

Gujarat Water Supply and Sewerage Board
Sector-16, Gandhinagar.

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No.CE(Mech)/ 1277

Dt. July 6, 1990

C I R C U L A R

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Sub : Avoidance of misuse of inspection vehicles and control on operation, maintenance and repairing expenditures.

Frequently, complaints are received in respect of the misuse of inspection vehicles and malpractices in purchase of spare parts, etc.

PUC and its review meeting held during 11.6.1990 to 14.6.1990 has taken a very serious view on this subject and has recommended to slash down expenditure 10% to 15% in comparison to present expenditure.

In order to have a close control, it is directed to follow the undermentioned instructions scrupulously ;

1. Approval of M&R estimates of vehicles :

- (a) M.S. will approve M&R estimates of inspection vehicles alongwith deadline fixation of Kms per annum, in case of vehicles kept in Head office.
- (b) Zonal Chief Engineers will approve M&R estimates alongwith deadline fixation of Kms of their own vehicles and vehicles allotted to Superintending Engineer under them.
- (c) Superintending Engineers will approve M&R estimates alongwith deadline fixation of Kms for the Executive Engineer and Deputy Executive Engineers under them.

2. Restriction of usage of inspection vehicles :

The officers controlling the M&R estimates of the vehicles will generally allow usage of Kms as mentioned below ;

	Allowable usage of Kms per month.	Per three months.
(a) For Dy.Ex.Engineer	960 Kms	2900 Kms. ✓
(b) For Executive Engineer	1610 Kms	4810 Kms.
(c) For Superintending Engineer	1930 Kms	5790 Kms.

For the usage beyond the limit, concerned officer has to approach the Controlling Officer.

3. Procedures for repairing of the inspection vehicles :

Vehicles should be got repaired from the Government workshop at Odhav, Vadodara, Rajkot, Bhuj, etc. if timely repairing is assured by the workshop. Simultaneously, every division office should invite rates for various Mechanical/Electrical job work involved in repairing of the vehicles from the reputed garages. Preference may be given to the service and repairing stations run by the authorised dealers of concerned vehicles.

4. Purchase of spare parts for the vehicles :

Vehicle spare parts should be purchased under the descending priorities as mentioned below.

- (a) Govt. workshop at their issue rates.
- (b) From the authorised dealers of the vehicles at the rates fixed by CSPO, Ahmedabad.
- (c) Minor purchases from sub dealers of the authorised dealers of the vehicles.

Rates should be as per the price list of the vehicle manufacturer. Discount and handling charges to be approved by S.E. concerned on annual basis.

- (d) Minor purchases of spare parts, which are not available with sub dealers of authorised dealer should be purchased from the registered dealers of auto spare parts after inviting quotation. Registration of such dealers will be done by Superintending Engineer concerned.

5. Misuse/Abuse of inspection vehicles :

The Controlling Officer who sanctioned the M&R estimates of the vehicles will monitor monthly, the proper use of vehicles.

The main parameters for the monitoring will be,

- (a) Kms used versus Kms authorised per month.
- (b) Sp. fuel consumption (Kms/Ltr) achieved versus Specified in estimate.
- (c) Repairing expenditure per km done against provision made in the estimate. (This should be on half yearly or annual basis. Officers allotted vehicles will have to get approval of over expenditure from his controlling officer).

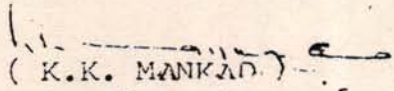
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6. Restriction on journey outside jurisdiction :
No Officer will perform journey beyond his jurisdiction without prior permission of his superior authorities. Controlling Officer as mentioned in the circular is, who sanctioned the R&B estimate of the vehicles.
7. Documentation for the use of vehicles :

The history sheets and log book should be kept upto date, Log book entry should be done after completion of Journey immediately. Any logbook found incomplete, even for the single entry will be viewed seriously.

Encl: Copy of G.R.No.
MCN/1089/(12)/H, dt.
13.6.89 of R&B Deptt.


(K.K. MANKAD)
Member Secretary.

Copy with enclosure to :
All Officers of GWSSB, Gandhinagar.
All Chief Engineers, GWSSB
All Superintending Engineers, GWSSB
All Executive Engineers, GWSSB
All Dy. Executive Engineers, GWSSB.