



Andhra Pradesh Forest Department Code - Vol - II - Appendix - 28

APPENDIX – 28

(Section 161)

Rules for use and maintenance of Government Vehicles.

The rules governing the use of staff cars and other Government Vehicles are contained in G.O. Ms. No. 875 and 876, G.A. (Estt, B) Department, dated 28-5-1957 and the amendments issued to them. Instructions have also been issued from time to time with a view to facilitate proper control over the use of the official Vehicles. They have been carefully examined in the light of the similar rules issued by the Government of India. In supercession of the previous rules, the following consolidated rules are issued for regulating the use of Government owned vehicles. These rules apply to all passenger vehicles including staff cars, station wagons, jeeps, land rovers, pick-ups and utility vans and shall come into force with immediate effect.

It is not intended that these general rules should apply at present where they are in conflict with relevant provisions in the special rules or orders issued or the staff cars under the control of the Board of Revenue, public works, police, planning Departments etc. The Departments of the Secretariat concerned are, however, requested to consider revising the special rules so as to bring them, where necessary, in conformity with the general rules below.

I. Control of Government Vehicles and responsibilities of Controlling Officer:-

1. The staff cars and other motor vehicles maintained by the General Administration Department will be under administrative control of the Deputy Secretary to Government in charge of Staff cars and those maintained by the Departments of the Secretariat and the Heads of Departments will be under the control of the Secretary to Government or the Head of the Department concerned, as the case may be. They will act as controlling officers in respect of the vehicles under their charge.

2. Subject to the orders of the Controlling Officer, the Assistant Secretary in charge of motor vehicles in the General Administration Department or the other departments of the Secretariat, the P.A. or Deputy to the Head of the Department or the Head of the Subordinate office will be responsible for the proper use, care and day-to-day maintenance of the vehicles and for regulating the journeys generally in accordance with these rules.

3. (a) The following records shall be maintained for each vehicle in the revised forms shown in the Annexure.

- i) A log book in Form "A"
- ii) A register showing the repairs, replacements, etc, in Form "B"
- iii) A register showing the cost of petrol, oil, etc, in Form "C"
- iv) A register of inventory of equipment in Form "D"
- v) Hire charges payments Register in Form "E"
- vi) Receipt book in Form "F"

(b) The following Registers shall also be maintained in suitable form to be devised by the Controlling Officers of vehicles for the purpose indicated;

- "Register of old parts" indicating inventories of all the parts collected after replacements are carried out, stock taking, dates of disposal by public auction of the old parts by the appropriate authorities and the reference of Treasury receipt/challan through which sale proceeds of the old parts are credited;
- "Register of accidents to Vehicles" indicating full particulars of vehicles and the Driver/person involved in accident cause of the accident, estimated cost of repairs or replacements and action taken for loss, if any, to Government vehicle;
- "Register of vehicles" showing cost of purchase, model, etc, of each of the vehicles where a Department/office has more than one vehicle attached to it.

- The log book in respect of each vehicle shall be closed at the end of the month and summary prepared in the log book showing details of duty and non-duty journeys, performed during the month as in the proforma prescribed in Form "G" annexed.
- The log book will be scrutinized personally by the Secretary or the concerned Gazetted Officer once in a month to ensure that there is no misuse of the vehicles and that all officers who use them make entries as required by these rules, and other registers once a quarter. The log book shall be submitted to the controlling Officer once a month and other registers once a quarter for scrutiny.
- The log book should be written in ink and preserved for a period of five years reckoned from the date is earlier, provided however that no log book less becoming due for destruction after the stipulated period should be destroyed until the settlement of all audit objections relating to any entry therein.
- The Assistant Secretary or Gazetted or the Gazetted Officer concerned shall personally check the inventory of equipment every month and arrange to recover any loss arising out of negligence or fault from the persons responsible.
- The Assistant Secretary or the Gazetted Officer concerned will have the vehicles tested every six months for fitness for journeys and submit a report to the Controlling officer. This report should also indicate the expenditure incurred on the maintenance of the vehicle.

II. Use of Government Vehicles for Official purpose:

9. Government vehicles are essentially meant to be engaged to bonafide official duty and use for private purpose, even against payment, should be avoided as far as possible.

Note:- (1) Journey performed in the staff cars, vans, jeeps, etc., on the following occasions may be treated as official.

