

MOTOR VEHICLES

- 33.1 Central Bureau of Investigation is in possession of its own motor vehicles including cars, scooters, motor cycles etc. in the Head Office at New Delhi as well as in its various branches at other places.
- 33.2 All purchases of vehicles in CBI are centralized in Head Office at New Delhi and purchases are made on DGS&D rate contract. After sanction of the competent authority for purchase of new vehicle(s) in lieu of prematurely/maturely condemned vehicle or otherwise with the sanction of the government, approval of the competent authority is taken for allotment of new vehicle. Generally, the new vehicle is allotted to the branch/unit whose vehicle has been condemned. Only in exceptional case(s) with the approval of Joint Director (Admn.), the new vehicle is diverted to another branch.
- 33.3 The Superintendents of Police, CBI are the controlling officers for all the vehicles in Branch Offices. In Head Office, the SP(HQ) is the controlling officer. The controlling officer is responsible for the proper use, care and upkeep of the vehicles and regulating their journeys in accordance with the "Instructions for the use and maintenance of motor vehicles framed by the CBI and the Government of India Staff Car Rules". The motor vehicles of CBI are known as service vehicles or operational vehicles and their use is normally made for operational purposes. The use and maintenance of these vehicles is governed by the instructions issued by the Government of India as well as the departmental instructions issued in this regard from time to time.
- 33.4 CBI vehicles are not to carry any plates, red or amber lights, sign boards in front or at the rear indicative of the fact that they belong to the CBI or government. The Staff car should not ordinarily be taken outside the city limits except with the permission of the branch SP. When the journey is to be performed by the Head of the Office himself, he has to take permission from the DIG. Staff cars should not be allowed to be used by officers while on leave. The use of staff car for non-duty journey is completely banned. For use of staff car for private purpose the guidelines contained in Staff Car rules are to be followed. Duty journeys shall have preference over non-duty journeys.
- 33.5 Staff cars being used by the officers of the level of Secretary to Government of India and above are to be provided with air-conditioners.
- 33.6 Officers of the rank of Joint Secretary and above and the Heads of Departments of the Central Government in the Senior Administrative Grade may at their option avail the facility of using the staff cars for journeys from residence to office and back or opt for drawing transport allowance. If they opt for using the

staff car, they need not make any payment but they will not be entitled to transport allowance.

33.7 **Exemption from compulsory insurance**

Motor vehicles owned by the Central Government, which are used for purposes not connected with any commercial enterprises, are exempted from compulsory insurance against third party risk by virtue of sub-section (2) of Section 94 of the Motor Vehicle Act 1933. Such vehicles shall not, therefore, be insured.

33.8 **Control over expenditure on POL & repairs**

Director, CBI vide CBI H.O. Circular No. DPMT0 1999/001/14/21/99-MT dated 24.5.1999 has fixed ceiling of 150 litres of POL per month for four-wheeler vehicles belonging to the Regional Offices/Branches and 200 litres for vehicles belonging to the officers of and above the rank of JD. The officer should adhere to the limit in the normal course. If, due to exigencies of investigation or court work, it is felt that more POL is required for a particular vehicle in a month, the same should be got sanctioned from the next supervisory officer giving justification for sanction of excess POL. Supervisory officers should sanction the extra POL for the vehicle after proper application of mind and not in a routine manner. All officers should exercise strict control over the use of vehicles in view of the instruction of Government of India issued from time to time to control the expenditure^{1[1]}.

33.9 **Service and repairs**

As per Staff Car Rules, the staff cars may be got repaired at the Electrical and Mechanical Workshop, National Airport Authority and the respective office should pay the bills for the same to the workshop directly from its own funds. Repair and maintenance work of Delhi based branches in CBI is undertaken at the Head Office workshop. Incharge, MT workshop has to prepare an inspection report. In case there is heavy workload in the workshop and there are no facilities with the workshop for conducting repairs, the work should be entrusted to an authorised dealer or a private firm, keeping in view the general principles contained in the General Financial Rules, 1963 and instructions contained in CBI HO Circular Nos. (i) DPMT0 1999/001/14/21/99-MT dated 24.5.99 and (ii) DPMT 1999/Circular/14/21/99-MT Dated 8.9.1999 and instructions issued from time to time.

