

DELHI TRANSPORT CORPORATION
(OF THE MUNICIPAL CORPORATION OF DELHI)
I.P. ESTATE: NEW DELHI.

No. ADMI-3(50)/67

Dated: 29.5.67

EXECUTIVE INSTRUCTIONS REGARDING
USES OF STAFF CARS OF THE D.T.C.

1. Appointment and functions of the Controlling Officer:

The General Manager shall appoint from amongst the officers of the undertaking one or more controlling officers who will exercise administrative control over the staff cars in the various units/depots of the Undertaking. The controlling Officer shall be responsible for the proper use, care and maintenance of the staff cars under his control and will regulate their journeys in accordance with these Executive Instructions.

On transfer from his post, the Controlling Officer will hand over the vehicles, complete with all accessories, to his successor or to any officer appointed in this behalf by the General Manager and mention this fact in his charge report.

The term 'Staff Car' means a jeep, Station Wagon and includes motor cycle, scooter or any other auxiliary vehicle of the Undertaking which the General Manager from time to time, declares to be staff car.

2. Allocation of Staff Cars.

The General Manager may, from time to time, allocate staff cars to the officers of the Undertaking in such manner as he may, in the interest of the Undertaking, deemed fit.

3. Use of Staff Cars for Official purposes:

(1) Staff Cars are intended primarily for use on bonafide official duties within the limits of the area of operation of the Undertaking and shall not be taken out of

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These limits without the written permission of the General Manager.

(2) For the purpose of Sub-para (i), the following journeys are to be treated as official :-

(a) All journeys performed by the officers and other employees of the Undertaking for visiting the Head Office, depots and workshops in connection with official inspection or meeting or checking the operation of the services of the Undertaking on any time or route.

(b) All journeys performed for collecting or delivering stores and other emergent requirements, taking cash to and from banks and attending breakdowns and accidents on the line.

(c) Officers of the Undertaking proceeding on or returning from tours may be allowed the use of staff car between the Railway Station or airport and their places of residence, provided that the officers shall not draw kilometre allowance in respect of the same journeys. They should be required to give a certificate alongwith the travelling allowance bill stating whether or not the staff car was used by them for the purpose.

(d) The General Manager or Controlling Officer may permit the use of staff Cars, from the residence to the place of duty and back, by such officers of the Undertaking as are required to attend duty before or after their normal working hours.

(e) Staff Cars may be used for transporting the employees of the Undertaking who fall sick during Office hour to their residence or hospital or any other place and back to their residence or office as the case may be as and when considered necessary. The controlling Officer should placed record.

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a certificate indicating the circumstances, necessitating such journeys.

(f) Officers and members of Transport and other Committee of State Road Transport Undertakings or State Transport Departments who come to Delhi to attend meetings and conferences held under the auspices of the Undertaking, may be allowed to use of staff cars from the railway station or airport to the places of their stay or official meetings and back.

(g) officers and members of Transport and other Committees of State Transport Departments visiting Delhi in connection with conferences sponsored by the Central Govt. or in connection with some official business of their own Undertakings or Departments may, on a reciprocal basis, be allowed the use of staff cars for attending meetings and other functions, free of charge.

(h) The official members of the Delhi Transport Committee may be allowed the use of staff cars free of charge for attending the meetings of the Committee and its Sub-Committees if no other conveyance is available and even if the distance between their headquarters and the office of the Committee is 5 K.M. or less.

(i) Non-official members of the Delhi Transport Committee may be allowed the use of staff cars, free of charge.

(j) The Chairman, Delhi Transport committee will be entitled to free use of staff cars for official duties. The official duties will also cover the journeys between the residence and office and back. Non official members of the Committee may be allowed the use of staff cars free of charge for visits to the various establishments and

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Units of the Undertaking and for visiting the stands, termini within the operational area, with the prior written permission of the Chairman. They will also be entitled to free use of staff cars while attending meetings conveyed by any of the Ministries of the Central Govt. or Delhi Administration in connection with the work of the Undertaking.

(k) Such other duties as the General Manager/Chairman may consider to be bonafide official duties.

4. Non-duty Journey :-

The use of staff cars may be permitted to a limited extent by the Controlling Officer for non-duty journeys of the employees of the Undertaking subject always to the condition that their use for such purposes shall not interfere with official requirements in any way. The use of staff cars for private purposes is not permissible for journeys to any place of public amusement such as cinemas or or races.

