

**GOVERNMENT OF HARYANA
GENERAL ADMINISTRATION DEPARTMENT
(RVA SECTION)**

The 8th January, 1998

STATE POLICY FOR STAFF CARS

No. 1/2/98-R.V.A. From some time past the State Government has been considering to centralise the control of Government vehicles allotted to various categories of officers of State Government with regard to the entitlement of vehicles, their purchase, review of existing strength of vehicles and also to exercise effective control over the expenditure being incurred on various types of extra fittings in the vehicles. Instructions to control expenditure and to regulate the use of Government vehicles have been issued from time to time by the Finance Department, Transport Department and various wings of Chief Secretary's Organisation. After careful consideration of the various aspects relating to the vehicles, it has been decided to have a centralised control over the administration of vehicles. For the purpose a High Powered **Haryana State Motor Vehicles Board** has been constituted by the State Government comprising of the following:-

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| 1) | Chief Secretary | Chairman |
| 2) | Financial Commissioner & Secretary to Government, Haryana, Finance Department. | Member |
| 3) | Commissioner & Secretary to Govt. Haryana, Transport Deptt. | Member |
| 4) | Commissioner & Secretary to Govt. Haryana, Personnel & Co-ordination Department. | Member |
| 5) | Administrative Secretary concerned | Member |
| 6) | State Transport Commissioner | Member |
| 7) | Managing Director/Chief Administrator of the Board/Corporation concerned. | Member |

8) Joint Secretary to Govt. Haryana, Political & Services Departments. Member

9) Under Secretary Protocol Member-Secretary

The powers and functions of the Board shall be as under:-

- (i) To lay down broad guidelines for entitlement of Government vehicles;
- (ii) To scrutinise the proposal of the Govt. departments for the purchase of Motor vehicles;
- (iii) To review and prescribe norms with regard to various fittings and other accessories in the vehicles;
- (iv) To review the existing fleet strength of various Govt. departments
- (v) To prescribe the categories of officers who will be allowed the use of Govt. Motor vehicle single or otherwise and matter connected therewith or incidental thereto;
- (vi) To review the existing rules regulating the use of Govt. vehicles for private purposes.
- (vii) To review the norms and procedure regarding condemnation of Govt. vehicles;

2. All the Financial Commissioners, Administrative Secretaries, Director General of Police will be entitled for installation of an air conditioner in their cars. Those officers, who are in the rank of Financial Commissioners or Administrative Secretaries but holding other posts including the Heads of the Departments will also be entitled for an air conditioner in their cars. No other officer will be entitled for this facility.

3. No officer will be entitled for more than one car. However the Chief Secretary, Principal Secretary to C.M. and the Director General of Police, due to the nature of their work and vital role being played by them in running of administration, will be entitled for an extra car in order to discharge their duties effectively.

4. No officer, except Chief secretary, the Principal Secretary to Chief Minister, Director General of Police, Chairman, HSEB working in the Government would be entitled for a Contessa/Ceilo or any other superior car either from Government Department or from Boards/Corporations/Public Sector Undertakings which are wholly owned by the Govt. of Haryana. Only non-official Chairman of the Boards/Corporations/Public Sector Undertakings who have status of a Minister, will be allowed the use of Contessa car.

5. At present the Administrative Secretaries are using the cars of the departments of the Govt. or Boards/Corporations under them. Now onwards all the Administrative Secretaries will have staff cars from Sectt. Car Pool, The present staff cars being used by them will be transferred to the Sectt. Car Pool alongwith their drivers. The Sectt. Car Pool will henceforth be known as "Officers Cars Pool". For controlling this Officers Car Pool there will be an independent Branch in Sectt. under the charge of Under Secretary Protocol. This Branch will also handle all the matters relating to the State Motor Vehicle Board.

6. The entitlement of independent Vehicle to the officers of Secretariat, other than Administrative Secretaries will be decided by the State Motor Vehicle Board keeping in the view the necessity, nature of duties etc.

7. At Department's level the Heads of the departments will be entitled to independent vehicles. The entitlement of independent vehicles or pool vehicles for other officers of the departments will be decided by the State Motor Vehicle Board keeping in view the nature of duties and extent of touring by the officers.

8. At District level the Deputy Commissioners, ADCs, SPs will be entitled to independent staff cars and the SDO(C) will be entitled to independent jeeps. The entitlement of other officers at District and Sub Division level and Block level will be decided by the State Motor Vehicle Board keeping in view the nature of duties of the concerned officers on recommendation of the Administrative Secretary Concerned.

9. No officer at Headquarter or in the field will utilise non-governmental funds for purchase of a vehicle or on fittings accessories in the vehicles.

10. Only the bare minimum accessories be got fitted in the Govt. Staff Cars/Vehicles. No luxury type items should be got installed in the Staff Cars/Vehicles.

11. No officer of the State Govt. or Board/Corporation will be allowed to instal Red Lights on his vehicle except those who are entitled under Transport Department's. instructions circulated vide No. 24/17/81-3T(II) dated 14.10.96. and 12.6.97.

12. DISPLAY AND IDENTITY OF VEHICLES:

The number plates of the State Govt. vehicles of all the department will be semi-circular in shape where-ever possible. If semi-circle plates are not possible, a semi-circle line will be put over the Registration Number of the vehicles on front as well as rear number plates and the name of the department will be exhibited on the rear number plates under the registration number of the vehicles, so that the particular vehicle could be easily identified at any time. The front number plate will carry the words 'हरियाणा सरकार'.

RAM S. VARMA
CHIEF SECRETARY TO GOVT.
HARYANA