



GOVERNMENT OF KERALA

Abstract

VEHICLES OF GOVERNMENT/PUBLIC SECTOR UNDERTAKINGS/LOCAL BODIES/
AUTONOMOUS BODIES—CURBING OF MISUSE—MODIFIED—ORDERS—ISSUED

FINANCE (INSPECTION NT-F) DEPARTMENT

G. O. (Ms) No. 113/2003/Fin. Dated, Thiruvananthapuram, 24th February, 2003.

ORDER

Government have issued several orders to prevent the misuse of vehicles of Government Departments, Public Sector Undertakings, Local/Autonomous Bodies etc. Even after the issuance of these orders, it has come to the notice of Government that misuse of Government vehicles is on the higher side. In the above circumstances Government issue the following orders/guidelines to curb the misuse of Government vehicles. These Orders will be applicable to all Government Departments including Police, Excise, Forest and Judicial Departments, Semi Government/Public Sector Undertakings/Autonomous/Local Bodies and Co-operative Institutions etc., having any control by Government, with immediate effect.

2. Every vehicle or group of vehicles shall be placed under the charge of a specified controlling officer designated as such by Government/Head of the Department or any other Authority authorised by Government/Head of the Department. The controlling officer shall be an officer of gazetted rank if such an officer is not available where the control is located.

3. The Controlling Officer will be personally responsible for the proper use, care and maintenance of the vehicles under his control.

4. The Controlling Officer shall personally check the inventory of equipments every month and arrange to recover any loss arising out of negligence or fault from the persons concerned. The fuel consumption test of each vehicle under his control shall be conducted once in every year.

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5. He should report half yearly to his next superior officer—the summary of expenditure incurred on account of fuel, maintenance and repairs of each vehicles under his control with his specific remarks. The supporting bills/vouchers should also be furnished along with the report.

6. He should ensure that the vehicles are parked at the parking spaces allotted for the vehicles concerned.

7. "The name of Department/Institution" to which the official vehicle relates to should be legibly exhibited in front and at the rear of the vehicle in a name board not below the size of 40 cms length and 10 cms width (Red background and white letters in case of Government Departments and sky blue background and blue letters in the case of others.)

8. The name board of the office to which the vehicle relates to should not be concealed or covered or removed in any occasion. Both the driver and the controlling officer of the vehicle are personally responsible to exhibit the name board in the vehicle. Negligence in this regard will be viewed seriously.

9. Use of vehicles:---

- (i) All vehicles are intended to be used only for bonafide official purposes within the state including tours of officers who are entitled to use special conveyance and claim higher road mileage.
- (ii) The Controlling Officer/the officer performing the journey will be personally responsible to enter the details of places of visit and purpose of the journey in the log book, before the commencement of the journey. In case where the driver alone commences the journey to pick up an officer, the driver should enter the purpose of journey, place etc., in the log book before the commencement of the journey.
- (iii) Journeys performed with the prior sanction (general or special) of the Government/Head of the Department or any officer authorised in that behalf by Government/Head of the Department on the following occasions may be treated as official. In such cases, a copy of the sanction order permitting the journey should be kept in the vehicle at the time of using the vehicle. Corresponding entry to that effect quoting the authority should also be made in the log book before the commencement of such journeys.

(a) Journeys performed by officers for attending official parties/receptions etc., for which invitations have been extended to them by virtue of their office and which, in their discretion, they decide to attend subject to availability of vehicles.

(b) Journeys performed by non officials who are asked to attend official meetings in public interest.

(c) Journeys performed when officers have to be picked up from their residence or dropped back in cases when they are required to attend meetings if the meetings have been convened at places outside their normal duty points or outside normal working hours.

(d) Journeys performed in cases of emergency when an officer on being suddenly taken seriously ill or on meeting with an accident while on duty is removed from his office either to a hospital or to his residence.

(e) Journeys performed by Private Secretaries/Personal staff of a Minister from their residence or the residence/office of their Minister in order to receive or see off the Minister if the journeys are undertaken under the instructions of the Minister. An entry to that effect should be made in the log book by the Private Secretary.

(f) Touring Officers not under the administrative control of the Government who come to Thiruvananthapuram or any other place where Government have vehicle may be allowed to use it for the limited purpose of journeys from Airport/Railway Station to place of halt or office.

