

PROCEEDINGS OF THE CHAIRMAN,
KERALA STATE POLLUTION CONTROL BOARD

(Present: Sri. Pradeep Kumar A.B.)

Sub: Kerala State Pollution Control Board – Establishment – Publishing of General Guidelines for the usage of Staff Cars – Orders issued.

KERALA STATE POLLUTION CONTROL BOARD

No. PCB/VEH/E8/3933/2019

Thiruvananthapuram Dated: 25.01.2021

ORDER

Kerala State Pollution Control Board is hereby publishing guidelines as appended to this order for regulating the usage of Board Vehicles, along with terms and conditions for hiring of private vehicles by the various offices under Kerala State Pollution Control Board.

These guidelines shall come into force with effect from the date of order by superseding all earlier instructions or orders issued in this regard.

Sd/-
CHAIRMAN

To

All Heads of the Sub Offices of the Board.

All Section heads of the Head Office

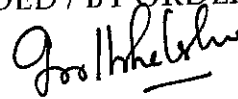
Accounts Section

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ADMINISTRATIVE OFFICER

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KERALA STATE POLLUTION CONTROL BOARD

GENERAL GUIDELINES FOR THE USE OF STAFF CAR

OBJECTIVES: - Kerala State Pollution Control Board owns 34 numbers of vehicles which are distributed to the Head office and various Regional/ District Offices evenly. At present no guidelines have been issued for the effective management and systematization of vehicle related matters. As such the following guidelines are issued. These orders/guidelines will take effect from the date of issue. Necessary amendments to the staff Car Rules will be issued in due course.

I. Control of Staff cars and Responsibilities of Controlling Officers :

1. The staff car will be under the administrative control of the Member Secretary/ Head of the Regional Offices/District Offices or any other officer authorized by the Chairman who will act as a Controlling Officer in respect of the Staff Car of the concerned office.
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/she shall maintain for each vehicle :-
 - a) A log book ;
 - b) A record of repairs and replacements indicating the cost and dates on which they are carried out and of spare parts ;
 - c) A register showing cost of petrol ,etc, consumed and all incidental receipts and expenditure ;
 - d) An inventory of the equipment.
4. The Controlling 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 Book of the respective Vehicle
 - b) Certified that the necessary recoveries under clause III (20) of the Vehicle guidelines have been made from the parties concerned, using the staff car for non-duty journeys.
5. He/she 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/she should also have the vehicle tested every six months for fitness for journeys and place a report on record.
6. The Fuel Consumption test for every vehicle shall, once in six months, be got conducted by a competent officer of the Motor Vehicles Department. The

Controlling officer shall record in the log book, a certificate in respect of the fuel consumption. If the rate of fuel consumption is found increased from the previous test, the controlling officer shall examine and record as to what defect the vehicle is having and shall give direction to rectify the same.

7. He/she will be personally responsible for the proper and prompt recovery of all charges recoverable for the use of staff cars and their credit to the Board as "Miscellaneous Receipts of the Board"
8. He/she shall recover the traffic enforcement fines for traffic violations, if any received from the Motor Vehicles Department/ Kerala Police Department, from the Driver of the vehicle concerned and the officer using the vehicle, in the ratio 25:75 and remit the amount to Board.
9. He/she should report half-yearly to next superior officer the summary of expenditure incurred on account of fuel, maintenance and repairs of each vehicle under his/her control with specific remarks. The supporting bills/vouchers should also be furnished along with the report. Half yearly reports shall be consolidated at the Head office and submitted to the Chairman for perusal.
10. On transfer from the post, he/she will hand over complete vehicle details and records to the successor, and mention the fact in the charge report.

II Use of Staff Car for Official Purposes:

11. All vehicles are intended to be used only for bonafide official purposes within the State including tours of officers who are entitled to use special conveyance and claim higher road mileage.
12. The Chairman and the Member Secretary will use the designated Official vehicles.
13. Apart from those vehicles, the Chairman will have the power to nominate /designate senior officers for whom, conveyance facility with to and fro pick up and drop from residence to office and vice versa, for official duty will be allowed. However no staff car will be exclusively placed at the disposal of such Officer and all journeys are to be properly entered in the log book.
14. The staff cars may be engaged on bonafide official duty within head Quarters for the following purposes.
 - a) Journeys by the officers and staff of the Board to places in connection with Board's work;
 - b) Journeys performed from Air Port/Railway Station / Bus Stand to residence, office etc. and vice versa by officers of the Board, Board Members and by the Central/ State Government Officers connected with Board's work or as Dignitaries/invitees within a radius of 8Kms or the corporation limits whichever is more.
 - c) Journeys performed by the Chairman and Member Secretary of the Board for attending parties receptions etc for which invitations have

been extended by virtue of their office and which in their discretion, they decide to attend.

