

**THE COASTAL DEVELOPMENT AUTHORITY VEHICLES
(USE & MAINTENANCE) RULES, 1999.**

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**GOVERNMENT OF SINDH
PLANNING & DEVELOPMENT DEPARTMENT**

Karachi dated the 30th January,2001.

NOTIFICATION

No. SO(ADMN-I)(P&D)15(1)/98: In exercise of the powers conferred by section 24 of the Sindh Coastal Development Authority Act, 1994, Government of Sindh are pleased to make the following rules: -

1. (1) These rules may be called the Coastal Development Authority Vehicles (use & Maintenance) rules, 1999. **Short title and commencement**
- (2) They shall come into force at once.
- (3) They shall apply to all vehicles of the Authority wherever they may be.
2. In these rules, unless the context otherwise requires, the following expressions shall give the meaning hereby respectively assigned to them, that is to say: - **Definitions**
 - (a) “Accounts Officer” means the Account personnel with whatever designation known in whose jurisdiction the employee using the vehicle is serving;
 - (b) “Appendix” means the appendix to these rules;
 - (c) “Competent Authority” means the Chairman or Officer under who an employee is working;
 - (d) “Employee” means an employee of the Authority;
 - (e) “Establishment” means, the headquarters, office or any other unit of the authority;
 - (f) “Form” means a form appended to these rules;
 - (g) “log book” means, a bound register maintained under these rules and kept in the vehicle;
 - (h) “Officer in charge” means, an officer nominated under rule-3.
3. The general control of vehicle shall vest, in the Chairman, who may, for the purpose of utilization and maintenance of the vehicles in an establishment, nominate an officer of such establishment as officer in charge of such vehicle. **General Control**
4. (1) On every vehicle the in signing of the authority shall for the purpose of identification be displayed on the front doors of both sides.

- (2) There shall be maintained in respect of each vehicle :-
- (i) a log Book in Form 'A';
 - (ii) a bound register of about fifty pages containing the history of the vehicle maintained in Form 'B' in the custody of Officer-in-charge as a permanent record of the vehicle;
 - (iii) a bound petrol account register maintained in Form 'C'.
 - (iv) inspection report in a bound register in Form 'D'.

Identification

5. Except as provided in these rules, the vehicles shall solely be used for official purposes.

Use of vehicles for official purpose.

Explanation:- For further purposes of this sub-rule "Official purposes" means:-

- (a) journey from residence to office or any other place of duty and back, outside the normal office hours, if undertaken in the interest of office work;
- (b) journeys from office to residence performed after working in the office for not less than two hours beyond the normal office hours;
- (c) journeys between office and place of temporary residence by an officer on tour.
- (d) journeys to attend any function in which the officer has been invited in official capacity whether from office or residence; and
- (e) journeys performed by the Chairman from residence to office and vice-versa.

6. (1) The vehicle allocated to the Chairman may be used by him for station duty, as well as out station duty, in accordance with these rules.
- (2) The Chairman may specify the employee or the categories of the employee who may normally use a vehicle.

Details of use of vehicles.

Provided that no employee who is in receipt of fixed conveyance allowance shall, except on payment of the hire charges given in the appendix, or in special circumstances without payment if allowed by the competent authority, be entitled to use a vehicle.

- (3) No employee other than that specified under sub-rule (2) shall, save with the prior permission in writing of the competent authority, be entitled to the use of vehicle.
- (4) The officers of Federal Government or Provincial Government not below the status of Deputy Secretary, state

Guests or members of Foreign Missions and Delegations and other dignitaries when on official visit in connection with the business of the Authority may be allowed by the competent authority to use the vehicle.

- (5) The Vehicles shall be used for duty within the municipal and cantonment areas of the city or town where they are maintained and shall not be used for tours outside the said limits save in exceptional circumstances permitted in writing by the Chairman.
- (6) An officer using a vehicle for a journey up to and from the point of embarkation or disembarkation shall not claim mileage allowance in his travelling allowance bill.
- (7) The vehicle may, under special circumstances and with the previous permission of the competent authority, be used for private purposes by an employee of the authority on payment of charges given in the appendix or as may be revised by the Chairman from time to time plus overtime allowance, if any, payable to the driver on such private journeys.
- (8) The amount payable on account of hire charges under sub-rule (2) or sub-rule (7) shall be credited to the Authority's account with Authority's bankers under intimation to the Accounts Officer within fifteen days of the use of vehicle and if the payment is made within due time the amount shall be deducted by the Accounts Officer from the pay bill of the employee concerned.

