

GOVERNMENT OF ¹[Khyber Pakhtunkhwa] SERVICES AND GENERAL
ADMINISTRATION DEPARTMENT.

Dated Peshawar the 13/3/1997

NO.SO(T)NP/S&GAD)/97. The Government of ²[Khyber Pakhtunkhwa] is pleased to make the following rules-regulating the use and maintenance of Government Staff vehicles, namely;

"The Government Staff Vehicles (Use & Maintenance)" Rules 1997.

1. Short title;- These rules may be called the ³[Khyber Pakhtunkhwa] Government Staff 'Vehicles (Use and Maintenance) Rules 1997.
2. Definitions;- In these rules, unless the contents otherwise require, the following expressions shall have the meanings here by respectively assigned to them, that is to say:-
 - a) "Department" means an Administrative Department of the Civil secretariat ⁴[Khyber Pakhtunkhwa] or an attached" department or a Regional or any other office of the Government which has been provided with the Government vehicle.
 - b) "Vigilance Committee means a Committee constituted. to monitor and control the miss-use of Government vehicle under rule 8 of these rules. ,
 - c) "Officer" means a form appended to these rules.
 - d) "Government Vehicle" or Vehicles" means any type of motor vehicle provided by the Government for official use by a department and includes staff cars, jeeps, jeepsters, pickups, vans wagons etc.
 - e) "Officer incharge" means an officer nominated by the head of a department to be incharge of a Government vehicle or vehicles under Rules 3.
3. The head of the Department shall nominate an officer of the Department to be incharge of the Government vehicle or vehicles.
4. notwithstanding anything contained in rule 3, the general control of a Government vehicle shall vest in the head of the Department.
5. Every Government vehicle shall, immediately on its purchase, be registered in favour of the Officer Incharge by designation.

¹ Sub by the Khyber Pakhtunkhwa Act No. IV of 2011.

² Sub by the Khyber Pakhtunkhwa Act No. IV of 2011.

³ Sub by the Khyber Pakhtunkhwa Act No. IV of 2011.

⁴ Sub by the Khyber Pakhtunkhwa Act No. IV of 2011.

6.
 - a. There shall be a total restriction on displaying plates on Govt. Vehicles indicating the status/ ranks of the occupants. All the Official vehicles will have simple Green number plates only indicating the registration number.
 - b. According to Govt. of Pakistan, Ministry of Interior Notification No. 8/4/97-Public, dated the 27th February 1997, only the following persons shall be entitled to fly the Pakistan flages on their vehicles when the dignitaries themselves are seated:-
 - i. President of Pakistan.
 - ii. Prime Minister of Pakistan.
 - iii. Chairman, Senate of Pakistan.
 - iv. Speaker of the National Assembly of Pakistan.
 - v. Chief Justice of Supreme Court of Pakistan.
 - vi. Chief Justice of High Courts.
 - vii. Governors of the Provinces.
 - viii. Chief Ministers of the Provinces.
7.
 - (i) Government Vehicles shall ordinarily be used for Government duty only.
 - (ii) Use of Government Vehicles for the following purposes may be considered as use for Government duty.
 - 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. Journey from office to residence performed after working in the office fro not less than two hours beyond the normal office hours.
 - c. Journey between office and place of temporary residence by an officer on tour.
 - d. Journey to attend any diplomatic or official function whether from office or residence, and
 - e. Journey performed by the Chief Secretary and Administrative Secretaries to the Government of ⁵[Khyber Pakhtunkhwa] from residence to office and vice versa.
 - (iii) Government vehicles may, under special circumstances and with the prior approval of the Head of the Department be used for private purposes on payment of charges at the rate of Rs. 1.25/- per Kilo Meter or portion thereof.
 - (iv) The money realized on account of hire charges under sub rule (iii) shall be credited to Government account under the respective heads.
8.
 - (i) There shall be VIGILANCE COMMITTEES at provincial, Divisional and Divisional and district level to monitor the official transport system and to control the misuse of the Government vehicles.
 - (ii) the Composition of the VIGILANCE COMMITTEES at various levels is an under:-

⁵ Sub by the Khyber Pakhtunkhwa Act No. IV of 2011.

