

CIRCULAR NO.6/87

Sub:- Departmental Vehicle – Annual maintenance – Estimates – Regarding.

At present all the estimates for the maintenance of Departmental vehicles are sanctioned by the Chief Conservator of Forests (Development). This causes delay in the sanction of estimates. With a view to minimize the delay the under mentioned procedure will be followed by the various officers of the department.

The annual maintenance estimates of vehicles will be prepared including the following items only:-

- (1) Cost of fuel charges and oil up to the limit sanctioned in G.O.(Rt)2317/80/AD dt. 27-11-80. In the case of two wheelers the limit will be 1500 litres per annum for petrol and 10 litres per annum for oil.
- (2) Cost of retyring charges etc. of tyres as per standing order of Government for maintenance of Govt. Vehicles.
- (3) Minor repairs for buses, cars and jeeps etc. Lump sum of Rs.1,000/- and for two wheelers Lump sum of Rs.500/- per annum.
- (4) Cost of batteries (One battery per annum per vehicle).
- (5) Servicing charges (car Rs.600/- per annum Two wheelers Rs.200/- per annum)
- (6) Cost of tyres, tubes, 4 for light vehicles and 6 for heavy vehicles per annum per vehicle.

The above estimates will be sanctioned by the officers who are controlling the vehicles (Conservator of Forests. Divl.Forest Officer, Asst. Conservator of Forests).

Separate estimates will have to be prepared for major repairs and sanction obtained from the competent authorities in accordance with the orders regarding the delegation of powers to various levels of officers. The bills should be charged under the appropriate budget heads subject to availability of funds. With proper sanction.

For Chief Conservator of Forests (D)

To

All Chief Conservators of Forests/Conservators of Forests and Divisional Forest Officers.
Copy to Stock File and G1-section.