

APPENDIX 5 STAFF CAR RULES

1. CONTROL OF STAFF CARS AND RESPONSIBILITIES OF CONTROLLING OFFICERS

1. The staff car will be under the administrative control of an officer not below the rank of an Under Secretary who will act as a Controlling Officer in respect of the car.

2. The Controlling Officer will be responsible for the proper use, care and maintenance of the car and for regulating its journeys generally in accordance with these rules.

3. He shall maintain—

- (a) a log book in the form enclosed [Form S-263 (Annexure I)];
- *(b) A record of repairs and replacement indicating the cost and the dates on which carried out and of spare parts may be maintained in the proforma prescribed as Annexure III to these rules;
- (c) a register showing cost of petrol, etc., consumed and all incidental receipts and expenditure;
- (d) an inventory of the equipments.

GOVERNMENT OF INDIA'S ORDERS—

(1) Instructions regarding improper use of staff cars—Instances of improper use of staff cars for private purposes have been brought to the notice of the Prime Minister who desires that suitable steps should be taken to ensure that the rule are enforced rigorously so that there is no misuse of staff cars.

2. The "Staff Car Rules" contain detailed instructions regarding control of staff cars, the responsibilities to the Controlling Officers, the kind of Journeys for which staff cars are intended to be used, the journey for which the use of staff cars can be totally prohibited, the kind of non-duty journeys for which staff cars can be used on payment, etc. The rules stipulate that the use of staff cars is not permissible for journeys to the places of entertainment, public amusements, parties, pleasure trip, etc. Journeys for purposes of shopping, or for taking children to schools would also fall in the prohibited category. The use of staff cars for such purposes, even on payment, is not envisaged. The rules contemplate certain situations in which staff cars may be used on non-duty purposes but on payment, provided official requirement are not interfered within any way for instance, occasional journeys performed by officers from their residence to office *vice-versa* and urgent visit to hospitals. Ministries have the discretion to decide in cases of doubt whether a particular journey should be treated as private or official but it should be noted that in the exercise of this discretion, it is not open to the Ministries to allow the use of staff cars, even on payment, for journeys falling within the prohibited category.

3. It is the responsibility of the Controlling Officers to ensure effective supervision over the use of staff cars. For this purpose he should see that the log book is maintained in the prescribed form in accordance with the instructions. The rules prescribe *inter alia* that the officers using staff cars should themselves given in the log book sufficient particulars to indicate that the journeys were on official business. Where instances of improper use of staff cars come to notice, the Controlling Officer should take appropriate action and where necessary, bring him to the notice of the Head of Department. The rules also stipulate that a Senior Officer preferably of the rank of Joint Secretary, in each Ministry should scrutinise the log book once a month to ensure that there is no misuse and that all officers who used the staff cars have made the necessary entries and a certificate to this effect should be recorded in the log book by the officer so authorised. It is necessary that this requirement should be invariably followed.

4. Ministries are requested to review the existing arrangements in their Departments and Offices in the light of the foregoing and take effective steps to ensure the use of staff cars strictly in accordance with the instructions.

[G.I.M.F. Memo. No. F. 3(12)-E II(A)/71, dated the 22nd November, 1972].

*Substituted vide G.I.M.F. Memo No.-F.3 (1)-E.II (A)/94, dated the 7th october, 1994.

(2) Consumption of petrol by staff cars—In view of the high rate of growth of consumption of petrol and the limited availability of crude oil and petroleum products in the international market, there is a pressing need for reducing the consumption of motor spirit (petrol) in the Departments of the Central Government. This necessitates laying down certain norms and introduction of effective economy measures for reducing actual consumption of petrol in respect of staff cars, service vehicles and field vehicles maintained by Government offices. The President has accordingly decided that the following measures should immediately be introduced in all Departments of Government of India and their attached and subordinate offices :—

- (i) The Petrol consumed by staff cars may be restricted to 66-2/3% of the quantity consumed during the year 1978-79 in respect of non-operational vehicles including staff cars maintained by Secretariat, attached and subordinate offices and 85% in respect of operational vehicles maintained by field offices etc. So far as Secretariat is concerned, adherence to these instructions should be watched by the concerned Financial Advisers who will fix the quarterly ceiling for each vehicle, cases of excess consumption being reported to the Secretary of the Ministry/Department and Secretary (Expenditure) of the Ministry of Finance. As regards vehicles maintained by attached and subordinate offices, Heads of Departments shall take effective steps to restrict the use of vehicles under their control so as to achieve the target. Cases of excess consumption should be reported to the Secretary of the Ministry/Department and Financial Adviser concerned.
- (ii) The maximum limit of 900 litres per quarter prescribed in Finance Ministry's Circular No. F. 3(7) E. II (A)/73, dated 19-10-1973 (re-circulated *vide* Circular No. F. 3(7)-E. II(A)/73, dated 7-5-1977) will be 750 litres per quarter from the date of issue of this O.M. This limit will cover all the cars that may be used by Ministers and their personnel staff on different occasions.
- (iii) No new staff cars should be purchased except in the case of the new organisations which may be set up in future. In such cases, the purchase should have the approval of Secretary (Expenditure) of the Ministry of Finance and the question of meeting the requirement with three-wheeler vehicles instead of staff cars should be examined specifically as laid down in para 2 (iv) (ii) of the Finance Ministry's O.M.No. F. 14 (4)-E (Coord)/77, dated 27-5-1977.
- (iv) When a staff car becomes due for replacement, the question of purchasing a three-wheeler vehicle as indicated in the preceding paragraph should be examined. The decision whether a staff car can be replaced by three-wheeler should be taken at Secretary's level before sending the proposal for replacement to the Finance Ministry for approval.
- (v) Financial Advisers attached to Ministries may immediately undertake a review of the strength of the staff cars and other vehicles including operational vehicles maintained by Ministries/Departments and their attached and subordinate offices with a view to exploring the possibility of reducing the number of vehicles by at least 10%.
- (vi) Where the practice of picking up of employees going to duty or dropping them back after duty exists, the Secretary of the Administrative Ministry may immediately review the system and decide whether it should continue.
- (vii) The staff cars should be used jointly by officers in connection with official journeys instead of their travelling individually in separate cars.
- (viii) There should be a complete ban on the parking of Government cars in the residences of officers or drivers.
- (ix) Dead mileage should be reduced to the maximum extent possible by parking Government cars in closed garages in the office buildings or the nearby buildings. Where there are no closed garages immediate steps

should be taken in consultation with the Ministry of Works and Housing to have closed garages constructed to achieve this purpose. In this connection attention is invited to Finance Ministry's O.M.No. 3 (6)-E. II (A)/73, dated 20-8-1976.

[G.I.M.F. (Deptt Expdr.) Memo. No. F. 3(5)-E. II (A)/79 dated the 22nd May, 1979].

3-A. The drawing and disbursing officer shall record the following certificates on the contingent bills in support of the expenditure on consumption of petrol :—

- (a) Certified that the quantity of petrol purchased has been entered in the Log books of the respective staff cars;
- (b) Certified that necessary recoveries under 21 and 22 have been made/or are being made from the parties concerned using the staff car for non-duty journey.

4. He 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. He should also have the vehicle tested every six months for fitness for journeys and place a report on record.

5. He should report half yearly to his next senior officer the expenditure incurred on the maintenance of the car.

6. He will be personally responsible for the proper and prompt recovery of charges recoverable for the use of staff cars and their credit to Government as "Miscellaneous receipts of the Department."

7. On transfer from his post he will hand over the vehicle to his successor; complete with all spare wheels, tyres, tools, etc., and mention the fact in his charge report.

II. USE OF STAFF CAR FOR OFFICIAL PURPOSES

8. The staff cars may be engaged on *bonafide* official duty within headquarters, for example, by Officers proceeding to places where official meetings are held.

Note 1. Journeys performed in staff cars on the following occasions should be treated as official :—

- (i) Subject to availability of staff cars, journeys performed by officers, not below the rank of Deputy Secretary, for attending 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.
- (ii) 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 dropped at their respective places of business/residence.
- (iii) Journeys performed when officer have to be picked up from their residences or dropped back in cases, when they are required to attend meeting (a) during the normal working hours, if the meetings have been convened at places outside their normal places of work (b) outside the normal working hours.
- (iv) Journeys performed in cases of emergency, when an officer, on being suddenly taken ill or on meeting with an accident, is removed from his office either to a hospital or to his residence. The officer concerned should place on record certificate indicating the circumstances necessitating such journeys. If he is not a Class I (Group A) officer, such a certificate should be countersigned by the Controlling officer.
- *(v) Journeys between office and residence performed between 8 P.M. to 6 A.M with the approval of Secretary, Additional Secretary by officers staying late in office on special assignments such as budget work, finalisation of plans, law and orders problem or other important items of work which cannot be postponed till the next working day. However, for such journeys officers can either use staff car or claim actual conveyance hire charges between office and residence under Item 3 of Annexure to Schedule V of the Delegation of Financial Powers Rules, 1978 in a particular month provided they are not in receipt of any other remuneration for prolonged detention in office.

Note 2. Staff Cars may be used by member of the non-gazetted staff also for *bonafide* official purposes with the prior approval of the Controlling Officer.

*Inserted vide G.I.M. of Finance Memo. No. F.3 (1)-E. II(A)/81, dated 23-4-1981.

9. Staff cars should not be used for official journeys outside headquarters for which T A. is admissible except on the written sanction of the Secretary to the Ministry:—

(i) For the purpose of this rule, where a staff car is taken outside the headquarters by a Minister, the Secretary's consent may be presumed and no formal consent need be issued or required. Where Secretary himself takes the staff car outside headquarters for which travelling allowance is admissible, a note signed by him to this effect should be placed on record.