- a: PROVINCIAL VIGILANCE COMMITTEE: I.
1. Chairman. Secretary S&GAD.
 2. Member Additional Secretary Finance Deptt.
 3. Member Deputy Secretary (Admin) S&GA Deptt.
 4. Member A.I.G Traffic.
 5. Member Section Officer (Transport), S&GAD.
 6. Member Secretary Provincial Transport Authority.
- b: DISTRICT VIGILANCE COMMITTEE: II
1. Chairman. Deputy Commissioner.
 2. Member SDM.
 3. Member SDPO H.Q Traffic).
 4. Member Secretary Regional Transport Authority.
 5. Member District Accounts Officer.
- (iii) The Jurisdiction of Provincial Vigilance Committee shall be through out the province, including Civil Secretariat and all attached departments at Peshawar.
- (iv) All the vehicles at the disposal or divisional level officers will be monitored by the committee of district head quarters of the concerned divisions.
- (v) The Jurisdiction of the District Vigilance Committees will be in the respective Divisions/ District of the Committee as well as the vehicles of Divisional Headquarters will fall under the Jurisdiction of the Vigilance Committee of the respective district of the Divisional Head Quarters.
- (vi) a. The Vigilance Committee constituted under rule 8 (ii) of these rules shall make surprise visits to all the offices under their Jurisdictions and check the parking of vehicles after office hours in their respective venues.
- b. The Vigilance Committees shall be responsible to ensure use of Government vehicles as per entitlement of the user officers and policy of the Government.
- c. All the Vigilance Committees shall be required to submit a report of their performance during the 1st week of each month to be addressed to Secretary S&GAD for perusal of the competent authority.
- d. the Provincial Vigilance Committee will supervise the performance of Divisional/ Districts Vigilance Committees.
- e. Meeting of Provincial and District Vigilance Committee will be convened at regular intervals.

- f. There shall be a pool of vehicles at provincial level in the S&GAD and no other department will maintain a pool of vehicles in their respective departments without the authorization of provincial vigilance Committee.
- g. There shall be a pool of vehicles of all the Govt. departments at district level in each district under the direct supervision of Chairman District Vigilance Committee.
9. (i) All the Government Officers irrespective of their ranks/status shall be entitled to use only one vehicle for official duty.
- (ii) Sub-rule (i) of rule 9 shall apply to all those officers who were entitled to use more than one vehicle under Provincial Transport Committee Report 1987, of the S&GAD.
- (iii) The Officers of Provincial Government, who are holding charge of more than one department/ organization and are in possession of more than one vehicle, by virtue of their offices/ posts etc. will not be entitled to use the additional Vehicles.
10. The Head of the Department shall specify the Officers or categories of officers who shall normally be entitled for the use of Government vehicles.
11. (i) A Government Vehicle shall not be driven except by a driver specially appointed by the Department for the purpose.
- (ii) Nonetheless, in case of non-availability of driver or in cases of emergencies, the concerned officer shall be allowed to drive the vehicle provided he is in possession of valid driving license.
12. (i) There shall be maintained, in respect of every Government Vehicle, a log book in Form "A" wherein shall be entered the Journeys performed by a Government Vehicle, copy as Annex: A.
- (ii) The Log Book maintained under sub rule (i) shall remain in the custody of the driver incharge of the vehicle and shall be examined and signed by the Officer Incharge every day at the time the driver is relieved from duty.
13. (i) The Civil Secretariat vehicles shall remain parked, after officer hours, within the premises of Secretariat in the parking places of their respective departments or at any other suitable place, as determined, for the vehicles which are otherwise not permitted to enter the Secretariat premises and the gates staff shall not allow them exit without a written slip from the competent authority.
- (ii) a. The Vehicles of attached Department, their subordinate officers, other Government Offices including autonomous bodies and semi-autonomous bodies shall remain parked after office hours, within the premises of their respective offices.

b. Before proceedings on tour an officer shall inform, in writing, alongwith registration number of vehicle, the head of their vigilance Committee about their tour programme.

14. No person other than an officer specified under rule 10, shall, save with the prior permission in writing of the Head of the Department, be entitled for the use of Government vehicle.

15. Officers of the Federal Government and above the status of Deputy Secretary to the Provincial Government, state guests, or members of forging missions and delegations and other dignitaries, when on official visits, may be allowed to use government vehicles.

16. The Cashier of the Department may be allowed to use Government vehicle from office to the Bank and vice versa for carrying Government money exceeding RS.4000/-.

17. No officer who is in receipt of a fixed conveyance allowance shall, subject to the provision of sub rule (3) of rule 7 be entitled to the use of a Government vehicle.

18. All requisitions for the use of a Government vehicle shall be addressed to the Officer Incharge.

19. A requisition under rule 18 shall specify the designation of the officer by whom, the purpose for which, the time at which, and the place where, the vehicle is required.

20. (i) Every person using a Government vehicle shall sign entries in the Log Book in respect of the Journey performed by him in the vehicle.

(ii) the entries in the Log Book in respect of the Journey performed in a Government vehicle by an offices of, and above the status of a Joint Secretary to the Central Government, or a state guest, or a Member of Foreign Mission, or Delegation, or other dignitary may be signed by his Private Secretary or representative.

21. (i) A Government vehicle may be lent to any other department.

(ii) Where a Government vehicle of one Department is borrowed by another deptt, the officer incharge in the borrowing Department shall be responsible for the borrowed vehicle as if the vehicle belonged to the borrowing deptt.

22. The following books shall be maintained for each motor vehicle.

(i) Log Book-I shall be maintained in Form "A" and shall remain in the custody of the driver of the vehicle. The name of the Deptt, the designation of the officer Incharge, his telephone number and the registration number of the Motor vehicle shall be indicated on the title cover of the Log Book.

