

C I R C U L A R No. 02/2010

Sub: Commercial Taxes Dept.-Motor Vehicle-use, maintenance and repair of Department vehicles-instructions issued-Reg:

- Ref: 1. G.O.(Ms) No. 113/03/Fin Dated 24-02-2003 Finance Inspection Wing(Non Technical-F)  
2. Circular No.41/2008/Fin Dated 02-08-2008 of Finance Inspection Wing(Non Technical-F)

It has come to the notice of this office that Department vehicles are not being maintained properly by many custodian officers and drivers of the Department. In the circumstances, in addition to the directions and guidelines issued by Government for the maintenance and use of Department vehicles as per the Government order and circular cited, the following further directions are issued for strict compliance so that recurring and impending loss due to Government in this regard can be averted.

1. At the time of receiving a vehicle by the custodian officer, it shall be acknowledged by himself or by an authorized person of the department (not daily wages) and it should be ensured that all accessories and connected documents such as Registration Certificate, Insurance Certificate, Fuel consumption Certificate, Operators Manual etc. are received. It should also be verified that the engine number and chassis number of the vehicle are the same as those in the Registration Certificate.
2. Periodical service and minor repairs are to be done promptly so that the resultant major repairs can be avoided. Essentiality and Economy certificate from P.W.D Authorities and necessary sanction from the Departmental authorities shall be obtained wherever necessary. No ratification in this regard will be issued from this office/obtained from Government after the execution of the repair work on any account.
3. All proposals for administrative sanction for repairs should contain the following documents in duplicate.(Original and copy)

- i) Essentiality Certificate from the concerned AEE PWD Mechanical Sub Division.
- (ii) Economy Certificate from the concerned Executive Engineer in cases where the amount exceeds Rs.10,000/-
- (iii) Duly scrutinized work estimate from Govt. approved workshop
- (iv) Minimum 3 quotations for the supply of spare parts with its item wise comparative statement.
- (v) History of the vehicle
  - (a)Custodian officer
  - (b)Registration Number
  - (c)Make
  - (d)Model
  - (e)Total kilometers covered at the time of repairing
  - (f)Details of major engine overhauling if any and kilometers covered after that
  - (g)Expenditure incurred for the last 3 years(Year wise)

4. Proposal for Expenditure sanction should be supported by the following documents.

- (a)Final work bill duly scrutinized and admitted by the concerned PWD Mechanical Authority with a statement of the custodian officer “ *The work has been done satisfactorily* ” on the reverse side of the bill.
- (b)Spare parts bill affixing the statement “ *The dismantled spare has got inspected by the AEE before purchasing the new spare parts and the newly purchased spare parts are fitted to the vehicle satisfactorily* ”

5. Tyres that can be re threaded shall not be replaced by new ones on any account.

6. Whenever there are valid rate contract holders for the supply of tyres and batteries, purchase from other dealers shall not be effected.

7. All repairs and replacement of spares, tyres , battery etc. should be recorded in the log book of the vehicle specifying cost and kilometer reading.

8. Fuel consumption test of the vehicle should be done once in every year.

9. Log book of the vehicle should be maintained update with required details in full as instructed in para 3 of the circular referred above.
10. Abstract of fuel consumption should be recorded in the log book of the vehicle noting opening kilometer reading, closing kilometer reading, total kilometers covered, opening tank balance, closing tank balance, fuel purchased fuel consumed and closing tank balance at the end of every month.
11. Bills of Fuel shall not be settled without thorough verification of the same with reference to the entries in the log book and on confirmation as to the consumption of fuel as per the fuel consumption certificate issued by the P.W.D authorities.
12. Insurance of the vehicle should be renewed at least one week before the expiry of the validity of the existing certificate.
13. Vehicles which are not road worthy and uneconomical to the Government should not be kept idling for long period as it will lead to deterioration in the value of the vehicle. Proposals for the condemnation of such vehicles should be forwarded to this office without delay.
14. The custodian officers of the vehicles shall make sure that the vehicles are used only for official purposes and not misused. The above instructions are to be complied with scrupulously. Violation, if any in this regard will be viewed seriously and stringent action will be taken against the driver and custodian officer as stipulated in para 18 of G.O.(Ms) No. 113/03/Fin Dated 24-02-2003 Finance Inspection Wing(Non Technical-F).The drivers will be solely responsible for the accident caused by rash and negligent driving and the resultant cost of repairs will be realized from the driver of the vehicle (both departmental and daily wages). All the controlling officers shall closely monitor the use of department vehicle under them. The Deputy Commissioners shall acknowledge the receipt of this circular and obtain proper acknowledgement from their subordinates.