33.10 According to Schedule -VII of DFPR-1978, the life of various types of vehicles, in terms of distance run (in km) and length of use (in years) whichever is reached later, have been fixed as under:

S. No.	Type of vehicle	Kms.	Years
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^{1[1]}GIMF Order File No.7(4)/E-Coord/2000 dt.24.9.2000

1	Motor vehicles fitted with engines upto 20 hp (RAC)	150,000	6-1/2 years
2	Motor Cycles fitted with engines of 3.5 hp (RAC) or above	120,000	7 years
3	Motor Cycles fitted with engines of less than 3.5 hp (RAC)	120,000	6 years

33.11 A vehicle is condemned only after a certificate has been obtained from any of the following authorities to the effect that the vehicle is not fit for any further economical use:

- (i) Electrical & Mechanical Workshop of the National Airport Authority.
- (ii) Workshop of a State Road Transport Corporation.
- (iii) At locations where workshops mentioned at (i) and (ii) are not available, Transport Workshops under the Central or State Government Departments are also authorised to issue such certificates.

33.12 A Committee may be constituted to consider and recommend condemnation of vehicles. If the above conditions are satisfied, Director/CBI has been delegated powers to condemn vehicles upto monetary ceiling of Rs.200000/- in each case for a period upto 31.12.2006. Replacement of vehicle is sanctioned by the government. Premature condemnation of vehicle and its replacement is sanctioned only by the government.

33.13 It has to be ensured that condemned vehicles are disposed off as per the procedure within a period of three months from the date of placing of an order with the manufacturer for replacement of vehicles.

33.14 **Service**

All 4-wheelers should be got serviced after covering 5000 kms. and all 2-wheelers should be got serviced after covering 2500 kms. The servicing would include washing of the vehicle, change of engine oil, gear oil, differential oil, coolant, tuning of the engine, change of oil filter etc.

33.15 **Life of tyre/battery**

33.15.1 The life of a tyre is taken as 40000 Kms. run. In case, it is unserviceable, it should then be got retreaded with cold rubber after 24000 Kms. and it should run another 16000 Kms. If a tyre has run 40000 Kms., it can be condemned and replaced. Tyres should, therefore, be purchased judiciously and on need basis only. To optimise the life of tyres, these would be rotated in the 4-wheeler

after every 5000 kms. Rotation of tyre means bringing the front tyre to the rear side and rear tyres to front side and also to change the face of the tyres.

33.15.2 If the battery is maintained properly, it will have a satisfactory running life of 2 years. A battery should normally not be condemned before 2 years.

33.16 **Vehicle inspection**

All vehicles should be inspected faithfully by the In-charge, MT and by the branch SP at least once in a month. All the observations of SP during the inspection should be rectified promptly by the In-charge, MT. The In-charge(MT) in the branches should be of the rank of ASI & above and in the Head Office of the rank of Inspector and should be well conversant with the maintenance of vehicles.

33.17 **Disposal of condemned vehicles**

The condemned vehicle(s) are to be disposed off immediately to the best advantage of government exchequer and intimation sent to Head Office. The sale proceeds of condemned vehicle/scooters will be deposited in the Government Account under Head "Miscellaneous Receipts".

33.18 **Records Maintenance**

The following records are to be maintained in the MT Section of branches in respect of a vehicle:

1. 1. **Log Book:** The journeys are to be properly entered in the log book- Rule 15 of Staff Car Rules. Signature of the officers below the rank of Joint Secretary availing the staff car should be obtained in the log book (Rule 33 of Staff Car Rules).