(ii) The Secretary may delegate this power :—

(a) In Delhi/New Delhi, to the Joint Secretary incharge of Administration; and

(b) outside Delhi to the Head of the organisation having a staff car.

†10. (i) No daily Allowance or allowance for incidental expenses will be admissible to a Government servant performing local journeys on official duty at headquarters in a staff car provided to him free of charge. The phrase "local journey" means a journey within the municipal limits of the town or city in which the duty point is located. Municipal limits shall also include suburban or other municipalities, notified area or cantonments contiguous to the municipality/corporation.

(ii) Where a staff car is used for journeys exceeding 8 km. on official duty beyond the municipal limits of the headquarters, the officer will be entitled to draw an allowance for incidental expenses which should be calculated under S.R 182 as amended.

11. In the case of journeys performed by Private Secretaries/Personal Assistants and Gunmen of the Ministers/Members of Planning Commission in staff cars from their residence or the residence of their Minister, etc., to the Railway Station or Airport and back in order to receive or see off the Minister, etc., the journey will be treated as official only if they are undertaken under the instruction of the Minister, etc., and an entry to this effect is made in the log book.

11-A. A journey performed on a staff car by a member of the personal staff of a Minister, from his residence to the residence of the Minister and back, may be treated as official, if it is undertaken at the instance of the Minister in the interests of public service. Similar other journeys performed in a staff car by a member of the personal staff of a Minister, at the instance of the Minister, in the interests of public service may also be treated as official.

In every such case, an entry should be made in the log book by the Private Secretary concerned to the effect that the journey was undertaken in the interests of public service and was authorised by the Minister.

GOVERNMENT OF INDIA'S ORDERS—

(1) According to the instructions contained in Cabinet Secretariat Memoranda No. 93/26/CF-66, dated the 22nd September, 1956 and No. 93/26/CF-69, dated the 12th August, 1969, and the Ministry of Finance O.M. No. F. 3(3)-E. II(A)/66, dated the 14th November, 1967, each Ministry/independent Department, other than the Ministry of External Affairs; is permitted to retain not more than one foreign made car of post-1960 make. The Ministry of External Affairs, is allowed to retain 4 such cars, because of the special nature of its duties and responsibilities in relation to distinguished foreign visitors and important protocol functions. The cars so retained are allowed to be replaced by imported cars. Small cars (i.e. cars rating lower than 20 H.P.) of post 1960 make also come within the purview of these instructions unless purchased prior to 12th of August, 1969, in which cash retention, in addition, to a large imported car of post 1960 make, is permitted till they become uneconomical to maintain, when they have to be replaced by Indian made cars.

†Substituted by G.I.M.F. Notification No. F. 3 (6)-E. II(A)/70, dated the 17th August, 1970.

2. The policy regarding the use of foreign imported cars has been reviewed further, and it has now been decided, with the approval of the Prime Minister, and in modification of the earlier orders on the subject, that in future, when any existing imported car becomes due for replacement, it should be replaced only by a car manufactured in India. The Ministry of External Affairs/Ministry of Commerce and the India Tourism Development Corporation will, however continue to be governed by the instructions referred in para 1.

3. These instructions apply equally to public sector undertakings, autonomous and semi-autonomous organisations, with exception of the India Tourism Development Corporation. As some instances of contravention by public sector corporation have come to notice, the instructions are reiterated for strict compliance.

4. Ministries/Department are further requested to immediately take stock of imported cars which are used by them, as well as those used by public sector undertakings and other organisations under their control, and to surrender the excess number, if any, to the State Trading Corporation of India.

[G.I.M.F. Memo. No. F. 3(2) E.V. (A)/73, dated the 17th September, 1973].

(2) The President has been pleased to decide that *w.e.f.* 20-2-1985 Journeys in official car between office and residence shall be treated as duty Journeys in case of Heads of Departments of the Central Government in the field in the Senior Administrative Grade and above.

[G.I.M.F. (Deptt. of Expdr.) Memo. No. F. 3 (16)-E. II (A)/84-(3), dated the 21st February, 1985.]

III—USE OF STAFF CARS BY TOURING OFFICERS.

12. Touring officers under the administrative control of the various State Governments and Union Territories who come to Delhi (or any other place where the Central Government has a staff car) may be allowed its use for the limited purpose of journeys from Airport/Railway Station to residence, office etc. and *vice versa*

Note—The term 'touring officer' occurring in these rules denotes any officer on tour.

12-A. (i) Touring officers of the Government Commercial undertakings or of quasi-Government/autonomous organisations which have entered into reciprocal arrangement with the concerned administrative Ministries/ Departments of the Central Government may be allowed to use of Central Government Staff Cars belonging to their respective administrative Ministries/ Departments for journeys from Airport/ Railway Station to residence, office and *vice versa* and for local journeys on official duty.

(ii) Touring officers of the Government Commercial Undertakings or of quasi-Government/autonomous organisations which have not entered into such reciprocal arrangements, may, if they so desire be allowed the use of Central Government staff cars provided:

- (a) the officer concerned is on tour in connection with some assignment of the office/Department whose staff car he proposes to use; and
- (b) necessary payment is made by him towards hire charges calculated as for non-duty journeys.

GOVERNMENT OF INDIA'S DECISION—

Charges for private use of staff car—It was decided that not to extend the facility of use of official car for private purposes allowed to Chief Executives of Public Sector Undertakings to the Chief Executives of Statutory/Autonomous Bodies. It was also decided that the facility wherever already extended should be withdrawn immediately on change of incumbency. The charges for private use of staff cars in such cases are recoverable at the rates prescribed by the Bureau of Public Enterprises from time to time for Chief Executives of Public Sector Undertaking. The Bureau of Public Enterprises have now revised these rates with effect from 1.12.83 as under—

		Existing rates	Revised rates
Non-Airconditioned cars.	16 HP & below	Rs. 100 P.M.	Rs. 150 P.M.
	Above 16 HP.	Rs. 150 P.M.	Rs. 225 P.M.
Airconditioned cars.	16 HP & below	—	Rs. 250 P.M.
	Above 16 HP.	—	Rs. 300 P.M.

2. It has been decided that wherever the facility of private use of staff car is still in force in any constitutional Statutory/Autonomous Body, the recovery should be made at the above rates.

3. These orders will take effect from the date of issue.

[G.I.M.F. (Dep'tt. of Expdr.) Memo No. F. 3(8)-E. II(A)/84, dated the 4th July, 1984 and No. F. 3 (16)-E. II (A)/84-2(2), dated the 20th February, 1985].

Reference is invited to decision No. (1) dated the 4th July, 1984 above and to say that the question of adjusting the excess Kilometrage of one month against shortfalls of another month of the 500 Kms. of private use of official cars allowed to officers of the level of Secretary and above and Chief Executives of Autonomous/ Statutory Bodies has been under consideration of the Government. It has been observed that there will be months in which there will be excess over 500 Kms. and months with shortfall. The President is now pleased to decide that a half yearly period of April-September and October-March, may be taken into account to adjust monthly excesses against shortfalls and the additional Kilometrage over a half-yearly period may be charged in accordance with Rule 21 of Staff Car Rules.

2. These orders take effect from 1st August, 1985.

[G.I.M.F. (Dep'tt. of Expdr.) Memo. No. F. 3(16)-E II (A)/84, dated the 20th August, 1985].

13. Touring Officers under the administrative control of the Central Government may also be allowed similar use of staff cars but the officers concerned should not be allowed to draw the mileage allowance; they should be required to give a certificate along with their T. A. bill, whether or not the staff car was used by them.

13-A. The use of staff cars for journeys from residence/Office to the Airport/Railway Station and *vice versa* by touring officers in lieu of mileage allowance should be regarded as authorised.

Note—In the event of diversions from the normal rent of such authorised journeys, e.g., for picking up or dropping the officer's family, charges for the extra mileage involved are recoverable from the officer concerned under Rules 21 and 22 as for non-duty journeys.

GOVERNMENT OF INDIA'S DECISIONS—

(1) Charges are recoverable from officer for non-duty purposes—According to rule 13-A above the use of staff cars for journeys from residence/office to the Airport/Railway station and *vice versa* by officers on tour in lieu of mileage allowance is to be regarded as authorised. If the family of a touring officer accompanies him on a journey to see him off at the Airport/Railways Station, no charges are recoverable for such use of the staff car. A doubt has, however, been expressed whether any charges are recoverable under Rules 21 and 22 of the Staff Car Rules in respect of the following types of journeys :—

- (a) Diversion of the staff car on return journey to garage after leaving the officer at Airport/Railway Station, *via* the residence of the officer, to drop the family of the officer in case the family had gone to the Airport/ Railway Station to see him off.
- (b) Picking up the Family of the officer from his residence *en route* to the Airport/Railway Station to receive him his return from tour.

It is clarified for the information of the Ministry of Home Affairs, etc., that in such circumstances charges are recoverable from the officer concerned under rules 21 and 22 as for non-duty journeys in respect of the extra mileage, if any, involved in the diversion from the normal route.

[G.I.M.F. Memo No. 3(2)-E. II (A)/64, dated the 6th June, 1964].

(2) Use of Staff cars for official journeys on tour from residence to Airport/Railway Station/Bus Station and back—The existing provision in the Staff Car Rules regarding the use of staff cars for journeys to Airport, Railway Station, Bus Station etc. and back in connection with official tours have been reviewed and it has been decided that the use of staff cars for such journeys should not be permitted except in exceptional circumstances with the prior written sanction of the Secretary of the concerned

Department. The above decision may be brought to the notice of all subordinate formation for strict compliance.

For allowing reimbursement of actual taxi fare for such journeys, a certificate by the officer concerned should be deemed to be sufficient.