(ii) History Sheet of the Motor vehicle. A bound registration containing about 50 pages shall be maintained which shall remain in the custody of Office Incharge of

the Vehicle. It shall form a permanent the incidents during the life of a particular vehicle shall be entered therein. It shall consist of the parts, in Form "B" copy at Annex: "B".

- (iii) Petrol Account Register shall be maintained separately in Form "C" Copy at Annex: "C".
23. A bill shall be prepared on the last working day of each month in respect of private trips and presented to the officers concerned who shall make payment to the cashier of the Department concerned. When the amount has been recovered, an entry shall be made in the Log Book.
24. Audit of accounts relating to motor vehicle shall be conducted periodically by the staff deputed by the accountant General ⁶[Khyber Pakhtunkhwa]/ Audit Officer concerned.
25. The driver of each motor vehicle shall be notified to observe strictly the following instructions:-
- (a) He shall be responsible for the proper up-keeping and cleanliness of the motor vehicle, petrol consumption, careful driving, caution against accidents and timely service and repair.
 - (b) He shall be responsible for any damage which may be caused to the vehicle due to his negligence.
 - (c) He shall get entries recorded in the Log Book before an officer leaves the vehicles, except where the officer is not required to make entries personally.
 - (d) The driving and traffic regulations and speed limits laid down in the different areas, shall be strictly observed and in all built up areas the speed of vehicles shall not exceed 30/40 kilo meters per hour.
 - (e) Vehicle shall not be left un-attended or kept in a dangerous position.
 - (f) Should any officer/ refuse to cooperate in regard to the observation of these rules the driver shall not argue with him but carry out the orders of the officer and report the incident to the officer incharge.
 - (g) Any contravention of the above rules shall be considered as misconduct and disciplinary action shall be taken against the driver.
26. All the officers, who are entitled to use vehicles, shall restrict themselves to use of P.O.L as per ceiling shown in Annex: "D".
27. The Government Staff Vehicles (Use & Maintenance) Rules 1975 will stand repealed.

⁶ Sub by the Khyber Pakhtunkhwa Act No. IV of 2011.

Sd/--
RUSTAM SHAH MOMMAND
CHIEF SECRETARY
⁷[Khyber Pakhtunkhwa]

⁷ Sub by the Khyber Pakhtunkhwa Act No. IV of 2011.

ANM...A.

LOG BOOK

[Khyber Pakhtunkhwa] . GOVERNMENT MOTOR VEHICLE WORKING ACCOUNT.

Car No.....

Date	Time		Particulars of Journey.	Purpose of Journey	Official or Private	Officer with whom attached
	From	To				
1	2	3	4	5	6	7

1 sub. by the Khyber Pakhtunkhwa Act No. Iv of 2011.

(ANNEX--B)

FROM-B

Car No.....

GOVERNMENT OF ⁸[Khyber Pakhtunkhwa]

HISTORY SHEET

SERVICES AND GENERAL ADMINISTRATION
DEPARTMENT, CIVIL SECRETARIAT.

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⁸ Sub by the Khyber Pakhtunkhwa Act No. IV of 2011.

FORM "C"

ANNEXURE-C

Date	Opening Balance on the first day of the month.	Number of Gallons of petrol obtained.	Voucher No. & Date	Balance on the last day of the month.	Total petrol consumed during the month Cols. (2+3-5)	Total Mileage	Remarks.
1	2	3	4	5	6	7	8

POL GRADING

ANNEXURE-D

Categories of officer/user.	Designation	Ceiling in litres.	Remarks.
1	2	3	4
I	Ministers	450	For local duties and official tours.
II	Chief Secretary, AOs, Finance Secy, Home Secy and IGP.	225	For local duties and official tours may be claimed as per actual.
III	All Administrative Secretaries, Commissioners/DIGs Hazara & Malakand Divisions/Ranges.	200	-do-
IV	All other Commissioners/DIGs Chairmen Cm's Inspection Team & Governor's Inspection Team.	175	-do-
V	Chairmen, Public Service Commission, Service Tribunal & other officers in BPS-20 and above.	150	-do-
VI	All DCs & SPs of the Districts, Heads of Attached Departments.	160	-do-
VII	All Secretariat Officers above Dy: Secretaries, SES & JMS in a Division/District.	130	-do-
VIII	Divisional Directors, EDU: Health, Agri., Local Govt & RDD, Conservator Forest, all other Divisional Level Officers.	110	-do-
IX	DJOs, DPOs & all other District Level Officers.	90	-do-
X	All Asstt Commissioners of Hazara & Malakand Divisions.	350	The ceiling covers both local as well as official tours.
XI	All other Assistant Commissioners.	300	-do-
XII	All SDPOs of Hazara Malakand Range.	400	The ceiling covers both duties as well as official tours & patrolling duties.
XIII	All other SDPOs/DSPs	350	-do-
XIV			

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1	2	3	4
IV	All sub divisional level officers and rest of the officers who are not covered above.	75	for local duties and official tours may be claimed as per actual.
IV	Traffic Police	300	The ceiling covers both local as well as patrolling duties.
VI	Police Stations	300	-do-