- Journey performed by an officer to attend an Official reception, etc., where the Officer is required to be present in connection with his official duties, e.g., an official lunch given to distinguished visitors. Where 'Courtesy' invitations are received and Official etiquette requires the acceptance of such invitations, the use of staff car for such journeys may be authorised at the discretion of the controlling officer.
- Journeys performed by non-officials who are asked to attend an official meeting in public interest and who, after the meeting is over, have to be conveyed back to their respective places of business or residence.
- Journeys performed when officers have to be conveyed from or to their residence in cases where they are required to attend meetings held in a building other than their normal place of duty and outside normal working hours except when the meeting is conveyed by the officer using the staff car.
- Journeys performed for carrying bulky bundles of files to the residence of officers and back to offices, provided a Gazetted Officer Certificates that—
 - The number of files were too many to be sent through a cycle peon, or
 - There was urgency and he had to take it personally for orders, and attests the entries in the log book of the vehicle.
- Journeys performed in cases of emergency when an officer on being suddenly taken ill or on meeting an accident, is removed from office either to hospital or to his residence. The Controlling Officer should place on record a certificate indicating the circumstances necessitating such journeys.

Note:- (2) Staff cars may be used by members of the non-gazetted staff also for bonafide official purposes with the prior approval of the controlling Officer.

Note:- (3) Journeys from residence to office and vice versa are not official and use of staff cars for such purposes is prohibited.

1. The staff cars of the General Administration Department may also be used by the Ministers, the Speaker of the Andhra Pradesh Legislative Assembly and the Chairman, Andhra Pradesh Legislative Council when the cars allotted to them breakdown and when the General Superintendent, P.W. Workshop or the Assistant Comptroller, Government House Department, is unable to provide substitute cars.
2. The Controlling Officer may, at his discretion, place any of the staff vehicles at the disposal of any distinguished guest of the State Government or Central Government or any Officer who visits this State on Official business.
3. The District Collector is authorised to indent on the vehicles of the officers of other departments in the district during the visits of the Ministers and very important persons.
4. Where a Department requisitions or borrows vehicles of other departments/Offices for any reason, the Department which requisitions or borrows the vehicles shall meet the cost of petrol and oil for the vehicles in its use.
5. When a Minister or the Speaker, A.P. Legislative Assembly, or the Chairman, A.P. Legislative Council, uses a departmental vehicle for any purpose including tours in the district, in addition to the one Government car placed at his disposal, he will.
 - Pay the normal hire charges prescribed for the use of the vehicle for journeys in the City.

- o Pay only the cost of propulsion, namely, petrol and oil charges for the use of the vehicle on tours in the mofussil and claim the full milage admissible under the rules

1. Where a Government vehicle is used by a Government Servant for official purpose and no T.A. is claimed, no Charges shall be levied. Where the cost of propulsion is met by the Government, no milage should be claimed by the Officer using the car but D.A. if any, admissible under the rules may be claimed. In the cases where an officer supplies petrol and oil, milage can be claimed subject to a deduction of 1/3 of the total milage admissible under the rules in order to cover the depreciation of the car and the salary of the driver, etc.

III. Use of Government Vehicles for Non-Duty Purposes:

1. The Government vehicles may be permitted to be used in non-duty journeys to a limited extent by Officers and staff provided official requirements are not interfered with in any way, and duty journeys always take precedence over non-duty journeys. Prior permission should be obtained from the competent authority for making non-duty journeys.
2. The following classes of journeys on non-duty purposes are permissible.
 - o Occasional journeys performed by officers from their residence to office and vice versa when their cars breakdown and other arrangements cannot be made without undue loss of time.
 - o For urgent visits to hospitals when the Government Servant concerned is not able to make immediate transport arrangements.
 - o In special cases, for short journeys within the head-quarters by staff Associations, etc., in connection with their work.

Note:- Government vehicles should not be permitted to be used by officers on leave under any circumstances. This applies to casual leave also.

1. a) The Controlling Officer may permit the staff of the General Administration Department to be used by paying guests and other visiting officers on payment or prescribed charges and by State Guests and their families free of charge when the Assistant Controller Government House Department, or the General Superintendent, P.W. Workshop, is unable to provide necessary transport.

b) The Government may, in special cases, direct the collection of petrol charges alone or waive the collection of propulsion charges for the use of staff cars by paying guests, visiting officers or any official of the State Government.

19. The use of Government vehicles for trips to places of entertainment, public amusements, picnic parties, pleasure trips, etc., is strictly forbidden.