2. These orders take effect from the date of issue.

[G.I.M.F. (Deptt. of Expdr.) Memo No. F. 3 (15)-E.II (A)/86, dated the 29th October, 1986 & even No. dated the 3rd February, 1987 as amended vide even No. dated the 24th April, 1987]

In continuation of decision No. (2) dated 29-10-1986 above and to say that for some time past, proposals were under consideration for effecting measures to reduce pressure on staff cars economise expenditure on staff cars by cutting down dead mileage, Over Time Allowance to drivers etc. With a view to achieving this objective, orders were issued vide O.M. No. 19030/3/86-E. IV dated 10.6.1986 (See decision No. (18) below S.R. 46 in Chaudri's Compilation Iledi.) allowing full reimbursement of taxi/auto-rickshaw fares at the rates approved by the Director of Transport. This also included surcharge, and night charges if any. Further, orders were issued enhancing car advance upto Rs. 80,000 and reimbursing expenses on use of own cars/scooters at taxi/Auto-rickshaw rates so that officers were encouraged to use their own vehicles for official journeys. The decision No. (3) dated 29-10-1986 above, is another step in that direction.

2. Keeping the above rationale in view, the matter has been reconsidered and it has been decided that whenever taxis are used for official journeys on tour from residence or office to Airport/Railway Station/Bus Station and back, the actuals of taxi fare should be reimbursed. However, it is clarified that if own car is used, mileage will be limited to one trip each only at the time of arrival and departure but at the rate approved for taxis as prescribed by competent local authority.

3. These orders take effect from the date of issue.

[G.I.M.F. (Deptt. of Expdr.), Memo. No. F. 3 (15)-II (A)/86-I, dated the 8th December, 1986 as amended vide No. 3 (15)-II. (A)/86, dated the 24th April, 1987]

Reference is invited to decision No. (2) dated the 29th October, 1986 and 8-12-1986 above and to say that the instructions contained therein have been further reviewed and it has been decided that the restrictions on the use of staff cars for journeys to Airport/Railway Station/Bus Station and back in connection with official tours would apply only in cases where such journeys are performed in metropolitan cities of Delhi, Bombay, Calcutta and Madras. These restrictions would not apply where such journeys are performed in other places.

These order will take effect from the date of issue.

[G.I.M.F. (Deptt. of Expdr.) Memo. No. F. 3, (15)-E.II (A)/86- (2), dated the 3rd February, 1987 as amended vide No. 3 (15)-E. II (A)/86, dated 24th April, 1987.]

Reference is invited to decision No. (2) dated 29-10-1986 and 8-12-1986 above and to say that for allowing reimbursement of actual fare for such journeys, a certificate by the officer concerned should be deemed to be sufficient.

These orders take effect from the date of issue.

[G.I.M.F. Memo. No. 3 (15)-E. II (A)/86-(3), dated the 3rd February, 1987]

It has been decided that use of staff cars for journeys to and from Airport only (and not to or from Railway Station/Bus Station) between 8 p.m. and 8 a.m. may be permitted.

[G.I.M.F. Memo. No. F. 3(15)-E.II (A)/86, dated the 12th June, 1987].

(3) Use of staff cars on tour from residence/office to Airport/Railway Station/Bus station—Attention is drawn to the Ministry of Finance O.M. No. F. 3 (15)-E-II (A)/86, dated 1st September, 1987 wherein it was decided to restrict the reimbursement of actual taxi fare to 25% extra of the approved fares (i.e. fares prescribed by the concerned Directorate of Transport). In the case of travel from Delhi Airport, a system of pre-paid taxi charges managed by Delhi Police/Airport Authority has been introduced and the charges are determined by Government agencies location-wise and not on the basis of actual distance travelled. As an exception to decision dated 8-12-1986 and dated

3-2-1987 below decision No. (2) above and 1st september, 1987, it has been decided to allow reimbursement of the fares charged under the pre-paid charges system managed by the Delhi Police/Airport Authority at Delhi.

[G.I.M.F. (Deptt. of Expdr.) Memo. No. F. 3(15)-E-II(A)/86, dated the 20th January, 1988.]

(4) Two or more officers should use the same staff car for travel between office and residence/meetings—The instructions have been issued from time to time in the past for reducing the consumption of petrol/diesel in Government vehicles/staff cars. According to the existing instructions, the staff cars should be used jointly by officers in connection with the official journeys instead of their travelling individually in separate cars. In the present situation of oil crisis, it is all the more necessary that two or more officers should travel in the same staff car, to the extent possible, instead of travelling separately both in respect of journeys between office and residence and for attending meetings. Ministries/Departments are requested to ensure that these instructions are strictly complied with.

[G.I., M.F., Memo. No. F. 3.(20)-E, II (A)/90, dated the 11th January, 1991.]

(5) Staff cars of PSUs to be used by Central Government officials only while on tour—Attention is invited to the instructions issued by the Department of O.M. No. F. 3(3)-E.II (A)/90 (1), dated 30-8-1990 on the use of staff cars belonging to the Public Sector Undertakings by Government officials. Rules 12-A, 13 and 13-A of the Staff Car Rules of the Central Government permit the use of staff cars belonging to the Government commercial undertakings or of quasi-Government/Autonomous Organisations by officials of the Central Government, only when they are on tours. In other words, the officials while not on tour are *not* permitted the use of the staff cars belonging to the Public Sector Undertakings/Autonomous Organisations, etc., Ministries/Departments are advised to ensure that these instructions are strictly adhered to.

[G.I., M.F., Memo. No. F. 3 (3)-E. II(A)/90 (1), dated the 18th January, 1991.]

(6) Use of staff cars/Government vehicles on Sundays prohibited—Attention is invited to the Ministry of Finance No. F.3(3)-E. II(A)/90(2), dated 22-8-1990, 24-8-1990 and 1-10-1990 prohibiting the use of Government vehicles including staff cars on Sundays. It has been observed that despite these instructions the Government vehicles including staff cars are still being deployed on Sundays in violation of the above instructions. In view of the serious oil crisis, it is once again reiterated that Ministries/Departments should ensure that the above instructions are strictly adhered to.

[G.I., M.F., Memo No. F. 3 (3)-E. II(A)/90 (2), dated the 18th January, 1991.]

(7) Use of air-conditioned Staff Cars banned—According to the existing instructions installations of Air-Conditioners in the Staff cars in the Ministries/Departments is not allowed except in respect of Staff Cars used by the Ministries where Air-conditioners could be installed, if so desired by them. It has, however, come to the notice of the Ministry of Finance that despite these instructions, Air-Conditioned Staff Cars are still being used by officers in some Ministries/Departments. All Ministries/Departments are requested to ensure that the instructions regarding installation of Air-conditioners in the staff cars are complied with and wherever Air-conditioners are installed in the staff cars (other than those used by Ministers) the same should be removed.

[G.I.M.F., Memo. No. F. 3 (4)-E. II (A)/91, dated the 1st February, 1991.]

(8) Ban on use of staff cars on Sundays withdrawn—Reference is invited to Memo No. F. 3 (3)-E.II (A)/90, dated the 22nd August, 1990, wherein it has been stated that Government vehicles, except when on deployment for emergency and other unavoidable operational duties, and staff cars shall not be used on Sundays. It has now been decided to withdraw the aforesaid OM, with immediate effect. However, the existing economy instructions regarding ceiling on consumption of petrol/diesel in Government vehicles including staff cars will continue to be in force.

[G.I.M.F. Memo No. F. 3(9)-E. II(A)/95, dated the 6th September, 1995]

C & A. G. LETTER—

Clarification on recovery of monthly charges from officers using staff cars between residence and office—A large number of offices have raised doubts about

the recovery to be made for the use of staff car if the facility between residence and office has not been availed for a few days on account of tour/leave/training, etc. The matter had been referred to the Government of India and the following clarifications have been issued by the Government of India which may be followed and recovery made accordingly.

"Recovery has to be made in full even if the Officer does not avail of the facility of availing the Staff Car between residence and Office for a few days in a month. However when an Officer is on leave/training/tour, etc., for the entire period of a specific calendar month no recoveries be made. In that situation Officer should give prior intimation."

[C. & A.G. of India, Letter No. 814-Audit. 1/71-90 (163), dated the 13th December, 1990.]

14. Touring officers of the Central Government may be allowed at the halting station, the free use of staff cars for official work within a radius of eight kilometers 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 even if the distance travelled exceeds 32 kilometers. No staff car would be exclusively placed at the disposal of the touring officer who would use it occasionally. There too in the vast majority of cases such officer would travel with officers serving at the Headquarters where the touring officer use the car.

15. The use of staff car may also be permitted by touring officers of the Central Government at the halting stations for journeys between places of halt/residence and office within municipal limits provided that :—

- (a) no increase in the number of staff cars is allowed on this account;
- (b) no staff car is exclusively at the disposal of the touring officers;
- (c) all journeys are properly logged.

Note—Journeys under taken by touring officer between his places of halt/residence and office for non-duty purposes [e.g. for lunch/dinner, other than official lunch/dinner of the type mentioned in Note (1) (i) below Rule 8], should be treated as non-duty journeys and charged for in accordance with Rule 21.

IV. USE OF STAFF CARS FOR NON-DUTY PURPOSES

16. The Staff cars may be permitted to be used on non-duty journeys to a limited extent by Gazetted Officers (normally not below the rank of a Deputy Secretary) provided official requirements are not interfered with in any way.

GOVERNMENT OF INDIA'S DECISIONS—

(1) Revised Charges for the use of Staff Cars—The question of permitting use of official cars for certain limited purposes by Senior Officers has been under consideration of the Government. The President has now been pleased to decide that for journeys between office and residence the use of official car will be treated as duty journey for officers of the rank of Joint Secretary to the Government of India and above.