(g) Touring Officers under the administrative control of Government may also be allowed to use vehicles subject to the condition that the officers concerned will not draw the mileage allowance for such journeys. They should also give a certificate along with their T. A. bill as to whether or not the vehicle was used by them.

(h) Touring Officers of the Government may be allowed at the halting station the free use of vehicles for official work within a radius of 8 kms or the Municipal limits whichever is more distant subject to the condition that the touring officers will not be entitled to exchange daily allowance for road mileage. As far as possible such touring officers will travel with officers serving at the station where the vehicle is available.

(i) The fuel ceiling introduced vide G. O. (P) No. 233/2002/Fin. dated 17-4-2002 for Secretaries/Heads of Major Departments and those who are permitted to use vehicles on payment for personal use will continue. Monthly charges prescribed therein should be remitted regularly by the officers, without fail.

(ii) No vehicle shall be exclusively placed at the disposal of the touring officers. All journeys should be properly logged before the commencement of the journey.

10. The use of vehicles without proper entry in the log book before the commencement of the journey shall not be allowed in any occasion to any officer. Such journeys shall be treated as non-duty journeys and action taken accordingly.

11. Vehicles of all officers irrespective of their grade/cadre are liable for surprise inspection by Finance (Inspection-NT) Department or any other agency to whom Government entrust such work.

12. Non-stopping of vehicles for surprise inspection or hesitation to co-operate with such inspection shall be viewed seriously and action taken without obtaining further explanation.

13. The use of official vehicles other than cycle or motor bike for the conveyance of files or tappals between office and residence of any officer is not permissible except in case of emergencies.

14. Officers in receipt of conveyance allowance shall not normally use vehicles for journeys within his local jurisdiction. If he is permitted by a competent authority to use a vehicle for journeys within his jurisdiction proportionate reduction in the monthly rate of conveyance allowance will be made for such journeys.

15. Relatives/friends of officers shall not be permitted to use vehicles. The above condition is applicable also to the vehicles allotted under the orders of Government for the personal use of a particular officer as part of the terms of his Service or tenure.

16. A Government vehicle shall be driven only by the driver allotted to the vehicle. No other person shall be permitted to drive the vehicle except in the following cases and circumstances : -

- (1) During the testing, servicing and repairs of vehicles by individuals who are authorised to do so.
- (2) In an emergency if the driver of the vehicle is not readily available or incapacitated by fatigue or illness or other reasons to manage the vehicle the Controlling Officer or the Government Servant travelling in the vehicle and who has a valid licence to drive the particular type of vehicle may drive the vehicle himself or engage another competent person in order to overcome the difficulty.
- (3) When any person other than the driver attached to the vehicle has to drive a vehicle under the exceptional conditions mentioned above, a record of the facts and the action taken will immediately be made in the log book.

17. Monthly ceiling of fuel has to be fixed for each and every vehicle taking the average of fuel consumed for the last six months, i.e. from April to September.

18. If any vehicle is found misused for any purpose other than those specified in this order and also by officers other than those specified in the list annexed to this order shall attract stringent disciplinary action including recovery of 50% of the cost of fuel consumed during a month from the Controlling Officer/the Officer found using the vehicle. For this, the month during the calendar year which records the maximum consumption of fuel should be taken into account.

19. Further clarifications, if any, regarding the use of vehicle shall be had from Finance (Inspection-NT) Department.

By order of the Governor,
V. S. SENTHIL,
Secretary (Finance Expenditure).

To

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.
The Accountant General (A&E), Kerala, Thiruvananthapuram.
All Principal Secretaries/Secretaries/Special Secretaries to Government.
All Head of Departments/Offices
The Public Relations Department
Stock File/Office Copy

4/1047/2003.

ANNEXURE

List of officers permitted to use the official vehicles for limited purposes such as journeys between office and residence or from Railway/Bus Station to office and viceversa. The journey is limited to two trips in a day and the distance as per the provisions of K. S. R.

1. The Principal Secretaries/Secretaries/Special Secretaries to Government.
2. Commissioners of Commissionerates.
3. The District Collectors.
4. Judicial Officers of and above the rank of District Judges.
5. Police Officers of and above the rank of Commissioner/Superintendent in Home Department.
6. Officers of and above the rank of Conservator of Forest.
7. Registrar of Co-operative Societies.
8. Labour Commissioner.
9. Chief Engineers.
10. All major Heads of Departments.
11. Chief Executives of Public Sector Undertakings, Heads of Autonomous Bodies, etc.