7. Any journey made in contravention of these rules shall be charged at the rate prescribed in the Appendix.

Use of vehicle in contravention of rules.

- 8.
- (1) The log book shall be in the custody of the driver in charge of the vehicle.
 - (2) The details and nature of journeys performed by the vehicle, by any person entitled or allowed to use it shall be entered in the log book and shall be signed by such person.
 - (3) The entries in the log book in respect of the journey performed by a vehicle by an officer of and above the status of Secretary to Provincial Government or a State Guest or a member of Foreign Mission or Delegation may be signed by his Private Secretary or representative.
 - (4) An unsigned entry and entry not made in accordance with sub-rule (2) in the log book shall be treated as private journey and shall be chargeable accordingly.
 - (5) The log book shall be examined and signed by the officer-in-charge every day at the time the driver is relieved from duty.
 - (6) The officer-in-charge shall take necessary steps to ensure that the vehicles in his charge are not misused or neglected

Log Book

by the driver and that the petrol / diesel is not wasted, and in order to have general watch he shall scrutinize the entries in log book at the end of each month to see that all journeys performed were properly authorized and shall record a certificate of checking in the following form under his full signatures:-

“I have examined all the entries since this register was last checked and have no observation to make except the following”

(1) _____

(2) _____

(3) _____

9. All requisitions for the use of a vehicle in Form ‘D’ shall be addressed to the officer-in-charge, who shall, subject to these rules and availability, make the vehicle available to the requisitioned at proper time and place. **Requisition Slip.**
10. (1) A vehicle may be lent to any other Provincial Government. **Lending of**
(2) Where a vehicle is borrowed under sub-rule (1) the officer-in-charge in the borrowing Department shall be responsible for the borrowed vehicle as if the vehicle belonged to the borrowing Department. **Vehicle.**
11. All vehicles shall, for providing protection against pilferage and weather effects, be kept in properly covered and door provide garages specifically arranged for that purpose in office premises or any other place permitted by the Chairman, and no officer shall use his own garage for keeping a vehicle unless authorized by the Chairman. **Garage Vehicle.**
12. (1) Any accident to a vehicle on road or elsewhere shall immediately be reported to the Officer-in-charge by the driver in charge of the vehicle or the person using vehicle, as the case may be and the formalities or reporting the incident to the police shall be completed without delay. **Accidents.**
(2) In addition to the report under sub-rule (1) the driver shall also submit a detailed report to the officer in charge in Form ‘G’-
13. (1) To ensure proper upkeep and maintenance of the vehicle, the following schedule shall be strictly adhered to by the driver in charge of the vehicle, and any fault, discovered by him shall be reported immediately to the officer-in-charge; **Upkeep and maintenance of vehicle.**

- (a) **Daily Maintenance:-** The driver in charge of the vehicle shall carry out the following tasks daily.
- (i) Checking of fuel and lubricants and adding if required;
 - (ii) checking by dusting or wiping both interior and exterior;
 - (iii) Checking of lights, brakes and signal equipments;
 - (iv) Checking of tyres for correct pressure and any damage or defects.
- (b) **Weekly Maintenance:-** The driver in charge of the vehicle shall carry out the following tasks once a week:
- (i) removal of battery for clearing of corrosion from terminals and smearing them with petroleum jelly, checking of leaks or cracks, vent plugs and vent- hole and adding of distilled water if necessary;
 - (ii) Checking of brakes and clutches ;
 - (iii) clearing by washing of the entire vehicle from inside and outside including washing of wheels;
 - (iv) checking of leaks, loose bolts, or other defects which could be easily detected and sending vehicles to repair shop for minor repairs if necessary.
- (c) **Periodical Maintenance:-** Servicing of every vehicles at a service station after estimate every two months operation for necessary adjustments, change of engine oil, topping up steering box, gear box and differential relating all wheels properly, lubrication of joints, nipples and linkages tuning of engine on every alternative servicing, carrying out of minor repairs, if any.