2. The President has also been pleased to decide that officers of the rank of Joint Secretary and above who desire to avail of the facility of the use of the staff cars for journeys from residence to office and back shall now pay at the following rates :—

Joint Secretaries	Rs. 100 p.m.
Additional Secretary and above	Rs. 125 p.m.

The above charges are to be recovered every month from the salary of the officers who avail of this facility.

2. The rates of recovery for the use of staff car for private purposes by officers of the rank of Secretary to the Government of India and above up to 500 kms. per month shall now be as under—

- (i) for cars up to and including 16 hp Rs. 350 p.m.
- (ii) for cars above 16 hp Rs. 450 p.m.

The provisions of para. (1) of this O.M. will apply *mutatis mutandis* to Heads of Departments of the Central Government in the Senior Administrative Grade and those of para. (2) to the Chief Executives of Statutory/Autonomous bodies.

3. This order will take effect from 1-2-1994.

[G.I.M.F. (Deptt. of Expdr.) Memo. No. F. 3 (16)-E. II (A)/84-(1), dated the 20th February, 1985 and No. 1 (42) E. II (A)/87, dated the 1st June, 1990 and No. F. 20(5)-E. II (A)/93, dated the 28th January, 1994].

(2) Journey by official car between office and residence be treated as duty—

The President has been pleased to decide that w.e.f. 20-2-1985 journeys in official car between office and residence shall be treated as duty journeys in the case of Heads of Departments of the Central Government in the Field in the Senior Administrative Grade and above.

[G.I.M.F., (Deptt. of Expdr.) Memo. No. F. 3(16)-E. II (A)/84-(3), dated the 21st February, 1985].

Reference is invited to decision No. (1) dated the 20th February, 1985 and decision No (2) dated 21st February, 1985 above regarding use of official cars by senior officers. The use of Staff Car for various purposes have been classified in the Staff Car Rules, as duty and non-duty journeys. In pursuance of the decision *ibid*, when the staff car is available and is used by the entitled Officers for travelling between residence and office, it will be treated as duty journey purely for the purpose of Staff Car Rules. The question of reimbursement of expenditure on use of personal car or public transport for the aforesaid journeys or grant of a monthly allowance in lieu thereof does not arise.

[G.I.M.F. (Deptt of Expdr.) Memo. No. F. 3(16)-E. II (A)/94, dated the 14th May, 1985].

17. The following classes of journeys on non-duty purposes are permissible.

- (a) occasional journeys performed by officers from their residence to office and *vice versa*;
- (b) urgent visit to hospitals.

18. The use of staff car is not permissible for journey to places of entertainments, public amusements, parties and pleasure trips, etc.

19. The Departments of the Central Government may decide whether a particular journey shall be treated as private or official.

20. Duty journeys shall have preference over non-duty journeys.

***21. A rate of Rs. 4.50 per kilometre for small staff cars of not more than 16 Horse Power and a rate of Rs. 6.00 per kilometre for big cars of more than 16 Horse Power will be charged for the use of staff cars on non-duty journeys. Charges at this rate would be recoverable for distance covered by a staff car from the time it leaves office/garage till it returns to office/garage.**

**Note*—The charges recoverable will be for complete kilometres, fractions of a kilometre being rounded off to the next higher integer.

GOVERNMENT OF INDIA'S ORDER—

Prior to the deletion of Rule 23- A of the Staff Car Rules, the use of staff cars by the members of the family of an officer proceeding on tour was subject to payment prescribed therein. After the deletion, only Note below Rule 13-A, specified that in the event of diversion from the normal route of such authorised journeys, e.g., for picking up or dropping the officer's family, charges for extra mileage involved are recoverable from the officer concerned under Rules 21 and 22 as for non-duty journeys.

It appears that in certain Departments advantage is being taken of this *lacuna* in the rules by officers habitually taking family members with them while proceeding on tour by staff car. Since it was never the intention that members of family should be allowed to travel in the staff car free of charge even if the officer took the car on tour out of Municipal limits, the President has been pleased to decide that the use of staff cars in such cases should be discouraged and where in exceptional cases, an officer on tour is specifically permitted by an officer not below the rank of Joint Secretary/Head of the Department, to take his family in a staff car outside the Headquarters, the officer concerned will be required to pay for the use of the staff car at the rates prescribed in rules 21 and 22 of the Staff Car Rules, as amended from time to time.

[G.I.M.F. Memo. No. F. 3 (3)-E II (A)/67, dated the 2nd September, 1967].

**Substituted vide Memo. No. F.3 (II)-E. II(A)/93, dated the 24th March, 1994 and even No. dated 31st May, 1994.*

***22. Officers should not normally use staff cars outside the normal hours of duty of the chauffeurs save on exceptional occasions, e.g., when officers are required to be dropped at their residences after attending meeting.**

Detention charges at the rate of †Rs. 3.00 per hour will, however, be leviable if a staff car is detained for a non-duty purpose irrespective of the detention of the staff car being within or outside the normal working hours of the staff cars. The period of detention will be noted by the officer concerned in Col. 6 of the Log Book and detention charges will be recoverable on the basis thereof. Fraction of an hour will be charged on the basis of actual period. The detention charges recovered will be indicated separately in Col. 8 of the monthly summary (Annexure II) in addition to the charges recoverable on mileage basis.

In all cases of use of staff cars and their detention for non-duty purposes during periods when it gives rise to the claim of overtime allowance, to the chauffeur shall be recovered from the Officer/Minister using the staff car in addition to the flat rate prescribed in rule 21 above and the detention charges prescribed under this rule.

GOVERNMENT OF INDIA'S ORDERS—

(1) A Government servant in receipt of conveyance allowance should not normally use a staff car for journey within his local jurisdiction, If, however, he is permitted by a competent authority to use a staff car for journeys within his jurisdiction, recoveries should be made from the officer at the rates laid down in rules 21 and 22 of the Staff Car Rules. If the journey is beyond 16 kilometers from the usual place of duty, the officer will be allowed daily allowance and/or mileage allowance admissible under the Supplementary Rules subject to the following deductions being made therefrom :—

- (i) Full charges for the use of staff car calculated under Rules 21 and 22 *ibid*.
- (ii) Deduction of 1/30th of the monthly rate of his conveyance allowance.

[G.I.M.F. Memo No. 3(9)-EV (A)/63 dated the 30th September, 1963].

(2) A reference is invited to Rules 16 to 22 of the Staff Car Rules wherein the use of staff cars for non-duty purposes has been allowed to a limited extent subject to payment of charges. It has now been decided that the use of staff cars for such journeys should be discontinued with immediate effect. Any such misuse coming to notice after the issue of this office Memorandum will entail serious consequences.

[G.I.M.F. (Dep't of Expdr) Memo No. F. 3 (16)-E. II (A)/79, dated the 14th September, 1979].

23. An officer, proceeding on tour in a staff car with the approval of the authority specified in Rule 9, shall not take his family members with him unless permitted to do so in exceptional cases by an officer *not below* the rank of Joint Secretary/Head of the Department. In such cases, the officer concerned shall pay for the use of staff car at the rates prescribed in rules 21 and 22 as amended from time to time.

23-A. Deleted.

23-B. Staff Cars should not be allowed to be used by officers on leave.

V—PAY & ALLOWANCES OF STAFF CAR DRIVERS

****24. The Chauffeurs of staff cars will be treated as members of the regular establishment belonging to General Central Service Group 'C'. The scale of pay of Staff Car Drivers will be as follows—(See Govt. of India's decision below)**

GOVERNMENT OF INDIA'S DECISION—

Promotion Scheme for Staff car Drivers—The Principal Bench of CAT, New Delhi in their judgement in the case of Staff Car Drivers' Association and Others Vs Union of India (O.A No. 2957/91) were pleased to pass orders directing the Government "to devise a promotional scheme for Staff Car Drivers with the graded structure

*Substituted vide Memo. No. F.3 (II)-E. II(A)/93, dated the 24th March, 1994 and even No. dated 31st May, 1994.

**Substituted vide G.I.M.F. (Dep't. of Expdr.) Memo. No. F. 3 (I)-E. II (A)/79, dated 18th May, 1979.

(950-1500, 1200-1800 and 1320-2040) similar to one provided by the Ministry of Railways".

2. Accordingly, the matter has been examined in consultation with the Ministry of Law, Ministry of Finance and the Ministry of Railways and the following orders are issued in this regard.

Scheme 2.1 The posts of Staff car Drivers in the existing scale of Rs. 950-1500 will be placed in the following three scales, viz: Rs. 950-1500, Rs. 1200-1800 and Rs. 1320-2040 in the ratio of 55:25:20 (for example, if there are five posts of Staff Car Drivers 55% of 5 posts i.e. 3 will be in the scale of Rs. 950-1500, 25% of 5 i.e. 1 will be in the scale of Rs. 1200-1800 and 20% of 5 i.e. 1 will be in the scale of Rs. 1320-2040).

2.1.1 The Nomenclature of the posts in the various scales will be as under:—

<i>Sr. No.</i>	<i>Grade</i>	<i>Pay Scales</i>
1.	ordinary Grade of staff car drivers	3050-75-390-80-4590
2.	Grade-II of staff car drivers	4000-100-6000
3.	Grade-1 of staff car driver	4500-125-7000

2.1.2 If any fresh vacancies are created as additions to the existing strength of Staff Car Drivers, they will be created only in the scale of Rs. 950-1500.

2.2. Where the Cadre is too small for the purpose of creation of higher grades, the possibility of combining of different cadres and operating it on a nodal basis may be considered by the concerned Ministries/ Departments. In such cases, movement of personnel may not be required and the seniormost driver(s) in the combined seniority/eligibility list who are assessed fit for promotion may be promoted in situ.

