

GOVERNMENT OF KERALA

Abstract

PUBLIC WORKS DEPARTMENT – PERIOD OF VALIDITY OF ADMINISTRATIVE SANCTION – REVISED – ORDERS ISSUED.

PUBLIC WORKS (H) DEPARTMENT

G.O. (P) No. 25/2008/PWD.

Dated, Thiruvananthapuram, 16th June 2008.

ORDER

As per Rule 10.2.2.7 of the PWD Manual the period of validity of Administrative Sanction given is 5 years and if a work is not taken up within five years the sanction lapses.

2. Government consider that in order to expedite preparation of estimates and starting of works such a long period of validity for Administrative Sanction is not advisable. In the circumstances Government are pleased to order that all Administrative Sanctions issued hereafter will have a validity of only two years and if the work is not taken up within two years the sanction will lapse.

3. All Administrative Sanctions issued earlier and still having a validity of more than 2 years shall also lapse after a period of two years from the date of this order. When detailed estimate is prepared, if the cost is found to exceed the amount of Administrative Sanction by more than 15%, then fresh Administrative Sanction should be obtained, even if the period of two years has not expired.

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 authorized 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.