Commissioner



**കേരള സർക്കാർ**  
**ധനകാര്യ പരിശോധനാ വിഭാഗം (നോൺ ടെക്നിക്കൽ -എഫ്) വകുപ്പ്**  
**സർക്കുലർ**

നം. 41/2008/ധന

തീയതി: 02/08/2008

വിഷയം: സർക്കാർ വാഹനങ്ങളുടെ ദുരുപയോഗം - തടയൽ - സംബന്ധിച്ച്

സൂചന: 1. സ.ഉ.(പി)നം.1213/2000/ധന. തീയതി: 12/10/2000

2.സ.ഉ.(പി)നം.233/2002/ധന. തീയതി: 17/04/2002

3. സ.ഉ.(എം.എസ്.)നം.113/2003/ധന.തീയതി: 24/02/2003

4.സ.ഉ.(എം.എസ്)നം.543/2005/ധന. തീയതി: 19/12/2005

5.സ.ഉ.(എം.എസ്)നം.25/2007/ധന. തീയതി: 19/01/2007.

ധനകാര്യ പരിശോധനാ വിഭാഗത്തിന്റെ വാഹന പരിശോധനകളിൽ സർക്കാർ വാഹനങ്ങളുടെ ദുരുപയോഗം ശ്രദ്ധയിൽപ്പെട്ടതിനാൽ അത്തരത്തിലുള്ള ക്രമക്കേടുകൾ നിയന്ത്രിക്കുവാൻ നിലവിലുള്ള ചട്ടങ്ങൾ ശക്തമായി നടപ്പിലാക്കാനായി താഴെപ്പറയുന്ന നിർദ്ദേശങ്ങൾ പുറപ്പെടുവിക്കുന്നു.

1. സർക്കാർ വാഹനങ്ങൾ ഉദ്യോഗസ്ഥന്മാരെ താമസസ്ഥലത്തുനിന്നും ഓഫീസിലെത്തിക്കുന്നതിനോ തിരിച്ച് വീട്ടിലെത്തിക്കുന്നതിനോ ഉപയോഗിക്കുവാൻ പാടുള്ളതല്ല. എന്നാൽ ഇത് പ്രിൻസിപ്പൽ സെക്രട്ടറിമാർ / സെക്രട്ടറിമാർ, പ്രധാന വകുപ്പുകളുടെ തലവൻമാർ, മന്ത്രിമാരുടെ പ്രൈവറ്റ് സെക്രട്ടറിമാർ എന്നിവർക്ക് ബാധകമല്ല. സർക്കാർ വാഹനങ്ങൾ ഓഫീസുകളിൽ നിന്നുള്ള കാര്യോഗിക യാത്രകൾക്കുമത്രമായി പരിമിതപ്പെടുത്തേണ്ടതാണ്.
2. സർക്കാർ വാഹനങ്ങൾ ഷോപ്പിംഗ്, റെയിൽവേസ്റ്റേഷൻ, ബസ്സ്റ്റേഷൻ, സിനിമ, മാർക്കറ്റ്, ആരാധനാലയങ്ങൾ, വിവാഹം, കുട്ടികളെ വിദ്യാലയങ്ങളിൽ എത്തിക്കുക തുടങ്ങിയ സ്വകാര്യ ആവശ്യങ്ങൾക്ക് ഉപയോഗിക്കുവാൻ പാടില്ല. എന്നാൽ സ്വകാര്യ ആവശ്യങ്ങൾക്കായി തുക കടക്കി വാഹനം ഉപയോഗിക്കുവാൻ അർഹതപ്പെട്ട പ്രിൻസിപ്പൽ സെക്രട്ടറിമാർ, സെക്രട്ടറിമാർ, പ്രധാന വകുപ്പുകളുടെ തലവൻമാർ, മന്ത്രിമാരുടെ പ്രൈവറ്റ് സെക്രട്ടറിമാർ എന്നിവർക്ക് ഇത് ബാധകമല്ല.
3. യാത്ര തുടങ്ങുന്നതിനു മുൻപുതന്നെ ലോഗ് ബുക്കിൽ യാത്രയെ സംബന്ധിച്ചുള്ള അവശ്യം വേണ്ട വിവരങ്ങൾ രേഖപ്പെടുത്തേണ്ടതും യാത്ര അവസാനിച്ചാലുടൻ യാത്ര ചെയ്ത ദൂരവും ഉദ്യോഗസ്ഥന്റെ ഒപ്പും ലോഗ് ബുക്കിൽ രേഖപ്പെടുത്തേണ്ടതുമാണ്.
4. വാഹനത്തിന്റെ ലോഗ് ബുക്ക് വാഹനത്തിൽ തന്നെ യാത്രാവേളയിൽ സൂക്ഷിക്കേണ്ടതും പരിശോധനയ്ക്ക് ആവശ്യപ്പെടുമ്പോൾ നൽകേണ്ടതുമാണ്.
5. ഇന്ധന ക്ഷമതാ ടെസ്റ്റ് എല്ലാ വർഷവും കൃത്യ സമയത്തു നടത്തേണ്ടതും സർട്ടിഫിക്കറ്റ് ലോഗ് ബുക്കിൽ പതിപ്പിച്ചിരിക്കേണ്ടതുമാണ്. ഇന്ധനത്തെയും അറ്റകുറ്റപ്പണികളെയും സംബന്ധിച്ച വിവരങ്ങൾ ലോഗ് ബുക്കിൽ യഥാസമയം രേഖപ്പെടുത്തേണ്ടതാണ്.