2.3 The minimum eligibility criteria for appointment to the posts in the above scale will be as under :—

<i>Grade</i>	<i>Eligibility Period</i>
Ordinary Grade (Rs. 3050-75-3950-80-4590)	Basic Grade
Grade II of Staff Car Driver (Rs. 4000-100-6000)	9 years of regular service in the Ordinary Grade.
Grade I of Staff Car Driver (Rs. 4500-125-7000)	6 years of regular service in Grade II of Staff Car Drivers.

2.4 The method of appointments to the posts in Grade II and Grade I of Staff Car Driver will be by promotion on Non-Selection (Seniority-Cum-Fitness) basis and will be further subject to passing of a Trade Test of appropriate standard, contained in the Annexure I to this OM.

2.5 For the purpose of conducting Trade Test as required at these levels, a scheme indicating the syllabus has been enclosed as Annexure I to this OM.

2.6 All the above appointments will be subject to the application of reservation orders as applicable to these grades.

2.7 As the powers to frame Recruitment Rules for Group C & D Posts have already been delegated to Ministries/Depts, they may frame the rules in accordance with the guidelines, by indicating the eligibility criteria laid down in this OM.

2.8 If any Department had promoted any Staff Car Driver in terms of the Ministry of Finance (Department of Expenditure) OM No. 10(1)-E.III/88 dated 13.9.91 to the next higher scale on in situ basis such officers may be allowed to come over to this scheme, as these orders will no longer be applicable to the case of Staff Car Drivers.

2.9 These orders come into force w.e.f. 1.8.93.

3. **Initial Appointment** While making initial appointment to the above newly created scales, each Ministry/Department will screen the list of Staff Car Drivers, who have rendered not less than 15 years of service, may be considered for appointment to posts in Grade I direct to the extent of availability of vacancies in that grade subject to being found fit by DPC on the basis of seniority-cum-fitness and passing of Trade Test. In the same manner Staff Car Drivers, who have rendered *not* less than 9 years service (including those who could *not* be accommodated in Grade I inspite of putting in 15 years of service, for want of vacancies), may be considered for appointment to Grade II by following the same eligibility and other criteria prescribed for appointment to these posts.
4. **Exception** These orders would *not* apply in the Ministries/Departments where drivers already have more than one scale of pay.
5. Ministry of Finance etc. are requested to take further action to implement the scheme urgently.

ANNEXURE—I

SCHEME OF TRADE TEST

I. Appointment to Grade II of Staff Car Drivers (SYLLABUS)—

1. Must be able to read English Numerals and figures.
2. Must have good knowledge of Traffic Regulation.
3. Must be able to locate faults and carry out minor running repairs.
4. Must be able to change wheels and correctly inflate tyres.

TEST

(a) Practical test based on the above.

II. Appointment to Grade I of Staff Car Drivers (SYLLABUS)

1. Must be able to read English Numerals & figures.
2. Must have a thorough knowledge of Traffic Regulation.
3. Must have good knowledge of petrol & Diesel Engine working and be able to locate faults and rectify minor running defects.
4. Must be able to clear carburettor, plug etc.

TEST

(a) Practical test based on the above.

[G.I.M. Per. Pub. G. & Pen. (Deptt of P. & Trg.) Memo. No. 22036/1/92-Estt. (D), dated the 30th November, 1993 and even No. dated the 27th July, 1995 & No. 35034/3/97-Estt. (D), dated the 1st June, 1998. This takes effect from 30-11-1993.]

***25. The normal working hours of the chauffeurs will be from 8.30 a.m to 6.00 p.m. with lunch break of half an hour from 1.00 p.m. to 1.30 p.m.**

†Note—the Controlling Officer may, however, so precribe the working hour of the chauffeur according to administrative convenience and requirments that the total number of the effctive duty hours does not exceed 9 hours and 6 minutes per day.

†26. Overtime allowance will be admissible to the chauffeurs at the following rates on a certificate from the Controlling Officer that it has been earned:—

Emoluments in the scale of pay modified with the Central Civil Service (Revised Pay) Rules, 1973.	Overtime allowance upto the first one hour in excess of the prescribed hours.	per hours Rs. Thereatrer
Below Rs. 1,201	Nil	6.25
Rs. 1,201 and above but below Rs. 1,451	Nil	7.50
Rs. 1,451 and above but below Rs. 1,701	Nil	8.95
Rs. 1,701 and above but below Rs. 1,951	Nil	10.35
Rs. 1,951 and above but below Rs. 2,201	Nil	11.80
Rs. 2,201 and above	Nil	12.50

*G.I.M.F. Notification No. F. 3(18)-E. II(A)/36 dated the 10th December 1986 and even No. dated the 4th January, 1987. These order will take from December 30, 1974.

†Substituted vide G.I.M.F. (Deptt. of Expdr.) Memo No. F. 3 (12)-E. II (A)/83, dated the 13th October, 1983.

Note—1. Emoluments' mean pay as defined in Fundamental Rule 9(21) (a) and all allowances excluding house rent allowance conveyance/horse allowance, travelling/Daily allowance, permanent travelling allowance and clothing/uniform allowance.

Note—2. 'Prescribed hours of work' mean hours of work as laid down in Rule 25

Note—3. When overtime allowance is paid to a chauffeur for overtime work performed by him, he shall not be entitled to receive any other remuneration (whether in the form of conveyance charges or compensatory leave or otherwise) in respect of such overtime work.

Provided that where a chauffeur has been recalled from his residence to perform overtime work, the Controlling officer may allow conveyance charges to him in addition to the overtime allowance admissible to him.

Note—4. (i) The first one hour of overtime work on a working day shall be free only where the chauffeur perform overtime work immediately prior to or in continuation of the prescribed hours of work. Such a deduction of one hour shall not be made when a chauffeur is recalled from his residence to perform overtime and there is a gap between the overtime duty performed and the prescribed hours of work.

(ii) The total duration of all overtime work rendered in one or more spells during a day shall be first computed and then a deduction of one hour in terms of (i) above made to arrive at the duration of overtime work put in on that day for which overtime allowance will be admissible. The deduction is not to be made from each spell of overtime duty performed during the day.

A few examples are given below to illustrate how overtime allowance on a working day is to be calculated.

Example 1.

(i)	Overtime duty performed prior to the prescribed hours, from 8 A.M. to 9 A.M.	= 1 hour
(ii)	Overtime duty performed in continuation of the prescribed hours from 7 P.M. to 9—45 P.M.	= 2 hours & 45 minutes
(iii)	Total overtime duty (i)+(ii) above.	= 3 hours & 45 minutes
(iv)	Deduct one hour from the total. Thus, overtime allowance for 2 hours and 45 minutes may be paid.	

Example 2.

(i)	Overtime duty performed in the morning from 6 A.M. to 8 A.M.	= 2 hours
(ii)	Overtime duty performed in the evening from 10 P.M. to 11 P.M.	= 1 hour
(iii)	Total overtime duty performed on recall from residence as indicated in (i) and (ii) above will be 3 hours for which overtime allowance may be paid.	

Example 3.

(i)	Overtime duty performed prior to the Prescribed hours, from 7-15 A. M.	= 1 hours & 45 minutes
(ii)	Overtime duty performed after recall from residence, 9-30 P.M. to 11-30 P.M.	= 2 hours
(iii)	Total overtime duty Performed prior to/in continuation of prescribed hours as indicated in (i) and (ii) above.	= 3 hours & 45 minutes
(iv)	Deduct one hour from total. Thus overtime allowance for 2 hours and 45 minutes may be paid.	

Note—5. For the purpose of sub-rule (a) the overtime work in excess of one hours up to half an hour may be reckoned an hour and thereafter every period up to half an hour may be reckoned as half an hour, e.g. a chauffeur working for 2 hours and 10 minutes in excess of one hour beyond the prescribed hours of work will get overtime allowance of $2\frac{1}{2}$ hours.

Note—6. For the purpose of sub-rule (b) also the periods shall be reckoned in half hours, e.g. a chauffeur working for two hours and 10 minutes will get overtime allowance for $2\frac{1}{2}$ hours.

Note—7. The overtime allowance payable to a chauffeur shall be calculated to nearest multiple of five Paise, the fractions of three paise and more being rounded off to the next higher multiple of five paise and fraction below three paise being ignored.

**Note—8.* "In the case of Chauffeurs of Staff Cars who cannot return to their Headquarters the same day and the journey involves absence of atleast one night from their Headquarters, they shall be entitled to draw Daily Allowance as admissible under rules in addition to Overtime Allowance".

*Example—*A Chauffeur having headquarters at Delhi is required, after putting in duty from 9.00 am. to 4 p.m. (with lunch break of half an hour), to drive the staff car to Agra from 4.30 to 9.00 p.m. The overtime

*Substituted vide G.I.M.F. (Deptt. of Expdr.) Memo. F. 3(2)-E. II (A)/85, dated the 17th July,

work performed by him on that day will work out to $\frac{1}{2}$ hours from 9.00 to 9.30 a.m. plus $\frac{1}{2}$ hours from 7-30 to 9-00 p.m. i.e. 2 hours. He will not draw any overtime allowance for overtime duty, if any, rendered by him at Agra. For this, he will get only daily allowance.

*Note—9. The overtime allowance payable to a chauffeur in a month should be limited 100 hours. On Sundays/Holidays the overtime allowance admissible should not be for more than 8 hours per day and for working days overtime duty, for which overtime allowance will be admissible should not be more than 6 hours a day. The overtime work performed on all days, including Sundays/holidays, in a month will be taken into account for working out the ceiling.

Example. A chauffeur performed over time duty during February 1964 on three Sundays viz on the 2nd, 16th 23rd and two holidays viz the 15th and 28th. He will draw overtime allowance for the month including that earned for the 2nd, 15th and 16th restricted to 50% of his emoluments and, in addition, overtime allowance earned, by him for the 23rd and 28th.