All the columns should be filled and the officer using the staff car should sign the Log Book. At the end of the month a summary should be prepared in the following format:

- (i) Kilometres reading as on first day of month
- (ii) Kilometres reading as on last day of month
- (iii) Total distance covered during the month
- (iv) Petrol balance at the end of previous month
- (v) Petrol drawn during the month
- (vi) Petrol consumed during the month
- (vii) Petrol balance at the end of the month
- (viii) Kms/per litre (average) during the month

This summary should be signed first by the driver and then by the In-charge(MT) Section who should thereafter put it up to the SP of the branch. In the case of Head Office, this summary should be signed by the DSP(HQ).

2. A record of repairs and replacements, cost of petrol consumption, cost of spare parts etc., with the dates in prescribed form SPE G-35/ MTR.
3. In case of branch vehicles, a statement showing the consumption of petrol and lubricants and the repairs etc. is to be sent to Head Office as per the instructions issued from time to time. A similar statement is to be prepared in respect of Head Office vehicles.
4. All entries about repair/maintenance, POL and condemned spare parts etc. should be entered in the Admins Module on regular basis.
5. The spare parts which have become unserviceable and replaced parts should be deposited in the MT Store and an entry be made in the Condemned Spare Parts Register. These parts should be disposed off by auction after completing all codal formalities under the supervision of a gazetted officer.
6. Details of expenditure on all the vehicles including the same on repairs, upholstery, POL, servicing, purchase of oil etc. should be properly entered in the history sheet.

33.19 All requisitions for the vehicles are ordinarily required to be made in writing to the controlling officer in the prescribed form.

33.20 A register in Forms SPEG-35/MTR is to be maintained in respect of each motor vehicle, jeep, pick up van etc. in each Branch Office or in the Head Office for Head Office vehicles.

33.21 Director, CBI as Head of Department, has full powers for incurring expenditure on maintenance, upkeep and repair of vehicles including two wheelers. Director, CBI has delegated his powers regarding expenditure on POL, maintenance, upkeep and repairs of vehicles, as follows :

Sl. No	Nature of powers	SP working as Head of Office	SP(HQ)	DD(A)/DIG	JD
1	Motor Vehicles- Purchase of POL.	(i) Car : upto Rs.6000/- p.m. If the branch has one car and upto Rs.4000/- p.m. per vehicle If the branch has two or more vehicles. (ii) M/Cycle/ Scooter: upto Rs.1000/- p.m per scooter / motor cycle.	(i) Upto Rs.6000/- on each occasion. (ii) Upto Rs.1000/- on each occasion.	(i) Beyond Rs.6000/- on each occasion. (ii) Beyond Rs.1000/- on each occasion.	Full powers

2	Maint- enance, Upkeep and repairs.	(i) Car : upto Rs.6000/- on each occasion subject to maximum of Rs.15,000/- p.a. (ii) M/Cycle/ Scooter Rs.1000/- in each case subject to Rs.3000/- p.a.	(i) Upto Rs.6000/- on each occasion. (ii) Upto Rs.1000/- on each occasion.	(i) Beyond Rs.6000/- and below Rs.15000/- on each occasion. (ii) Beyond Rs.1000/- on each occasion.	Car : upto Rs.40000/- on each occasion. (ii) JD(A) has full powers in this regard.
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Filename: Chapter_33.doc
Directory: C:\Office_BLJ\ManualAdmin
Template: C:\Documents and Settings\raul\Application
Data\Microsoft\Templates\Normal.dot
Title: Chapter 33
Subject:
Author: raul
Keywords:
Comments:
Creation Date: 9/5/2006 12:33:00 PM
Change Number: 1
Last Saved On: 9/5/2006 12:33:00 PM
Last Saved By: raul
Total Editing Time: 0 Minutes
Last Printed On: 9/5/2006 3:56:00 PM
As of Last Complete Printing
Number of Pages: 6
Number of Words: 1,839 (approx.)
Number of Characters: 10,486 (approx.)