6. തൻമാസത്തെ ഇന്ധന ഉപഭോഗത്തെ സംബന്ധിച്ചും യാത്രചെയ്ത ദൂരത്തെ സംബന്ധിച്ചുമുള്ള സംക്ഷിപ്ത കുറിപ്പ് ലോഗ് ബുക്കിൽ തൻമാസം അവസാനത്തെ ദിവസം തന്നെ രേഖപ്പെടുത്തേണ്ടതാണ്.

7. സർക്കാർ വാഹനങ്ങളിൽ മൂന്നിലും പിന്നിലും നിർദ്ദിഷ്ട നിറത്തിലുള്ള ബോർഡ് പതിപ്പിച്ചിരിക്കണം. ഒരു കാരണവശാലും ഇത്തരം ബോർഡ് ഇല്ലാതെയോ മറച്ചു വെച്ചോ ഔദ്യോഗിക വാഹനം ഉപയോഗിക്കുവാൻ പാടുള്ളതല്ല.

8. തങ്ങളുടെ നിയന്ത്രണത്തിലുള്ള വാഹനത്തിന്റെ യഥാവിധിയുള്ള ഉപയോഗം ടി വാഹനത്തിന്റെ നിയന്ത്രണാധികാരിയുടെ വ്യക്തിപരമായ ഉത്തരവാദിത്തമായിരിക്കുന്നതാണ്.

9. ധനകാര്യ പരിശോധനാ വിഭാഗം ആവശ്യപ്പെടുമ്പോൾ വാഹനം പരിശോധനയ്ക്കു വിധേയമാക്കണം. പരിശോധനയ്ക്കു വിധേയമാക്കാതെ വാഹനം നിർത്താതെ ഓടിച്ചു പോകുന്നത് നിലവിലുള്ള ചട്ടങ്ങളുടെ ലംഘനമാണ്.

10. ഔദ്യോഗിക വാഹനത്തിന്റെ നിയന്ത്രണാധികാരിയല്ലാത്തവർ വാഹനം ഉപയോഗിക്കുമ്പോൾ നിയന്ത്രണാധികാരിയുടെ അനുമതി പത്രം ലോഗ് ബുക്കിൽ സൂക്ഷിച്ചിരിക്കണം.

വാഹന പരിശോധനയിൽ മേൽപ്പറഞ്ഞ ഏതെങ്കിലും നിർദ്ദേശങ്ങളോ നിലവിലുള്ള മറ്റ് ചട്ടങ്ങളോ പാലിക്കപ്പെടുന്നില്ലെന്ന് ബോധ്യപ്പെട്ടാൽ വാഹനത്തിന്റെ നിയന്ത്രണാധികാരിയിൽ നിന്നും ആ വർഷം ഏറ്റവും കൂടുതൽ ഇന്ധന ഉപഭോഗം നടന്ന മാസത്തിലെ ഇന്ധനത്തിന്റെ വിലയുടെ 50% പിഴയായി ഈടാക്കുന്നതും കർശനമായ അച്ചടക്ക നടപടികൾ സ്വീകരിക്കുന്നതുമാണ്.

പോലീസ് ഡയറക്ടർ ജനറൽ ഉൾപ്പെടെ എല്ലാ വകുപ്പുദ്യക്ഷന്മാരും തങ്ങളുടെ വകുപ്പിലെ വാഹനങ്ങളുടെ നിയന്ത്രണാധികാരികൾക്ക് ഇതു സംബന്ധിച്ച് കർശന നിർദ്ദേശം നൽകേണ്ടതും വാഹനങ്ങളുടെ പരിശോധനയ്ക്ക് ധനകാര്യ പരിശോധനാ വിഭാഗവുമായി സഹകരിക്കാൻ വേണ്ട നിർദ്ദേശം നൽകേണ്ടതുമാണ്.

**എൽ.സി.ഗോയൽ**  
**(പ്രിൻസിപ്പൽ സെക്രട്ടറി (ധനകാര്യം))**

ഡയറക്ടർ, പബ്ലിക് റിലേഷൻസ് വകുപ്പ്  
എല്ലാ പ്രിൻസിപ്പൽ സെക്രട്ടറി / സെക്രട്ടറിമാർക്കും  
പോലീസ് ഡയറക്ടർ ജനറൽ  
എല്ലാ വകുപ്പ് മേധാവികൾക്കും  
സ്റ്റോക്ക് ഫയൽ / ഓഫീസ് കോപ്പി.



GOVERNMENT OF KERALA

Abstract

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

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FINANCE (INSPECTION NT-F) DEPARTMENT

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

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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.

GCPT. 4/1047/2003/DTP.

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.