†Note—10. A Driver who performs a local journey or journey on tour in a staff car in his charge, may draw travelling allowance under ordinary rules as admissible to other Central Govt. Employees if the journey does not involve the absence of one night from his headquarters. But the drawal of T.A. by Staff Car Drivers for the journey mentioned above will be subject to the condition that no O.T.A. would be payable for the period with reference to which D.A. has been drawn. The drivers will, however, have the option to draw either O.T.A. or D.A. on any day on which such journeys have been performed.

GOVERNMENT OF INDIA'S ORDERS—

(1) It has since been decided that the total overtime allowance payable to a chauffeur in a month should not exceed fifty percent of his monthly "emoluments", as defined in rule 26 above.

[G.I.M.F. Memo. No. 3(1) E-II (A)/62 dated the 8th August, 1962].

(2) Note 9 to rule 26 lays down that the earnings in respect of overtime work performed by Staff Car drivers on Sundays/Holidays in excess of three in a month would not be subject to the limit of 50% of pay. Along with this liberalisation it is necessary to ensure that the use of staff cars during periods when it gives rise to claims for overtime allowance, particularly on Sundays and holidays, when the rate is high, is restricted to occasions when such use is essential and inescapable. In this connection, attention is invited to rule 22 of the Staff Cars Rules which lays down that officers should not use staff cars outside the normal hours of duty of the chauffeurs, save on exceptional occasions. The Ministry of Home Affairs etc. are requested to bring this to the notice of Ministers and officers who normally utilise staff cars.

In cases where a staff car is detained for non-duty purposes, the Rules provide for recovery of detention charges at the rate of 60 Paise per hour irrespective of whether the detention period falls within or outside the normal working hours of the staff cars. With a view to discouraging unnecessary use of staff cars for non-duty purposes outside working hours, it has now been decided that, in all cases of staff cars and their detention for non-duty purposes during periods when it gives rise to a claim for overtime allowance, the actual amount payable as overtime allowance to the chauffeur will be recovered from the officer or Minister using the staff car, in addition to the flat rate per mile or per kilometer prescribed in Rule 21 of the Staff Car Rules. For detention within the normal working hours, the existing rate of sixty Paise per hour will continue to apply.

[G.I.M.F. Memo. No. F. 3(7)-E, III (A)/64 dated the 17th July, 1964.]

(3) Wrist watches are not so essential items to staff car drivers that the Ministries should purchase them first and later on ask for *post facto sanction*. It was suggested, that no further purchase of wrist watches for the use of staff car drivers should be made.

[G.I.M.F. Memo No. F. 3(1) E-II (A)/58 dated the 8th December 1958. The position was re-iterated again in Memo. No. F. 3(1)-EII (A)/69, dated the 27th June, 1969].

(4) It has been decided that Staff Car Drivers, who apply for issue of Government bicycles, may be issued such bicycles subject to the fulfilment of the conditions mentioned below :—

- (i) The distance between their residences and garages, where staff cars are being garaged is not less than 1.6 k.m.

*Substituted vide G.I.M.F. (Deptt. of Expdr) Memo. No. F. 3 (12)-E. II (A)/83 dated the 13th October, 1983.

†Substituted vide G.I.M.F. (Deptt. of Expdr.) Memo. F. 3(2)-E. II (A)/85, dated the 17th July, 1985.

- (ii) Such drivers, as are issued bicycles by Government are not sanctioned any advance under rule 213 of the General Financial Rules, 1963.
- (iii) The conditions mentioned in paragraphs (1), (3) and (4) of column 4 against item (1) of Annexure to Schedule V to the Delegation of Financial Powers Rules, 1963 shall be observed.
- (iv) A bicycle, in replacement of an old one, should not be issued before the expiry of 7 (seven) years from the date of issue of a bicycle.

It should be ensured that the bicycle is returned before a staff car driver retires/resigns etc. from Government service.

[G.I.M.H.A. Memo No. F. 3(1) E. II (A)/69, dated the 16th March, 1970].

(5) The question of posting Staff Car Drivers with Ministers/Secretaries/Senior Officers came up for discussion in the 8th Meeting of the Departmental Council of the Department of Personnel & A.R. held on 9th February, 14th February and 29th March, 1973. It was represented by the Staff Side that for duty with Ministers/ Secretaries/ Senior Officer Staff Car Drivers should be chosen on the basis of seniority and if senior driver so posted is unwilling and prefers to do general duties, the next senior Driver should be assigned for duty with the Minister/Secretary/Senior Officer. It was *Inter alia*, pointed out by the Staff side that the practice in vogue was that for the Staff Cars provided to Ministers/Secretaries/Senior Officers, specified Drivers are attached on whole time basis and that Staf Car Drivers of Ministers/ Secretaries/ Senior Officers are in privileged position as compared to those attached to cars allotted for general duties. The official side pointed out that in posting Staff Car Drivers with Ministers/Secretaries/Senior Officers seniority could not be the only criterion. It was, however, agreed that nevertheless, certain guidelines be issued to Ministries/Department in this regard.

2. The matter was examined and the Staff Side were informed in the 9th meeting of the Departmental Council of the Department of Personnel & A.R. held on 29th June and 10th July, 1973 that several factors have to be taken into account in selecting the drivers of staff cars attached to Ministers/Secretaries/Senior Officers, such as sound health, smart turn-out, proper manners, accident free driving experience, proximity of the residence of the driver to the office, and so on. Accordingly it will be difficult to lay down unqualified guidelines to the effect that the drivers should be posted with Ministers/Secretaries/other Senior Officers in accordance with seniority. It was, however, agreed that to the extent possible, Senior Officers, subject to the condition that drivers not satisfying the above mentioned factors may not be considered for such posting. Accordingly, Ministries/Departments are requested that, at the time of selecting Drivers for the duty with Ministers/Secretaries other Senior Officers, they should have due regard to the seniority of the staff considered for the posting.

[G.I. Cabinet Sectt. (Dep't. of Personnel) Memo. No. 14/5/73-Est. (C), dated the 12th September, 1973].

(6) Instances have been brought to the notice of Finance Ministry of staff cars being parked in garages located at a distance from the place of duty. This arrangement results in substantial dead mileage consequent on the staff cars having to be brought to the place of duty in the morning and taken back to the garage at the end of the day. In the present context, when all-out efforts are essential for curbing consumption of petrol, this position needs to be reviewed. Ministries are requested to examine the possibility of reducing dead mileage to the maximum extent possible by exploring avenues for securing garages nearer the place of duty either through exchange with other Ministries or otherwise.

2. It has also been brought to notice that, in some cases, staff cars are parked near the residences of the drivers. Attention is invited in this connection to the instructions contained in order No. (5) dated 12-9-1973 above according to which Government bicycles could be issued to staff car drivers if the distance between their residence and the garage is not less than 1.6 kms. so that they do not take staff cars home. The existing practice may be reviewed accordingly.

[G.I.M.F. Memo No. E. 3(6). E. II (A)/73, dated the 20th March, 1974].

(7) 1. * * * * *

2. In pursuance of economy in administrative expenditure of Government the following instructions are brought to the notice of all Ministries/Departments for ensuring strict compliance during 1977-78 for the present:—

I. Creation and filling up of post.

- (i) There is a complete ban on creation of new posts except for—
- (a) operational post in the Railways, the P & T Department, the Civil Aviation Department (at airports) and the India Meteorological Department provided these are in accordance with the approved yard-sticks;
 - (b) posts required for fulfilling statutory requirements; and
 - (c) operational and technical staff directly connected with the execution of new Plan Projects or Security and Vigilance Sectors.
- (ii) Any relaxation of the general ban is subject to Cabinet approval in the case of Secretariat offices. In the case of field offices outside the Secretariat, except for the posts of Peons, the ban can be cleared with the approval of Department of Expenditure at Secretary/Additional Secretary level, cases relating to post in Group 'A' being submitted for the orders of the Finance Minister. In all cases where the administrative Ministries seek relaxation of the ban, the proposal should have been approved at the highest level, viz, Secretary/Minister. While making any fresh proposals for additional staff, note has also to be taken of reduction in staff which may follow from likely repeal of existing enactments for implementing which additional staff had specifically been sanctioned in the past. This aspect had been dealt with in Secret D.O. No. F. 14(7)-E (Coord)/77 dated the 13th May, 1977 addressed to all Secretaries.
- (iii) No fresh appointments are to be made to the posts of Peons. In respect of all other posts also, there is a complete ban on filling up of all vacancies which are more than 6 months old except with the concurrence of the concerned Financial Adviser. He may; however obtain the approval of Secretary/Additional Secretary in the Department of Expenditure wherever considered desirable by him.
- (iv) There is a complete ban on engaging additional staff on daily wage basis in all Government offices.
- (v) *SIU Reports*—All outstanding SIU reports regarding rationalisation of staff should be implemented within a period of 3 months. Existing vacancies or new posts proposed to be filled up with the approval of the appropriate authority should be filled up from the surplus staff located by the SIU.
- (vi) *Surplus staff*—Staff is something rendered surplus as a result of completion of certain schemes/projects, and there is often considerable pressure for continuing that surplus staff. Such cases should be subjected to strict scrutiny.

II. Travelling Allowance

- (i) Officers proceeding on tour should not be permitted to take with them personal or other staff except in very special circumstances when the nature of work to be performed at the outstation make it absolutely essential for such staff to accompany them.
- (ii) Recourse to air travel for short distance journeys should be discouraged and the return journey need not necessarily be performed by air merely because the outward journey has to be performed by air in the exigencies of public service.
- (iii) Rotational transfer of Government servants should be restricted as far as possible.