- d) Journeys performed by officers for attending official parties/receptions etc. for which invitations have been extended to them by virtue of their office and which , in their discretion, they decide to attend subject to availability of vehicles.
- e) Journeys performed in cases of emergency, when an employee on being suddenly taken ill or on meeting with an accident is removed from his office /place of accident to a hospital or residence. The officer concerned or superior officer should place on record a certificate indicating the circumstances necessitating the journey.
- f) Journeys by non officials, who are asked to attend an official meeting and who, after the meeting is over, have to be dropped back.
- g) Journeys performed when officers have to be picked up from their residence or dropped back in cases when they are required to attend meetings –
 - i) During normal working hours if the meeting have been convened at places out-side their normal place of work , or
 - ii) Outside the normal working hours

- 15. The staff cars may be used by others on bonafide official duties with prior approval of the Controlling Officers.
- 16. Staff cars should not be used for official journeys outside headquarters for which TA is admissible, except on the written sanction of the Chairman of the Board. In emergencies, sanction through email shall be obtained.
- 17. Officers using staff cars are required to note, in their own hand writing in the log book, the mileage at the start and at the completion of their trips after verifying the mile meter and give sufficient particulars to indicate that the journeys were on official business.
- 18. Officers using the staff car on Sundays and Holidays shall indicate clearly, the purpose of journey being performed by them.
- 19. The name board of the vehicle should not be concealed or covered or removed on any occasion. Both the Driver and the controlling officer of the vehicle are personally responsible to exhibit the name board in the vehicle. Negligence in this regard will be viewed seriously.

III Use of Staff car for non-duty purposes

- 20. Staff car may be permitted to be used for non duty journeys on payment of prescribed charges as per Government rates from time to time by the officers of the Board, to a limited extend, provided that its use for such purposes would not interfere with the official requirements in any way and duty

journeys will have preference over non –duty journeys. The following classes of journeys will be regarded as permissible for officers not eligible for office vehicles.

- a) Journeys from residence to office and vice –versa, in case of emergency.
 - b) Urgent visits to hospitals
 - c) Other specific purposes (other than paid use) with the written permission of the Chairman.
21. The use of staff car may also be permitted by touring officers of the CPCB/ Regional SPCB's on official duty connected with the Board. No staff car is exclusively placed at the disposal of the touring officers. All journeys are to be properly entered into the log book.
22. It may be left to the discretion of the Chairman to decide whether any particular journey should be treated as 'Official' or 'private'.

IV. Pay and allowances of staff car Drivers.

23. The Permanent category drivers of the staff cars will be treated as members of the regular establishment. They will be entitled to travelling allowances at the rates applicable to Grade III officers under Government of Kerala.
24. Drivers attached to the Chairman and Member Secretary will be eligible for special allowance at the rate of Rs. 400 per month.*
25. Permanent category drivers shall be eligible for uniform allowance @ 1600 per year.*

* NOTE: This clause will not be applicable to Contract/ Daily wage Drivers

V. Duties and working hours of staff car drivers

25. The staff car drivers will attend to the cleaning and washing of the staff car also as these form part of their duty.
26. Normal working hours of the driver will be from 9.30 A.M. to 6.30 P.M. with an interval of half an hour, from 2 PM to 2.30 P.M for Lunch. However the Controlling Officer shall prescribe the working hours of the Driver according to administrative Convenience and requirements that the total number of hours of effective duty do not exceed 8 1/2 hours per day.

VI. Overtime allowance for staff car drivers

27. Overtime allowance will be admissible to the Drivers, on a certificate from the Controlling Officer that it has been earned, at the rates and subject to the Conditions mentioned in clause VI and VII above and also subject to the

conditions prescribed by Government of Kerala from time to time for the category.

28. The rates applicable on the date of issuance of these guidelines will be as follows.

Overtime Allowance/ Special Bata		
Item	Excess working hours up to one and a half hours	Excess working hours above one and a half hours.
On normal working days	Rs. 50 per Day subject to a maximum monthly ceiling of Rs. 750/-	Rs. 70 per day subject to a maximum monthly ceiling of Rs. 1000/-
On Sundays and Holidays	For Permanent Staff : A Day off For Daily wage/Contract Staff : Full pay for one day	

29. When overtime allowance is paid to a driver for overtime work performed by him, he shall not be entitled to receive any other remuneration (whether in the form of Travelling Allowance/Compensatory Leave or otherwise) in respect of such overtime work.
30. No overtime allowance is admissible if the drivers are required to be on duty during Lunch Interval as their duties are intermittent.

VII. Repair and Maintenance of Staff Cars

31. The Controlling Officers will be responsible for conducting periodic Servicing of the vehicles through authorized workshops, remittance/renewal of Motor Insurance Policies, Pollution check Certificate etc. on time.
32. Request for repairs, made by the drivers of the vehicles concerned shall be examined by the controlling officer/ competent authority and repairs shall be made, as far as possible through Government approved workshops/authorized dealers alone. Competitive Quotation shall be obtained for spare parts, if the cost is estimated to be above Rs 15000/-
33. Expenditure towards the repair of Board Vehicles within the ceiling fixed in financial delegation (i.e., Rs.5000 in respect of Head of the District Offices and Rs 7500 in respect of Regional Office Heads) can be undertaken by the respective Controlling officers of the Regional/ District offices. However, expenditure over and above Rs. 7500/- shall be taken up with the head of the office for prior approval with the following documents.
1. Drivers Report.
 2. Minimum three quotations for the supply of spare parts with its item vice comparative statement.

