Cooper SE EV or similar E	Hyundai Kona Electric \ or similar D	MG ZS EV or similar D	BYD E6 & BYD Alto 3 or similar D	TATA Nexon EV Max or C similar C	TATA Nexon EV Prime B	Mahindra SUV - XUV 400 EL or similar C	EC, Citroen E-C3 or similar B	TATA Tigor or similar A	MG EV A
		60-66 Lakh	47-50 Lakh	25 lakh	23-28 Lakh	29-34 Lakh	17-20 Lakh	15-18 Lakh	16-19 Lakh	15-18 Lakh	10-12 Lakh	10 Lakh
	EMI calculated on 50% of cost of vehicle as 50% subsidy will be provided by Industries Department	30-33 Lakh	23.50- 25 Lakh	12.5 lakh	11.50- 14.00 lakh	14.50- 17.00 lakh	8.50- 10.00 lakh	7.50-9.00 lakh	8.00-9.50 lakh	7.50-9.00 lakh	5.00-6.00 lakh	5.00 lakh
1	EMI on loan (@ 9.5% max. for 3years)	96099 to 105709	75277 to 80000	40000	36838 to 44846	46448 to 54456	27228 to 32000	24025 to 28830	25626 to 30431	24025 to 28830	16000 to 19220	16000
2	Wages as prescribed for Drivers by the State Government. (FD letter dated 4.5.2023 @ Rs. 440/- per day)	13200	13200	13200	13200	13200	13200	13200	13200	13200	13200	13200
3	Maintenance of tyres and other service charges/ expenses	3000	3000	3000	3000	3000	3000	3000	3000	3000	3000	3000
4	Insurance	2000	2000	2000	2000	2000	2000	1800	2000	1800	1500	1500
5	VLTD Cost one time for two years Rs. 8000/- approx.	350	350	350	350	350	350	350	350	350	350	350
6	Electricity charges on account of charging of e-vehicle	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500
7	Total expenditure approximate	117149 to 126759	96327 to 101050	61050	57888 to 65896	67498 to 75500	48278 to 53050	44875 to 49680	46676 to 51481	44875 to 49680	36550 to 39770	36550
8	Profit margin 15 % of total expenditure	17572 to 19014	14449 to 15157	9157	8683 to 9884	10125 to 11325	7241 to 7957	6731 to 7452	7001 to 7722	6731 to 7452	5482 to 5965	5482
9	Total amount	134721 to 145773	100776 to 116207	70207	66571 to 75780	77623 to 86825	55519 to 61007	51606 to 57132	53677 to 59203	51606 to 57132	42032 to 45735	42032

Above 80 to 120
→ Minsters -

70 to 80
→ Secy/As Secy -

60 to 70 pm
→ HOD

From 50 to 60 pm
→ Class I

40 to 50 pm
→ Staff

**Government of Himachal Pradesh
Department of Transport**

No. TPT-F(6)-3/2015-II-Loose

Dated :Shimla-02

30-09- 2023

ADDENDUM

It is hereby notified that the following points are added in clause-I (iii) in the Standard Operating Procedure (SoP) as notified by the Government vide notification No. TPT-F(6)-3/2015-II-Loose dated 01.09.2023 for hiring of e-Taxi under "Rajiv Gandhi Swarojgaar Yojna, 2023" by Government Department/ Local Authorities/ Autonomous Body/Board/ Corporation/Government Undertaking or other establishment:-

- Receiving the start of applications for e-taxi on software (to be notified by the govt. separately).
- Closing date of applications (to be notified by the govt. separately).
- Processing /scrutiny of applications will be done at RTO Level.
- Selection will be done at RTO level on following criteria:-

Driving Test:

Driving test shall be conducted by a committee headed by concerned RTO with two other members i.e. MVI/Sr.MVI of concerned RTO and Works Manager of HRTC.

Driving skill:

- Knowledge of Driving technique
- Knowledge of Motor car mechanism
- Knowledge of Duties of Drivers
- Knowledge of Fuel/Energy efficiency/economy
- Knowledge of Basic Maintenance of vehicle
- Knowledge of Servicing of vehicle
- Knowledge of Emergency handling technique
- Knowledge of tools and documents required with vehicle
- Knowledge of Traffic Rules & Regulation.
- Knowledge of Ability to recognize traffic signals/road signs etc.

After selection of beneficiary/grant of permit, the matter shall be referred for sanction of subsidy in favour of selected beneficiary to the Labour and Employment Department, Himachal Pradesh which will be implementing agency.

By Order

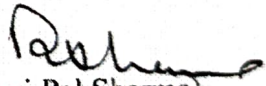
R.D. Nazeem
Principal Secretary (Transport) to the
Government of Himachal Pradesh.

Endst. No. TPT-F(6)-3/2015-II-Loose

Dated Shimla-2, the 30-09-2023

Copy of the above is forwarded to the following for information please:-

1. The Secretary to the Governor, Himachal Pradesh, Shimla-2.
2. The Principal Secretary to Hon'ble Chief Minister, HP.
3. Sr. Private Secretary, to the Hon'ble Deputy Chief Minister, Himachal Pradesh.
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7. The Director of Transport, Himachal Pradesh, Parivahan Bhawan, Shimla-171004.
8. The Secretary, State Transport Authority of HP Shimla-171004.
9. The Managing Director, H.R.T.C., Shimla-3.
10. The Controller Printing and Stationary, HP Shimla-171005 (Through online).
11. Guard file.


(Ravi Pal Sharma)

Under Secretary (Transport) to the
Government of Himachal Pradesh.