III. Overtime Allowance to non-Industrial Employees.

- (a) Special care should be taken by supervisory staff to see that the working hours are put to full and effective use by the staff below them.
- (b) The staff required to attend on Sundays and holidays should be granted Compensatory Leave instead of O.T.A.
- (c) The duty hours of the personal staff attached to senior officers should be so adjusted that only those not entitled to overtime allowance are retained outside office hours, or the staff work with staggered hours, so that the need for O.T.A. is eliminated.
- (d) The system of retaining peons after office hours should be discontinued.
- (e) The duty hours of Staff Car Drivers and other operational staff, e.g. Gestetner Operators etc. should be so phased that work outside office hours can be carried on without payment of overtime allowance to the maximum feasible extent. The question of introducing a shift duty system should also be explored in the case of such staff.

IV. Staff Cars.

- (i) No addition to the existing fleet of staff cars should be made without the prior approval of the Ministry of Finance.
- (ii) While considering proposals for replacement of an existing car or purchasing an additional car, the question of having three wheeler vehicles instead should be examined specifically. The three wheeler chassis may be suitably fabricated to provide covered accommodation.
- (iii) Control over the use of staff cars should be tightened. Consumption of petrol by staff cars and other vehicles (which are not used for operational purposes or for field duties) should be reduced to the minimum.
- (iv) The scrutiny of log books and prescribed periodical returns should be made more effective.
- (v) The system of picking up employees for coming to duty and for dropping them back after duty should be reviewed.
- (vi) Staff cars should, whenever possible, be used jointly by officers instead of their travelling individually in separate cars.
- (vii) Staff cars should not be taken outside headquarters except in exceptional circumstances with the orders of the Secretary of the Ministry/Deptt. concerned.
- (viii) Staff cars should be parked near office building so as to reduce the dead mileage to the maximum extent possible. These should not be allowed to be parked at the residence of the drivers as this may lead to misuse of the vehicles.

V. VI & VII

* * * * *

VIII. Public Sector Undertaking

- (i) Established undertakings should undertake a comprehensive review of their staff requirements. The power of recruitment of different subordinate offices under the public sector enterprises should be restricted and except in the case of totally new enterprises, all new recruitment of non-technical and non-operational staff made subject to the approval of the Board of Directors in every case.
- (ii) If in the non-plan budgets of some Ministries/Deptt, there are provisions for specific subsidies to public sector undertakings for carrying out certain specific responsibilities which result in losses, even though such undertakings may be earning profits or breaking even on the whole, such subsidies should not be given as the public sector undertakings should take the rough with the smooth and cross-subsidies particular losses by profits elsewhere.

- (iii) Barring assistance required to meet cash losses of public sector enterprises which are in the construction phase or are in certain key sectors like steel, coal, fertilisers, etc., where the issue of price revision is a major one and has to be decided upon by Government, it should be possible to eliminate most other provisions for covering cash losses in the case of a large number of public sector enterprises by reduction of costs of production through efficient management and by pursuance of rational prices policies. The undertakings should make all efforts to eliminate their cash losses.

3. In case of any doubts, the detailed instructions clarification in respect of the economy measures outlined above which have been issued from time to time should be referred to.

4. The above mentioned economy measures should be enforced strictly not only to effect maximum possible savings but also to create a proper climate of austerity in the country. It is expected that as a result of strict observance of these economy/austerity measures, Ministries/Departments should be in a position to effect some savings in the approved budget for current year. No request for additional provision on account of administrative expenditure at the R.E. stage will ordinarily be entertained this year.

5. The administrative Ministries/Depts. are requested to issue necessary instructions to their subordinate formations in this regard.

6. The Bureau of Public Enterprises is also requested to issue similar economy guidelines to public sector undertakings.

7. These economy measures are also being separately brought to the notice of the State Governments so that they may consider adoption of similar policies in respect of their own expenditure.

[G.I.M.F. (Deptt. of Expdr.) Memo. No. F. 14 (4)-E. (Coord)/77 dated the 27th May, 1977].

(8) In partial modification of para 2 III of decision No. (7) above, read with OM. No. F. 14 (19)-E (Coord)/77, dated the 12th June, 1978, the President is pleased to decide that the overtime allowance payable to the staff car drivers may be regulated under the provision of rule 26 of the Staff Car Rules as amended from time to time. [This would mean that the provisions of Finance Ministry's O.M. No. F 3(1)-E. II(A)/78, dated 13th April, 1978 shall no longer be in force.]

2. Since henceforth overtime allowance will be payable for overtime duty performed on Sundays and Holidays, steps should be taken to ensure that the staff car drivers are required to work on Sundays and holidays, only when it is absolutely essential. Overtime allowance for the work done on Sundays/holidays shall be payable only if prior approval of an officer of the rank of Joint Secretary/Head of Department/Special Assistant or Private Secretary to Minister, as the case may be, has been obtained.

3. These orders take effect from the date of issue.

[G.I.M.F. (Deptt. Expdr.) Memo No. F. 3(5)-E. II(A)/78, dated the 25th September, 1978].

(9) The President is pleased to decide in consultation with the Staff Side of the National Council (J.C.M.), that in partial modification of the provision of S.R. 186, a driver of a Government vehicle who performs a 'Local Journey' or journey on tour on the Government vehicle in his charge may draw travelling allowance under the ordinary rules as admissible to other Central Government employees even if the journey does not involve an absence of at least one night from his headquarters. The drawal of travelling allowance by drivers for the journeys mentioned above is subject to the condition that no overtime allowance would be payable for the period with reference to which daily allowance has been drawn. The drivers will however, have the option to draw either overtime allowance as admissible under the overtime allowance rules or daily allowance on any day on which such journeys have been undertaken. In the case of drivers having fixed weekly hours of work like drivers in the Civil Aviation Department, who perform 'local journeys' or return from tour to headquarters on the same day on the vehicle in their charge, the period in excess of eight hours for which daily allowance has been drawn should be excluded for the purpose of grant of overtime allowance provided that they may also, at their option, forego daily allowance for any

day and draw overtime allowance as admissible under the overtime allowance rules applicable to them.

2. These orders will take effect from the date of issue.

[G.I.M.F. (Dep'tt. of Expdr.) Memo No. 19043/6/76/-E IV (B) dated the 25th January, 1979].

(10) A reference to Rule 26 of the staff car Rule and to say that the President is pleased to revise the provisions contained therein with regard to eligibility for the drawal of T.A. by the staff car drivers in the light of orders issued in decision No. (7) dated 27-5-1977 above. Now a driver who performs a local journey or journey on tour in a staff car in his charge, may draw travelling allowance under ordinary rules as admissible to other Central Government employees even if the journey does not involve an absence of atleast one night from his Headquarters. The drivers will have the option to draw either the D.A. or the O.T.A. on any day on which such journeys have been performed, provided that no O.T.A. would be admissible when D.A. on a particular day has been drawn.

2. This amendment comes into force with immediate effect.

[G.I.M.F. (Dep'tt. of Expdr.) Memo. No. F. 3(1)-E. II(A)/79, dated 28th February, 1979].

(11) The ceiling of overtime allowance payable to Chauffeurs of Staff Cars shall not exceed 100 hours in a particular month. The Staff side of the Departmental Council under JCM of the Department of Personnel and A.R. has made a point that while the limit of 100 hours is imposed so far as payment of O.T.A. is concerned, often staff car drivers were being deployed on overtime duties for longer hours.

2. As the Ministries/Departments are aware, deployment of any staff on overtime work beyond the prescribed duty hours is not to be resorted to as a matter of course and as far as possible, the work in all the offices has to be so organised that there is no need to employ any staff on overtime at all. However, in exceptional circumstances, where it is unavoidable, Staff Car Drivers may be deployed on overtime to the minimum extent possible. In view of the utmost need of economy in administrative expenditure of the Government, it is necessary that the amount spent on overtime is kept to the minimum.

3. The Ministry of Finance etc. are again requested to ensure that overtime duty for staff car drivers for which overtime allowance is payable is limited to 100 hours per month and while deploying them on overtime work, this is kept in view.

[G.I.M.H.A. (Dep'tt of Personnel & Adm. Reforms) Memo. No. 15020/4/80-Estt. (Allowance), dated the 9th March, 1984].

27. No overtime allowance is admissible if the drivers are required to be on duty during lunch interval as their duties are intermittent. This applies to all days including Sundays and other holidays.

28. in cases where the chauffeur is detained for duty at odd hours and has hardly any time left to rejoin duty in time after going home and finishing his meals, the driver may be granted the normal over time allowance, if the intervening period is less than 1-1/2 hours.

29. No special allowance is admissible to chauffeurs for cleaning and washing staff cars, as such services are from a normal part of their duties.

30. No cleaners should be separately appointed for keeping the staff cars clean and washed.

VI—LOG BOOK

31. Log books shall be maintained in the prescribed form standardised under 'S' Series (S 263) and may be had from the Government of India Forms Stores direct.

32. Entries in log books should be made in ink or copying pencil, but preferably in ink.

33. Officers using staff cars should note in the log book in their own handwriting the mileage at the start and at the completion of their trips after verifying the kilometer and give sufficient particulars to indicate that the journeys were on official business.

34. In the case of officers of the rank of Joint Secretary and above the entries in the log book may be made and signed by their Private Secretaries/ Personal Assistants on behalf of officers. The officers will, however, be responsible for the certificates regarding the purpose of the journeys performed which will be noted by the Private Secretaries/Personal Assistants in consultation with them.

35. Deleted.

36. deleted.

37. It may be left to the discretion of the Minister to describe any particular journey performed by him as 'official' or 'private'. The Private Secretaries and Personal Assistant's may, where they deem necessary, consult the Minister concerned before making entries in the log book.