(2) In addition to the above obligation under these rules, the driver of each vehicle shall be notified to observe strictly the following instructions.

- (a) the proper upkeep and cleanliness of the vehicles, petrol consumption, careful driving, caution against accidents and timely service and repairs;
- (b) any damage which may be caused to the vehicle;
- (c) to get entries recorded in the log book before an officer leaves the vehicle, except where the officer is not required to make entries personally;
- (d) the driving and traffic regulations and speed limits laid down for different areas, shall be strictly observed and in

all built up areas the speed of vehicles shall not exceed 30 to 50 kilometer per hour;

- (e) the vehicle shall not be left unattended or kept in a dangerous position;
- (f) nor to argue in case any officer refuses to cooperate in regard to the observation of these rules, but to carry out the orders of such officer and to reports the incident to the officer in charge.

(3) Any contravention of the above rules shall be considered as misconduct and disciplinary action shall be taken against the driver.

14. (1) The competent authority may, when necessary get the vehicles repaired after observing necessary formalities as laid down in the financial regulations of the Authority up to the limit of Rs.2000/- (Two Thousand rupees only) subject to the availability of funds without obtaining No Objection Certificate (N.O.C.) from the workshop which is assigned the work of repairs. **Repairs**
- (2) In the case of No Objection Certificate (N.O.C.) estimate of repairs, inspection of repairs, vetting of estimated expenditure, etc. from the workshop and a nominal fee Rs.20/- (Twenty rupees only) shall be paid to the workshop on this account, for each vehicle.
- (3) Major repairs shall be undertaken only in rare cases when all aspects have been examined and for overall economy and improved efficiency such repairs are considered necessary.

15. The following replacement standards of vehicles shall be followed as a guide: **Replacement Standards**

	Miles	Years
Motor cycle	40,000	or 4
Care Station, Wagons, Jeepsters, Pickups, Vans.	60,000	or 6
Trucks, heavy duty vehicles, buses, light duty four wheel, drive jeeps and cars.	50,000	or 6 to 8

16. Audit of accounts relating to the vehicles shall be conducted periodically by the Auditors of the Authority. **Audit**

Form "A"
(See Rule 4)
Coastal Development Authority
Log Book
(Vehicle Movement Account)

Vehicle No. _____

Driver's Name: _____

Date	Time		Particulars of Journey	Purpose of Journey	Official or Private	Officer with whom attached	Speed meter Before Trip	Reading after Trip	Total Kilometer	Petrol or Oil issued	Signature of Officer	Remarks
	From	To										
1	2	3	4	5	6	7	8	9	10	11	12	13

Form 'B'

(See Rule – 4)

Part-I
Outer Cover
Coastal Development Authority

Vehicle Registration No. _____

Vehicle Log Book.

1. Make No.
2. Chesis No.
3. Year of Manufacture.
4. Type of Body.
5. Seating Capacity.
6. No. of Cylinders.
7. Horse Power.
8. Petrol Tank Capacity.
9. Tyres Front Pressure
 Rear

Signature of Officer who
certified correctness of
the above entries.

PART-II
SUMMARY OF REPAIRS EXECUTED AND
PURCHASES MADE

Time in Workshop		Particulars of repairs executed purchases made	Cost of Repair	Contingent Voucher No.	Signature of the Officer charge of the vehicle.
In	Out				
1	2	3	4	5	6

PART-III
TYRES AND TUBES

- (1) Tyres and Tubes
- (2) Batteries & Other Accessories

S.No.	Make & Size of Tyres & Tube / Batteries Accessories	Date of Purchase	Remarks
1	2	3	4

PART-IV
TOOLS OF THE VEHICLES

S.No.	Tool	Date of Purchase	Remarks
1	2	3	4

FORM "C"
(SEE RULE 4)
COASTAL DEVELOPMENT AUTHORITY
PETROL ACCOUNT FORM

Date	Opening Balance of the First Day of the Month	Number of Liters of Petrol / Diesel obtained	Voucher No. and Rate	Balance of the last day of the month	Total Petrol / Diesel consumed during the Months Cols: (2+3)=5	Total K.m.	Remarks
1	2	3	4	5	6	7	8