The following classes of non-duty journeys will generally be regarded as permissible but the Controlling Officer can use his discretion in allowing the use of staff cars for other non-duty journeys in special circumstances :-

(a) Occasional journeys performed by officers from their residence to office and vice versa.

(b) Journeys performed by officers from their residence to Railway Station and vice versa while proceeding on or returning from leave and to see friends or relatives who are sick.

(c) Urgent visits by officers to medical dispensaries for obtaining medical aid or advice for them selves or their families.

5. Charges for Non-duty Journeys :-

(a) The charges for the use of staff cars for journey

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With in normal working hours fixed for its use will be 31 paise per kilometre and will be calculated on the distance from garage to garage. In addition to these charges, detention charges at 50 paise per hour subject to a minimum of 25 paise for a period of 30 minutes or part thereof will also be levied. The journey time will be deducted from the total time at 32 kilometers an hour by rounding off the figures. The distance of less than half a kilometer will, be disregarded and half more than half a kilometer taken as one kilometre.

(b) If the car is used before or after normal working hours, or on Sundays and closed holidays, an extra charges of 25 paise per hour or fraction of an hour subject to a minimum of 50 paise will be leviable.

(c) Notwithstanding anything contained in clauses (a) and (b) the General Manager may revise the charges for non-journeys from time to time keeping in view the cost of operation and other allied factors.

(d) The normal working hours for staff cars will be an hour earlier or later than the scheduled office hours.

EXPLANATION : For the purpose of these Executive Instructions "Garage" means the place where the staff car is parked after duty hours.

6. Recovery of charges :

The Controlling Officer will be responsible for the recovery of charges at the rates laid down in Para 5 above from the officers concerned on account of Non-duty journeys performed by them. The bill will be prepared in the form

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Prescribed in Annexure I in the name of the officer concerned, The amount shall be recovered through the next pay bill.

7. Procedure for use of staff cars :

(a) All booking of staff cars should be made in writing to the Controlling Officer.

(b) Officers using staff cars should personally check the milometer/kilometre at the commencement and at the termination of their trips and certify whether the car was used on official or on private business. The relevant entries in the log book should be signed by the officer concerned on completion of the journeys. In the case of the General Manager or the officers and Member of Transport and other committees of State Transport Undertakings or State Transport departments the entries in the log book may be made and signed by the Secretary or personal Assistant of the General Manager. In the case of the Chairman of the non-official members of the Delhi Transport Committee the entries in the log book will be signed by the p.A. to the Chairman.

8. Maintenance of log books.

(a) A log book shall be maintained in respect of each staff car in the form as on Annexure-II showing particulars of Journey (official as well as non-duty journeys) performed by it.

(b) Subsidiary log books will be maintained for the days the regular log books remain under weekly scrutiny as specified in para 9. Entries from the subsidiary log books will be posted in the regular log book as soon as it is received back after scrutiny.

9. Scrutiny of log books.

All the log books should be made available to the Chief Accounts Officer for scrutiny on every Saturday. He

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should check thoroughly all the entries in the log books and bring to the notice of the Controlling officer any discrepancy as or irregularities noticed by him in the maintenance of the log books. After scrutiny of each log book, he will send the log book to the Controlling Officer with the following certificate namely :-

"Certified that I have examined thoroughly all the entries in the log book of staff car No. _____ for the week of ending _____ that recoveries for all Kilometre done on private accounts have been intimated to the officer concerned and the Accounts Section and that the information required to be compiled from the Log Book for the purpose of other registers has been compiled.

"CHIEF ACCOUNTS OFFICER"

10. Information to be collected from the log books.

(a) The official incharge of the Receipts and Issue Section will assess from the entries in the log books, the Kilometres done on private account and prepare and issue bills in the form prescribed in Annexure-I.

(b) The official referred to in clause (a) will prepare and put up to the Controlling Officer a monthly Return in respect of each staff car by the seventh day of the following month to which it relates in the form proscribed in Annexure-I II. He will also maintain a separate register in the form prescribed in Annexure-I V, entries in which will be made by him on every Saturday from the log books of the Staffcars. In this register, one folio should be allotted to each staff car so that figures of total kilometres and petrol will be readily available for the purpose of monthly returns. The figure of average kilometres per litre done by each staff car during a month will be intimated by the seventh day of the next month to the person incharge of the workshop which is responsible for the repairs and servicing of the staff car for such action as may be deemed necessary by that

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Workshop. The average kilometres per litre will be calculated as indicated in Executive Instruction 11.

