

NO.G1-27709/84.

Office of the Chief Conservator of
Forests, Trivandrum, Dt. 4-8-1984.

CIRCULAR NO.30/84

Sub:- Maintenance of Departmental vehicles – Proper maintenance – Instruction
Issued – Regarding.

Ref:-

It has been brought to the notice of the undersigned that some of the Custodian Officers of departmental vehicles are not strictly following the rules in force for maintenance of vehicles. The following instruction are therefore again issued for information and guidance of the custodians of departmental vehicles.

1. Fuel consumption should be limited to 3,000 liters per year/250 liters per month, as admitted by Government for each vehicle.
2. Repairs should be got done in the orders of competent authority as per rules and after obtaining certificate for undertaking the repairs from the Assistant Executive Engineer, Regional Engineering Workshop.
3. Spare parts should be purchased as per rules and after getting the essentiality certificate from the Assistant Executive Engineer.
4. Gazetted Custodian Officer alone is competent to purchase the spare parts.
5. Before passing the bills for cost of spare parts and repairs, necessary certificates should be furnished in the bills.
6. Battery, tire, tube etc. should be purchased under R/C. system. Otherwise, the excess amount spent for the purchase should be recovered from the Officers concerned.
7. Major repairs should be carried out only after obtaining sanction from competent authority.

The above instructions should hereafter be followed strictly. Any laxity in this regard will be viewed seriously. Receipt of this circular should be acknowledged by return.

Chief Conservator of Forests (Dev)

To

All Sub Officers.

All Branch Officers and Estate Officer.

Copy to G3.G1 (Stock file) F.C. (Superintendent-1).