Form 'D'

(See Rule-9)

Coastal Development Authority

Part-I

A vehicle is required for _____ on _____
(Date)

from _____ to _____
(Time) (Time)

to _____ in connection with official/ private business

Date _____

Signature of
Requisitioning Officer

To,

Officer-in-charge
Transport

Part-II

**TRANSPORT
DUTY SLIP**

Mr. _____ Driver of vehicle No. _____ is directed to
report to the requisitioning officer (part-I) for duty at _____

(Time)

on _____ for _____
(Time) (Details)

nature of duration of duty).

Officer-in-charge
transport

Part-III

(To be completed by the requisitioning officer at time of releases of vehicle).

Released at _____ at _____ on _____
(time) (date)

Actual meter reading at the time of release _____

Signature of
Requisitioning Officer.

FORM 'E'
(SEE RULE-12)
COASTAL DEVELOPMENT AUTHORITY
(VEHICLE ACCIDENT REPORT)

Vehicle _____ Authority No. if any _____ Reg.
 No. _____ H.P. _____ Type _____ Station _____
 Name of Driver in full _____ Driving License
 No. _____ Date of last Issue _____ purpose for which
 vehicle was being used _____ date _____
 Time _____ (A.M. / P.M.) Speed _____ Place _____
 _____ (damage to vehicle)

 _____ Vehicle (if applicable).

Owner's Name and Address:- _____

Driver's Name and Address:- _____

Driving License No. _____ Date of Issue _____

No. _____ H.P. _____ Type _____ Make _____ Speed _____.

Particulars of any injuries to persons or animals or damage of property.

Name & Address, Injuries or Damage	State whether injured persons were passengers and if so in which vehicle	If taken to hospital state name of hospital.
------------------------------------	--------------------------------------------------------------------------	----------------------------------------------

_____ Police Officer took particulars. _____

Drivers Report (Full details of accident, including any remarks made by third party)

Road Surface condition _____

Traffic condition _____

Sketches

Before Accident

After Accident

Passengers in Vehicle

Name _____

Address

Independent Witness:-

Signature of Driver _____

Signature of Officer Incharge _____

APPENDIX
(SEE RULES 6 AND 7)
RATES OF HIRE ON ACCOUNT OF PRIVATE
USE OF VEHICLE UNDER RULE 6.

S.No.	Types of Vehicles	Rate Per Kilometer
1.	Motor Cycle	0.75
2.	Car / Jeep / Van (Upto 5 Seaters)	1.50
3.	Van / Station Wagon 6-14 Seaters	2.00
4.	Air Conditional Toyotas Coaster Equivalent	6.00
5.	Other heavy duty vehicle and Bus used for carrying passengers	10.00
6.	Trucks and other heavy duty vehicles for transporting luggage	20.00

*Rates could be kept compatible with the Government prescribed rates.

RATES OF HIRE CHARGES FOR USE OF VEHICLES UNDER RULE-7.

S.No.	Types of Vehicles	Rate Per Kilometer
1.	Motor Cycle	
2.	Car / Jeep / Van (Upto 5 Seaters)	
3.	Van / Station Wagon 6-14 Seaters	
4.	Air Conditional Toyotas Coaster Equivalent	The rate would double of those, allowed under Rule-6.
5.	Other heavy duty vehicle and Bus used for carrying passengers	
6.	Trucks and other heavy duty vehicles for transporting luggage	

ADDITIONAL CHEIEF SECRETARY
GOVERNMENT OF SINDH

NO.SO (ADMN-I)(P&D)15()/98:

Karachi dated the 30th January,2001.

A copy is forwarded for information & necessary action to:-

- (1) All Administrative Secretaries to Government of Sindh.
- (2) The Senior Member Board of Revenue Sindh.
- (3) The Superintendent, Sindh Government printing press, Karachi with a request to publish it in the Government Gazette and supplies 50 copies thereof to this Department.
- (4) The Chairman, Coastal Development Authority, P&D Department, Government of Sindh, Karachi.
- (5) Office order fule.

(BAIG MUHAMMAD PIRZADO)
SECTION OFFICER (ADMN-I)