IV. Collection of Charges:

1. A rate of Rs. 0.37 p. per mile will be charged for the use of Government vehicles on non-duty journeys. The Charges at the said rate are recoverable for the distances covered by the Vehicle from the time it leaves office/garage till it returns to the office/garage.
2. Detention charges shall be collected at the following rates when official vehicles are hired:-

For period exceeding 6 Hrs. upto 12 Hrs. Rs. 1.00

For period exceeding 12 Hrs. upto 18 Hrs. Rs. 1.50

For period exceeding 19 Hrs. upto 24 Hrs. Rs. 2.00

The detention charges need not be collected if the period of use is less than 6 hrs. A day means a duration of 24 hrs. and the period of detention shall be calculated with reference to the time at which the vehicle leaves the Office/garage and returns to the office/garage.

1. For the use of the staff vehicles before 6 A.M. and after 9 P.M. at places outside the head-quarters, the following batta charges will be collected in addition to milage charges:-

For duty before 6 A.M. Re. 0.37 (for tiffin charges). For duty after 9 P.M. Re. 0.75 (For meals charges). To places outside the headquarters Re. 2 (batta charges).

The above charges will be paid to the drivers concerned as overtime allowance.

1. The charges levied for the use of Government vehicles for non-duty purposes should be collected not later than the date on which the pay of the officer for the month is disbursed and paid to the driver concerned after making necessary entries in the log book. The driver should hand it over to the office who should credit it immediately in to Government account either to the receipt head of the Department or to XLVI-MISCELLANEOUS – Miscellaneous, in the absence of a separate receipt head of that Department and make necessary entries in the Hire Charges payment Register and in the concerned log book. The challan receipts should be pasted against the relevant bill of the Receipt Book. If, in any event, the Government servant concerned fails to pay the milage and other charges, he should be allowed further use of the vehicle until the amount due is paid fully and they should be recovered from his pay, if necessary.
2. The drawing and disturbing Officers shall record the following certificate on the contingent bills in support of the expenditure on consumption of petrol on the basis of similar certificates given by the Controlling Officers on the respective bills.
 - Certified that the quantity of petrol purchased has been entered in the log book of the respective Government vehicles.
 - Certified that necessary recoveries under Rules have been made from the parties concerned using the staff cars for non-duty journeys and the amounts credited to Government account.

V. Log Book:

1. It is the duty of the drivers attached to the Government vehicles to get the entries in the log books filled in. Officers of all ranks using Government vehicle should not in the log book in their own hand writing the milage at the start and at the completion of their trips after verifying milometer and give sufficient particulars regarding movements and purpose to indicate that the journeys were on official business.

Vague entries such as ‘Local trips’, ‘Official Work’ should not be made. The journey will be tested as Private, if the officer does not fill the relevant columns properly and sign the log book. In the case of Ministries, Chief Secretary and guests of high status, the entries relating to milage, etc., in the case of private journey on payment basis, the entries with regard to milometer reading at the starting point etc., should be made before the car is occupied and at the commencement of the journey.

Vi. Handling of the Vehicles:

1. a) Government vehicles shall be driven only by the drivers attached to them and under no circumstances they shall be driven by Officers using them provided that in the absence of a driver for any car and in an emergency, the Officer-in-charge may nominate a member of the Staff to drive the vehicle. The Official so nominated should possess a valid driving licence.
 - b) Where a Government vehicle allotted to an Officer and driven by such officer or any other than the authorised driver, meets with an accident and is consequently damaged, the Officer shall be wholly responsible for making good the damage and also liable for severe disciplinary action.
 - c) No driver should unnecessarily be transferred from vehicle to vehicle and as far as possible, each driver should be made to handle particular vehicle so that responsibility for its proper up-keep and maintenance is fixed on him.
27. Motor drivers shall on no account drive the vehicle at a speed of more than 30 miles per hour or at the notified milage, which ever is less. In the city and municipal limits and built-up areas in a heavy traffic, they should invariably drive much slower. The vehicle should never be over loaded.
28. Government vehicles should be garaged in the Officer Premises out of office hours and on holidays and in no Circumstances should they be garaged elsewhere.

VII. Upkeep and Maintenance:

1. a) The life of a motor vehicle depends on the regular systematic attention being given to it. The driver should see that the vehicle allotted to him is property cleaned daily. He should examine daily the water level in the radiator, oil level in the crankcase, tyre pressures and check up petrol and distilled water levels. The driver concerned will be primarily responsible for any damage that may be caused to a vehicle and its cost will be recovered from him unless he is able to give satisfactory explanations for it.
- b) Tyres should be retreaded as they go bald and require replacement.