11. Method of calculating average kilometres per litre of petrol.

The average kilometre per litre in respect of a particular month should be worked out by dividing the total kilometres covered by the quantity of petrol consumed during the month. The approximate quantity of petrol consumed in a month can be worked out by adding to the quantity drawn by the vehicle during the month the quantity of petrol left in the tank of the first day of the next month.

Note : For this purpose the quantity of petrol left in the tank can be taken to be that which is indicated by the fuel gauge of the car.

12. Servicing and repairs of staff cars :-

The repairs and maintenance work including servicing of the staff cars allocated to the depots will be done by the respective depot workshops and that of the staff cars allocated to the Head Office, by the Central Workshop or any other depot workshop (s) appointed in this behalf. The workshop and accounts section will maintain the record of performance of tyres, tubes and batteries of the staff car and of the cost of jobs done on these cars, in the same manner as is done in respect of the buses of the undertaking.

13. Utilization of the services of drivers for private purposes and charges therefor.

The General Manager may permit the officers of the Undertaking to utilize the services of the drivers without availing of the staff cars, subject always to the condition that this use shall not interfere with official requirements in any way. For such services, a charge of 60 paise per.

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hour will be recovered from the officer concerned and if the services of drivers are utilized before or after normal duty hours of these drivers or on Sundays (Provided rest day of driver falls on Sunday) and closed holidays, an extra amount of Rs.1.50 per hour will be charged.

14. Delegation of powers.

The General Manager may delegate any of the powers and functions conferred upon him by these Executive Instructions to any officer under his control subject to such conditions as he may deem fit to impose.

15. Cessation :

As from the date of commencement of these Executive Instructions the Standing Orders governing the use of Staff cars shall cease to have effect.

16. Interpretation :

If any question arises as to interpretation of these Instructions, the decision of the General Manager shall be final.

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General Manager

All Officers & sections

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ANNEXURE-I

DELHI TRANSPORT UNDERTAKING
(OF THE MUNICIPAL CORPORATION OF DELHI)
BILL FOR STAFF CAR FOR
PRIVATE OR NON DUTY JOURNEY

Staff car No.	Date of hire	Period From	To	Kilometers covered	Charges for the kilometers @ 31 P. per Km.	Detention charges	Extra charges for use on holidays or outside normal duty hrs.	Total Amount due
1	2	3	4	5	6	7	8	9

Counter signature of the Controlling Officer.

Official Incharge of the Receipt & Issue Section Head Office.

To

Copy to : Accounts Section for arranging collection of the amount through the paybill for the month of _____

ANNEXURE-II

DELHI TRANSPORT UNDERTAKING
(OF THE MUNICIPAL CORPORATION OF DELHI)

Date	Time From	To	Metre reading.	Kilo meters covered.	Name & design. of Officer	Log Book for Staff Car No.		Petrol drawn	Signature & Remarks if any.
						Places visited	Purpose of the journey if official state full details.		
1	2	3	4	5	6	7	8	9	

ANNEXURE - III

DELHI TRANSPORT UNDERTAKING
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MONTHLY RETURN

No. of vehicle	Section or Officer to whom attached	Total petrol issued during the month	Total run	K.M.	Kilometres on private account	Remarks if any
1	2	3	4	5	6	7

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OFFICIAL INCHARGE OF THE RECEIPT & ISSUE SECTION

DELHI TRANSPORT UNDERTAKING
(OF THE MUNICIPAL CORPORATION OF DELHI)

REGISTER OF PETROL CONSUMED AND KILOMETRESS PERFORMED
BY STAFF CARS

No. of STAFF CAR			SECTION OR OFFICER TO WHOM ATTACHED								
Date	petrol issued	petrol consumed	Total kilome- tres per- formed	Average Kilome- tres per litre.	Kilome- tre on private account	Name of the Officer responsible for payment	Recovery due	Date on which bill issued	Initial of the Incharge of R&I Section H.Qrs.	Date of recovery.	Initial of the I/C of R&I Section H.Qrs.
1	2	3	4	5	6	7	8	9	10	11	12

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