3. Work Estimate
 4. Financial statement for the current year
 5. Registration number of the Vehicle, make & Model, total Kilometres covered
 6. Certificate by the controlling officers to the effect that the purchase/repair is essential for the vehicle.
 7. In case of accident repairs, copy of the FIR, Scene Mahazar, Insurance Certificate and Report of the AMVI.
34. Proposal for Expenditure sanction towards repair of the vehicle should be supported with a statement of the Driver of the Vehicles concerned and the Controlling Officer “ *The work has been done satisfactorily* “on the reverse side of the Bill.
35. Tyres that can be threaded shall not be replaced by new ones on any account.
36. Whenever there are valid rate contract holders for the supply of tyres and batteries, purchase from other dealers shall not be effected
37. All repairs and replacement of spares, tyres, battery etc should be recorded in the log book of the vehicle specifying cost and kilometer reading.
38. The practice of carrying out the Purchase/Repair works etc. in anticipation of sanction shall be avoided. Only in extreme urgency such method may be resorted to.

VIII. Guidelines for hiring of vehicles for long term use

39. Requests for hiring vehicles for the Regional/District offices shall invariably be submitted to the Member Secretary for approval, well in advance.
40. After obtaining permission from the Head Office, the controlling officer shall invite quotations from vehicle contractors (minimum 3nos), and lowest quoted proposal shall be accepted. If necessary, further negotiations with the L1 may be made before finalization of the quotation.
41. Initial period of contract shall be one year. If the existing contractor is ready to provide service for the second year on the same rates, contract can be renewed.
42. If otherwise, further quotations shall be invited and the existing contractor can also take part in the process if he desires so.
43. A uniform terms and conditions for hiring of vehicles shall be prepared and circulated to all Head of the Offices/controlling officers from the Head office.*

(Sd/-)
CHAIRMAN

*** guidelines appended**

Terms and conditions for Hiring of Vehicles for KSPCB

The District officers shall invariably seek permission from Head office before proceeding with the publishing of tender notice towards hiring of vehicles. However the following general terms and conditions are insisted as a guideline so as to ensure uniformity.

General Conditions:

1. Sedan/SUV/MUV category Vehicles like Mahindra Bolero, Maruthi Suzuki Swift Dzire, Honda Amaze, Ford Aspire, Tata Tigore, etc should be preferred based on the terrain and the purpose of use.
2. Either quotations for one or two types of vehicles (Sedan and SUV/MUV) or a single identified type, can be called for from the vehicle contractors , which shall be used based on necessity and payments made as per use .
3. Procedure for hiring of such vehicles should be through a transparent bidding process. Tender Notice shall be published in a local newspaper with wide circulation giving a minimum of two weeks' notice.
4. The bidding criteria should be fixed considering the hiring charges per month plus a certain number of excess driving hours and kilometer per month, preferably up to 2000kms a month and 8 working hours per day . The hired car could be used beyond agreed kilometers and hours, if required. The vehicle contractor will have to quote per additional km beyond 2000 km and additional hour beyond 8 hours a day for which the vehicle is hired.
5. To ensure serious bids, EMD of Rs 5000/- should be insisted.
6. The vehicles proposed to be supplied should either be registered in the name of the firm or in the name of proprietor or in the name of partner(s)' of the firm.
7. The Vehicle shall be either new or below one year (but should not have covered above 25,000Kms) on the date of calling for tenders.
8. The contract shall be valid for a period of 12 months at a time and can be extended up to 36 months based on satisfactory performance.
9. In case of increase /decrease in the fuel price, hiring charges may be increased/decreased by "7 X 30 X increase/decrease in fuel prices. Rates should

be revised only if increase/decrease is above Rs.1.00 and would be effective from 1st of the following month. No revision would be allowed during the month.

10. All expenses will have to be borne by the firm in case of breakdown of the vehicle supplied. The owner/firm shall be required to immediately provide standby vehicle in case of any breakdown.
11. All the charges towards repair/servicing, salary of the Driver, petrol expenses, any other incidental expenses on operations & maintenance of the hired car shall be borne by the firm.
12. The car with the Driver would be placed at the disposal of KSPCB as and when required. KSPCB would be free to use the hired car in any manner for carrying officials, material etc. as per its requirements and the firm will not have any objection to it.
13. The antecedents of drivers to be deployed should be properly verified and their details (names, addresses, telephone nos., photograph, copy of driving license etc) will have to be provided to this office, Prior permission has to be obtained from the office before change of any driver.
14. The firm may discontinue the Contract by giving a notice of 45 days in writing. The Office reserves the right to cancel the contract at any time without assigning any reasons whatsoever.
15. All liabilities, arising out of any legal dispute, accidents, etc. shall be borne/paid by the firm and KSPCB shall not be liable in any matter whatsoever