VIII. Miscellaneous:

1. The use of Government vehicles by members of the family of an officer is prohibited, it is, however, permissible on a Government servant while on tour in a Government vehicle to take with him wife, relative, private servant or cook free of charge provided that the number of persons so accompanying him does not exceed two.
2. The practice prevalent in some departments, of going in Government vehicles to the residence of Officers for holding discussions and taking instructions should be stopped except for reasons of extreme urgency which should be clearly specified.
3. Officers should not generally use Government Vehicles outside the normal hours of duty of the driver except in exceptional circumstances.
4. Ordinarily no Government vehicle shall be diverted from the normal route when plying on Government duty, but if a diversion is made on certain occasions, the extra mileage done on account of such diversion should be chargeable to the officer at whose instance the diversion has been made.
5. Checks of Government vehicles will be arranged by superiors to enforce adherence to these rules.
6. All Government vehicles should carry prominently at the rear and on the sides the inscription bearing the words "GOVERNMENT VEHICLE" painted in white.
7. All Departments Secretarial and Head of Departments, including Collectors, are requested to acknowledge the receipt of these rules. They should see that all subordinate officers to whom Government vehicles have been allotted are in possession of these rules strictly follow them.

(As per G.O. Ms. No. 1386, dated 31 st October, 1961).

ANNEXURE

Appendix No 1 (a)

FORM "A"

LOG BOOK

Petrol Account

Staff Car/Van No		Date		Milometer / Kilometer reading		Petrol drawn litres	Initial of Officer I/C of Car
Date	Time From To		Milometer Kilometer reading	Miles Kilometers covered	Period of detention included in Colms (2&3) for non-duty journeys only		Name and designation of officer using staff car
1.	2.	3.	4.	5.	6.	7.	
Places visited	Purpose of journey, if official full details		Signature of officer using car-his remarks, if any		No of hrs. after normal duty hrs. or on Sundays		Initials of officer I/C, of vehicle his remarks if any

8.

9.

10.

11.

12.

Appendix No 1 (b) FORM "B"**Register showing the Repairs, Replacements, Spare-parts etc.,**

Bill			Particulars of items of repairs etc.,			
No	Date	Nature of repairs	Renewals	Rs.	Amount	Total
1.	2.	3.	4.	5.	6.	7.

Appendix No 1 (c)**FORM "C"****Register showing the cost of petrol, oil, etc, consumed and of Incidental Receipts and Expenditure**

Nature of Expenditure			Registration	Insurance	Incidental expenditure	Nature of receipts	
Date	Petrol	Oil				From whom	Amount
1.	2.	3.	4.	5.	6.	7.	8.

Appendix No 1 (d)**FORM "D"****Register of Inventory of Equipment.**

Nature of equipment or tolls	Number	Date of purchase	Price
1.	2.	3.	4.

Appendix No 1 (e)**FORM "D"****Hire Charges Payment Register.**

Sl_No	Name of the person	Car No	Date of use	No of miles traveled	Amount due	Date of receipt	Date of remittance	Challan No and date	Remarks

	using Car					of the amount	in to Treasury		
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

Appendix No 1 (f)

FORM "F"

Receipt	Duplicate	Receipt	Original
1.	2.	3.	4.
Name and designation of the officer using the staff car. Car No.		Name and designation of the officer using the car. Car No.	
Period of use (Date and Time).		Period of use (Date and Time).	
Number of miles covered.		Number of miles covered.	
Amount collected.		Amount collected.	
Date of receipt of the amount.		Date of receipt of the amount.	
Signature of the Officer paying the amount.		Signature of the Officer paying the amount.	
Signature of Driver.		Signature of Driver.	

Appendix No 1 (g)

FORM "G"

Summary of Log Book

For the month of _____

Sl_No	Number of staff car	Miles / Kms. Cover for.			Time spent on non-duty journeys		Amount due to non-duty journeys incl. Detention charges if any.	Details of bill and amount realized (by cash cheque)
		Duty	Non-duty	Total	Within normal duty hours.	Outside normal duty hrs. or on Sundays & closed holidays.		
1.	2.	3.	4.	5.	6.	7.	8.	9.
Particulars of credit to Govt. account	Total Quantity of petrol consumed (litres).	Reading of Milometer / Kms. On 1 st day On last day			Average miles / Kms. Per litres Col. (5) + (11).		Remarks	

(Challan No and date).						
10.	11.	12.	13.	14.	15.	