

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

Vehicles – Ban on purchase of new vehicles – Hiring of Private vehicles instead of buying new vehicles – Orders – Issued.

FINANCE AND PLANNING (FW:W&M.I) DEPARTMENT

G.O. Ms. No.5,

Date:04.01-1994.

ORDER:

In order to contain the growing expenditure on the purchase and maintenance of vehicles. Government hereby ban the purchase of vehicles by Government Departments and by Government affiliated organizations as defined in the annexure to this order. Instead, in case of extreme necessity, vehicles could be hired from the market, the cost of which has been proven to be decidedly lower than that on purchase and maintenance of vehicles.

2. In order to operationalise the above decisions, the following instruction are issued.

- i. No Government department or Government affiliated organisation, as defined in the annexure to this order, will hereafter purchase any new vehicle.
- ii. In the event of need/justification, a vehicle could be hired after obtaining the express approval of the Government in the administrative department as well as in the Finance Department. Such approval will be given after carefully evaluating the justification provided by the department / organisation for hiring the vehicle.
- iii. Under no circumstances should advance hiring be resorted to. Seeking post facto ratification for hiring of vehicles is prohibited.
- iv. After obtaining the approval of the Government, the concerned department/office will obtain information/quotations from the market for hiring of vehicles along with the rates. The proposal for hiring along with the quotations should be sent to the Committee specially constituted for this purpose for scrutiny and concurrence.
- v. The scrutiny and concurrence for hiring vehicles will be given by a Standing Committee with the Transport Commissioner as the chairman and the Joint Secretary (Budget) in the Finance Department and the Superintendent of the P.W.D. Workshop, Hyderabad as members.
- vi. Vehicles should be hired on quarterly, half-yearly or yearly basis.
- vii. The concerned office/officer using the hired vehicles will maintain a register indicating the vehicle number, number of kilometers run,

number of days in the month the vehicle has been used, the amount to be paid and name of the firm/company which has supplied the vehicle.

- viii. Vehicles must be hired only after entering into an agreement with the firm/company supplying the vehicle providing for all terms and conditions.
 - ix. The expenditure towards payment of hired charges shall be debited to "040 Office Expenses – 045 Maintenance of Motor Vehicles" under the respective sub-heads. The expenditure on hiring of vehicles has to be subsumed within the overall budget available for office expenses.
 - x. Resort to hiring of vehicles cannot be made during the breakdown or repairs to any existing vehicles.
 - xi. The existing vehicles, which are condemned, should not automatically be replaced by hired vehicles. The need for replacing a condemned vehicle should be evaluated denove and in case hiring of a vehicle is considered necessary, the procedure prescribed above should be followed scrupulously.
 - xii. The posts of drivers should be abolished as and when vehicles are condemned. All officers are advised to draw up a phased programme for abolishing the posts of drivers through vacancies arising after the condemnation of vehicle, due to retirement/resignation/death of incumbents or any other reason. A department /organisation should be treated as one unit for this purpose.
 - xiii. In order to ensure that existing vehicles are not run beyond their useful economic lives to avoid their condemnation and the consequential abolition of the posts of drivers, the Transport Commissioner will issue guidelines governing condemnation of vehicles. The Committee constituted at 2 (v) above will also check the data in regard to the existing owned fleet of each Department/Office/Organisation to ensure that all vehicles are being run at economical rates. The Committee will in the first instance concentrate on vehicles which are over 7 years old (i.e., bought during or before 1985).
 - xiv. The Heads of Office will be held personally responsible for hiring of vehicles in contravention of this order.
3. The Committee constituted in para 2(v) above will design appropriate guidelines and procedures for the scrutiny of proposals and for according concurrence.
 4. Receipt of this order may kindly be acknowledged.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

D.SUBBA RAO
SECRETARY TO GOVERNMENT

To

All Departments of Secretariat,

(With a request to communicate the G.O. to all Organisations/institutions in the Annexure under their charges)

The Secretary (PE), G.A.D. with a request to bring it to the notice of all P.Es in the State.

The Chairman, State Council of Higher Education

The Secretary Education, with a request to inform all the Universities.

All Head of Department.

All Collectors.

The Transport Commissioner, Andhra Pradesh, Hyderabad.

The Joint Secretary to Government, Finance & Planning (FW) Department

The Superintendent, P.W.D. Work shop, Hyderabad.

The Registrar, A.P. High Court, Hyderabad

The Secretary, A.P. Public Service Commission, Hyderabad.

The Secretary, Finance & Planning (Projects) Department.

The A.P. Administrative Tribunal, Hyderabad.

The Accountant General, Andhra Pradesh, Hyderabad.

The Pay & Accounts Officer, Hyderabad.

The Director of Treasuries & Accounts, A.P., Hyderabad.

All District Treasury Officers.

All Zilla Praza Parishads.

All Municipalities/Municipal Corporations.

All Officers and Sections in Finance Department.

The Secretary (PE), General Administration Department.

The Chairman, State Committee of Higher Education.

The Secretary, Education Department.

Copy of :SF/SCs.

ANNEXURE

- (a) All Government Department.
- (b) All Local authorities.
- (c) All Corporations or undertakings wholly owned or controlled by the State Government.
- (d) All Bodies established under any, law made by the legislature of the state whether incorporated or not, including a University and
- (e) Any other body established by the State Government or by a Society registered under any Law relating to the registration of Societies for the time being in force, and receiving funds from the State Government either fully or

partly for its maintenance or any education institution whether registered or not but receiving aid from the Government.