CIRCULAR

Sub:- Norms/Guidelines for Local Tour by Ho-Ho Buses.

Heads of all RPVV Schools are advised to conduct local tours by Ho-Ho buses (DTTDC) for students for all classes (classes VIth to XIIth) under YUVA scheme during the months of August-December, 2015 as per the following guidelines approved by the competent authority:-

1. Name of the scheme:- YUVA (Local Tour) 2015-16.
2. Eligibility:- All students enrolled in RPVV schools from class VIth to XIIth.
3. Rate:- Rs.175/- per student. (Rs.140/- towards transportation and Rs. 35/- towards refreshments)
4. Agency and Contact Person:- DTTDC
   I. Mr. Chetan Handa, Chief Manager, Hop on Hop off Services, Ph. 9310025040
   II. Mr. Shiv Kumar, Deputy Manager, Hop on Hop off Services, Ph. 9891047184
   III. Mr. Abhishek Khairwal, Manager, Hop on Hop off Services, Ph. 8800795472
   IV. Mr. Jayajit Dey, Sr. Manager Operations, Hop on Hop off Services Ph. 8800795474
5. Contact officer of Directorate of Education:- Sh. Marcel Ekka, DDE (RPVV), Mobile/Telephone No. 9810360373, 25101797, Email ID- mekka@redifmail.com
6. Sites for Local Tour:- The following local tour packages are approved :-

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<tr>
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<th>Class VI</th>
<th>Class VII</th>
<th>Class VIII</th>
<th>Class IX</th>
<th>Class X</th>
<th>Class XI</th>
<th>Class XII</th>
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<tbody>
<tr>
<td>1.</td>
<td>Teen Murti Bhawan</td>
<td>National Museum</td>
<td>National Archives</td>
<td>Safdarjung's Tomb</td>
<td>Parliament Museum</td>
<td>Museum at Supreme Court of India</td>
<td>Science Centre</td>
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<td>2.</td>
<td>Nehru Planetarium</td>
<td>Qutub Minar</td>
<td>Akshardham</td>
<td>Lotus Temple</td>
<td>Science Centre</td>
<td>Tughlqabad Quilla</td>
<td>Parliament Museum</td>
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<td>3.</td>
<td>Rose Garden</td>
<td>Thyagraj Stadium</td>
<td>Old Fort</td>
<td>Five Senses Park</td>
<td>National Museum</td>
<td>Dr. Karni Singh Shooting Range</td>
<td>Nehru Planetarium</td>
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7. **Refreshment on tour:** - 200 ml soft drink (Tetra Pack), Bread Slice in paper wrap (04 Nos), Butter Chiplet (8.1 gm)(01 Nos)

8. **Type of Transportation:** - AC low floor Ho-Ho buses 50 seater.

9. **Planning of Tours:**
   - **No over crowding:** - HOS's and tour operators must ensure that there shall be no over crowding beyond the seating capacity of buses during local tours.

In addition, an official from Delhi Police will also accompany on the tour. HOSs must inform the Nodal officer of Delhi Police in advance regarding the tour details either telephonically or through e-mail to enable the nomination of police official for the tour. Delhi police shall bear the cost of transport and other expenses of police officials during such visits. (Refer letter No.37821/XIII-A/P.Sec.DCP/HQ/PHQ dated 5.12.2014 annexed). HOSs are informed that tours must be conducted as planned with the State Tourism Organizations and dates of tour need not be changed for want of nomination of Police official. (Nodal Officer SH. VED BHUSHAN, ACP, M- 9873995205, EMAIL- vedbhushancyprus@gmail.com)

- State Tourism Organization (DTTDC) direct tour operators to send an attendant on each tour besides the Driver.

10. **Payment of Advance:** - Tour advance of 90% in respect of Local Tours will be given to State Tourism Organizations with due approval of competent authority after submission of tour calendar. Remaining balance of 10% be released within 30 days of submission of claims by them. Administrative Approval and Expenditure Sanctioned will be issued by DDE(RPVV) to cut delays.

   **State Tourism Organization shall refund the advance promptly, if they fail to conduct the tour within the stipulated period.**

   **Furnishing TDS certificates:** - All HOS's must issue online TDS certificate to State Tourism Organizations.

11. **Entry Tickets for sites (wherever applicable):** - Entry Tickets for sites (wherever applicable) shall be purchased by the tour operator. Science Centre authorities fixed the entry ticket at a concessional rate of Rs.10/- per student and HOS's are advised to take benefit of the special concession given to the students.
12. Tour Report

HOSs must obtain a tour report from the Teacher(s) that accompanied the students in writing and if there are any violations they must be communicated to DDE concerned. DDEs must file a consolidated report in writing to Addl.DE (Plg) and they will be taken up with the State Tourism Organizations.

13. Matters relating to Co-ordination

(i) HOSs and Teachers selected for tour must keep contact with Nodal Officer of State Tourism Organization for smooth and orderly conduct of tours.
(ii) Nodal Officer of State Tourism Organization must be available to the HOSs and Teachers 24X7 for any emergency.
(iii) State Tourism Organization must issue code of conduct to tour operators for proper regulation and those indulge in violations of code of conduct & guidelines must be dealt severely.
(iv) DDEs must convene a meeting of HOSs and State Tourism Organization concerned in the second fortnight of July'15 to sort out matters relating to tours before they are actually initiated.
(v) Guidelines regarding quality of food to be served by tour operator on tour must be prescribed by State Tourism Organizations and these guidelines must be supplied to Dte. Education.

14. General Conditions to be observed on local tour :-

- The safety and security of students shall be accorded the highest priority.
- Students shall be picked & dropped at school.
- Tour operators shall deploy buses as per the norms prescribed by the Transport Department, GNCTD.
- Teachers / students should not be allowed to sit in driver’s cabin.
- Tour operator shall make arrangement for medical aid at the place of visit (if needed).
- Accompanying Teacher shall always be with their respective groups of students and at no point of time should the students be left unattended.
- General Insurance of teachers and students during tours shall be done as per norms.
- No inflammable material like gas cylinder etc. shall be carried by tour operators in the Buses on tour.
- No money shall be charged from the students on account of Local Tour.
- Delhi Police officer who will be on the trip as police escort will bear his / her expenses on their own be borne by Delhi Police as per their letter no.37821/X-III-A/P.Sec/DCP/HQ/PHQ dated 05-12-2014.
• Authorities of National Museum, Science Centre, Supreme Court Museum (Ph. 011-23388352, email: supremecourt@hub.nic.in) and Parliament in museum should be informed in advance regarding tour schedule.

15. Contact persons of 17 RPVVS enclosed.

To
All Heads of RPVV Schools.

No.DE-18-8(10)/2011/Plg./Pt.

Copy to:-
1. P.S. to Pr. Secretary (Education).
2. P.S. to Director (Education).
3. All Regional Directors, Dte. of Education.
4. Deputy Director of Education (RPVV), Dte. of Education.
5. O.S.(I.T.) with request to place the circular on Web.
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