38. Where it will not be in public interest to give full details of the journeys in the log books, the insertion of the word 'secret' in the appropriate columns of the log books would suffice. In order, however, to ensure that there is no misuse of Government vehicles in the guise of 'secret' duties, a separate log book in the same form may be maintained for journeys of a secret nature. The secret log book should however, remain in the custody of an Officer not below the rank of Under Secretary and need not be made available for check by audit. On the basis of details in the secret log book, corresponding entries in the original log book should be countersigned by an officer of the rank of Deputy Secretary in token of the fact that the Journey was of a secret nature and was performed for official purpose. In case the countersigning authority is not satisfied that the journey was performed for official purpose he should endorse a remark to the effect "Non Duty" whereupon the Officer by whom the staff car was used should be billed treating the journey as having been performed for a private purpose.

39. A senior officer preferably of the rank of Joint Secretary in each Ministry should scrutinise the log book once a month to ensure that there is no misuse and that all Officers who used the staff cars have made the necessary entries. A certificate to this effect should be recorded in the log book by the officer so authorised.

40. The log book in respect of each staff car should be closed at the end of the month and a summary prepared in the log book showing details of duty and non-duty journeys performed during the month as in *pro-forma* enclosed (Annexure II).

40-A. The Log book may be preserved for a period of five years reckoned from the date of last entry in them or one year after their examination in Local Audit whichever is earlier, provided, however, that no Log book becoming due for destruction after the stipulated period, should be destroyed until the settlement of all audit objections relating to any entry therein.

VII—SERVICE AND REPAIRS

41. The Ministry of Transport and Communications (Department of Transport) would be the co-ordinating agency for centralised arrangement for servicing and repairs of cars at the Civil Aviation Department Workshop and the Ministry would pay the bills for servicing the repairs submitted by the Workshop from its own funds.

GOVERNMENT OF INDIA'S DECISION—

Guidelines for entrusting staff cars to private firms for repairs and maintenance—According to Rule 41 of Staff Car Rules some Ministries/Departments are finding it difficult to get repairs and servicing of their staff cars done, when the Civil Aviation Workshops do not accept the staff cars for repairs/maintenance due to the limited infrastructure.

2. In order to obviate the difficulties being faced by various Ministries/ Departments, it has been decided, as an interim measure, that repairs/maintenance of staff cars, which cannot be undertaken by the Workshop of the Civil Aviation Department due to heavy work load with them, may be entrusted to reputed private firms, after calling for

quotations, etc. Prior to calling for quotations, a "no objection certificate" from the Civil Aviation Workshop may be obtained and repairs/maintenance work entrusted to reputed private firm, keeping in view the general principles contained in the General Financial Rules.

[G.I.M.F. (Deptt. of Exptr.) Memo. No. F. 3 (26)-E-II (A)/89, dated the 16th October, 1989].

VIII—MISCELLANEOUS

42. Staff cars should carry prominently plate in front and at the rear indicative of the fact that they are staff cars of a specified Ministry of the Administration.

GOVERNMENT OF INDIA'S ORDERS—

Under rule 42 of the Staff Car Rules, staff cars should carry prominently plates in the front and at the rear indicating that they are staff cars of a specified Ministry or Department. These plates should be fixed in addition to the prescribed number plates. It appears that there is no uniform practice in the observance of this rule. It has, therefore, been decided that the following instructions may be followed in this regard:—

(i) The plates both in the front and rear should be of the same size the usual plate carrying the registration number.

(ii) The plates should bear the following description :—

(1) Government of India Ministry of or

(2) Government of India office of

The first alternative will be adopted for the staff cars belonging to the Ministries proper whereas the second alternative will be adopted for the staff cars maintained by the attached/subordinate formations. Where the name of a Ministry or an office is very long, suitable abbreviations may be adopted. The abbreviations adopted for the purpose should be communicated to Finance Ministry.

(iii) The letters on the plates should be of reasonable size and readable from a distance.

(iv) The plates should be fixed on the left hand side of the front bumper and on the right hand side of the bumper.

[G.I.M.F. No. 3(8) E-II (A)/63 dated the 17th December, 1973].

43. (i) The purchase of the staff cars will be made through the D.G.S. and D, only with the previous consent of the Finance Ministry *vide* item 12 of Annexure to Schedule V of the Delegation of Financial Powers Rules, 1958. Where, however, it is desired to purchase a car outside the approved manufacturing programme the concurrence of the Ministry of Transport and Communications (Department of Transport) will also be necessary.

(ii) The replacement of the staff car (included in the Central Pool of Servicing and Repairs) in Delhi/New Delhi, will be considered after a certificate has been obtained from the Electrical and Mechanical Officer, Civil Aviation Department Workshop through the Ministry of Transport and Communications (Department of Transport) to the effect that the car is not fit for any further economic use. In respect of staff cars not included in the Central Pool of Servicing and repairs and those at places outside Delhi and New Delhi, a similar certificate from a similar technical authority will be necessary and such an authority will be determined on the merits of each case. The concurrence of the Ministry of Finance would be necessary in all cases for replacement of the staff cars.

(iii) Old and unserviceable staff cars will be disposed of to the best advantage of Government in accordance with the provisions of the General Financial Rules or any other relevant rules, for the time being in force, or which may be brought into force.

(iv) Any other policy matter regarding the purchase of staff cars not covered by sub-rules (i)—(iii) above be referred to the Ministry of Transport and Communications (Department of Transport) for their advice.

GOVERNMENT OF INDIA'S DECISION—

The President is pleased to remove the ban imposed on the purchase of staff cars from the open market. The Ministries/Departments etc. may observe the normal purchase procedure for the purchase of staff cars through D.G.S. & D. rate contracts in future.

[G.I.M.F. (Deptt. of Exptr.) Memo. No. F. 3 (1)-E. II (A)/83, dated the 6th July, 1983].

44. In so far as the staff cars of Administration of the Union Territories are concerned, the foregoing rules shall apply with the modification :—

- (i) In rule I, for the words, "Under Secretary", the words "Under/Assistant Secretary to the Administration" shall be substituted.
- (ii) In note (1) (i) below rule 8, for the words "Secretary/Joint Secretary in the Administrative Ministry" the words "Chief Secretary to the Administration" shall be substituted.
- (iii) In rule 9 :
 - (a) in sub rule (i) for the words "Secretary to the Ministry" Secretary's consent' and "Secretary" the words "Chief Secretary to the Administration" "Chief Secretary's consent" and "Chief Secretary" shall respectively be substituted and after the words "Minister" the words or the "Administrator of the Union Territory" shall be added.
 - (b) for sub rule (ii) the following shall be substituted :—
 "(ii) Subject to such conditions as he may impose, the Chief Secretary may delegate his powers under subrule (i) to any Secretary to the Administration or in respect of a staff car allotted to an organisation located outside the headquarters of the Administration, to the head of such organisation."
- (iv) In rule 11, for the words "Members of the Planning Commission the words "Members of the Planning Commission/Administrator of the Union Territory" shall be substituted.
- (v) In rule 15, for the words "within municipal limits" the words "if the distance between the two points does not exceed 8 kilometers" may be substituted.
- (vi) In rule 16, for the words "Deputy Secretary" the words "a Secretary to the Administration" shall be substituted.
- (vii) Deleted.
- (viii) In rule 24, for the words "on a scale of pay of Rs. 260-6-326-EB-8-350", the words "on a scale of pay prescribed for such posts under the Administration by the Central Government or by the Administrator of the Union Territory in exercise of the powers delegated to him" shall be substituted.
- (ix) In rule 38, for the words "an officer not below the rank of an Under Secretary" the words the "Controlling Officer" shall be substituted.
- (x) In rule 39, for the words "A senior officer preferably of the rank of Joint Secretary in each Ministry" the words "The Secretary to the Administration in the Department concerned or the Head of Department" shall be substituted.
- (xi) For rule 41 the following shall be substituted :—
 41. The procedure for servicing and repairs of staff car shall be such as may be prescribed by the Administrator of Union Territory from time to time :
 Provided that where the Administration has workshop attached to any Government Transport undertaking, such work shall not be entrusted to any agency other than the workshop except under the orders of the Chief Secretary to the Administration."

- [G.I.M.F. Memo. No. F. 3 (30)/60, dated the 27th June, 1961].

Date	Time		Milemeter/Kilometer reading	Miles/Kilometers covered	Period of detention included in cols 2 & 3 (for non-duty journeys only)	Name and Designation of officer using staff car	Places visited	Propose of journey—if official, full details	Signature of officer using car, his remarks, if any	No. of hours after normal duty hours or on Sundays and closed holidays	Initials of officer I/C of Vehicles—his remarks, if any.
	Form	to									
1	2	3	4	5	6	7	8	9	10	11	12

ANNEXURE II
(See Rule 40)
SUMMARY OF LOG BOOK

For the month of

S. No.	No. of staff car	Miles/Kms. Covered for		Total	Time spent for non-duty journeys		Amount due for non-duty journeys including detention charges if any	Details of bills and amount realised (by cash/cheque)	Particulars of credit of Government account (Chalan No. & date)	Total quantity of Petrol consumed (Litres)	Reading of Milometer/Kilometer		Average miles/Kms. per litre (col 5-11)	Remarks
		Duty	Non-duty		Within normal duty hrs.	Outside Normal duty hrs. or on Sundays and closed holidays					On 1st	On last day		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
								hrs mt.s.		hrs. mit. s.			Rs. P.	

***ANNEXURE III**

'PRO-FORMA FOR MAINTENANCE OF RECORD OF REPAIRS OF STAFF CARS'

1. Name of Ministry/Department '... ..
2. Model of the Car/Chasis No.
3. Engine No.
4. Date of Purchase
5. Cost of the car
6. Registration No.

Sl. No.	Date of Repairs	Name of the dealer from whom the car has been got-repaired	Nature of repairs carried out	Bill No. and date	Expenditure Incurred	Progressive expenditure	Remarks if any	Signature of the Controlling Officer
1	2	3	4	5	6	7	8	9
