

**CIRCULAR NO.20/82**

Sub:- Maintenance of Departmental vehicles - Regarding

It has been observed that a number of Divisional Forest Officer's/Assistant Conservator of Forest's/Range Officers' possessing departmental vehicles have approached this office with request for replacement of the vehicles with new ones. The excuses given are that the departmental vehicle in their possession is too old, frequently off the road in workshops, Diesel Engine vehicle unsuitable for hill roads etc. it is not possible to honour such requests as with the present limited resources there is no scope for purchase of more new vehicles to replace old ones. Though as a matter of policy Government once decided to write off and dispose off all vehicles of manufactured prior to 1960 year this was subsequently modified mainly due to the above reason. It is upto the custodian officer to take personal interest in executing timely repairs to his departmental vehicle and keep in good condition. The usual tendency noticed is to run the vehicle even with some major defects till it completely breaks down. If the repairs servicing and maintenance are got done promptly the running life of the vehicle would definitely increase. This is not a fact unknown to the custodian officer who after takes such care on his private vehicle. The attitude taken with regard to the Government vehicles in this direction is one of difference often leaving all the blame on the driver of the vehicle. This will have to change.

The custodian officer will have the primary responsibility for keeping the Government vehicle in good condition. We will see that besides monthly servicing all minor repairs are got done as and when noticed and will no leave this to the driver and office staff. Just because the vehicle is old it will not be replaced unless certified as irredeemable by competent authority. Even in such cases only after effective steps are taken towards its write off and disposal the question of allotting a replacement vehicle would be considered. Similarly vehicles requiring special repairs should be granted and the special repair proposals should be sent up in the proforma with the required formalities and unless the custodian officer taken personal interest the proposals will not received timely sanction.

The Conservator of Forests will check up on the condition and extended of care taken by the custodian officer during his field visit to different division. Negligence on the part of the driver and also on the part of the custodian officer should be taken not of and got rectified. It is made clear that request for replacement of old vehicles will not be entertained unless under extraneous circumstances that too only after following the procedure indicated above. The custodian officer will taken special care to attend the repairs in time and maintain the vehicle will so that it could be put to use effectively. The receipt of this circular should be acknowledged.

Sd/-

M.Sivarajan , IFS,  
Chief Conservator of Forests (D)

To

All Conservator of Forests

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For Conservator of Forests,

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