

**KHYBER PAKHTUNKHWA JUDICIAL ACADEMY**

**NOTIFICATION**

Peshawar dated the 30<sup>th</sup> August, 2012

**No. 545-KPK-A** -- In exercise of the powers conferred by section 16 of the Khyber Pakhtunkhwa Judicial Academy Act, 2012, the Board of Governors of the Academy lays down the following rules:-

**1. Short title and commencement.** – (1) These Rules may be called the Khyber Pakhtunkhwa Judicial Academy Staff Cars (Use & Maintenance) Rules, 2012.

(2) They shall apply to the staff cars maintained by Khyber Pakhtunkhwa Judicial Academy.

(3) They shall come into force at once.

**2. Definitions.** – (1) In these rules unless there is anything repugnant in the subject or context, -

(a) “Academy” means the Khyber Pakhtunkhwa Judicial Academy;

(b) “Act” means Khyber Pakhtunkhwa Judicial Academy Act, 2012;

(c) “Annexure” means annexure to these Rules;

(d) “Committee” means Committee constituted under these Rules;

(e) “Competent Authority” means the Board of Governor or any person to whom the powers have been delegated;

(f) “Fuel” means petroleum products of any kind used to run the vehicle, including CNG and LPG;

(g) “Officer-in-charge” means an officer nominated by the Chairman to be responsible for the proper maintenance and utilization of vehicles;

(h) “Officer” means an officer of BPS 17 and above;

(i) “Official duty” or “official business” means a journey performed in the public interest from the office or residence to a place where the presence of the officer is required for official work and back;

(j) “Pool Vehicle” means a staff car and other vehicles of various categories maintained by the Academy for specific duties;

(k) “Staff Vehicle(s)” or “Staff Car(s)” means any type of motor vehicle provided by the Academy for official use and includes staff cars, Jeeps, Jeepsters, Pickups, Vans, Wagons, Coaster, Mini Bus, Motor cycles etc.

(2) All other words and expressions used but not defined in these rules shall have the same meaning as given in the Act.

## CHAPTER 1

### ADMINISTRATIVE MEASURES

**3. Nomination of Officer-in-charge (Transport).** – The Chairman shall nominate an officer of the Academy to be Incharge of staff vehicles, who shall be responsible for the proper utilization and upkeep of the cars and maintenance of the record of the staff cars and other transport fleet.

**4. Duties of Officer-in-Charge.** -- Subject to the overall control of the Chairman and the orders passed by him from time to time regarding use of staff cars, the management or maintenance of the staff cars will be the responsibility of the Officer-in-charge, who will act as Controlling Officer for the purpose.

(2) The Officer-in-charge shall ensure that the following books are properly maintained:

- (a) A log book in the form enclosed (Annexure A);
- (b) A record of repairs and replacements indicating the cost and the dates on which carried out and of spare parts;
- (c) A register showing cost of petrol etc. consumed and all incidental receipts and expenditures; and
- (d) An inventory of the equipment.

(3) He shall ensure:

- a) That the quantity of petrol etc. purchased has been entered in the log books; and
- b) That the recoveries have been made from the parties concerned using the staff car for non-duty journeys.

(4) He shall check the inventory of equipment yearly and arrange to recover any loss arising out of negligence or fault from persons concerned. He shall also test the vehicle occasionally, (once or twice a year) for fitness of journeys and submit his report.

(5) He shall scrutinize the log book, from time to time and at least once a month and ensure that there is no misuse and that all officers who use the car have made the necessary entries, and signed the log book to this effect.

**5. Registration of Vehicles.** -- (1) Each vehicle shall immediately after its purchase, be registered in the name of the Director General by designation, and token tax be paid regularly.

(2) All the vehicles will have simple Government Number Plates displaying its registration number on its front and rear sides. There shall be a total restriction on displaying Number plates on vehicles indicating the status/ranks of the occupants.

**6. Recruitment of Driver.** -- (1) A trained driver holding a valid license shall be engaged for the staff car in accordance with the recruitment policy.

(2) Staff cars shall be driven by the authorized official drivers who will always be in the

livery officially issued to them. However, entitled officers possessing a driving license may drive the staff cars allotted to them in the absence of authorized staff car drivers. No other official, except in exceptional cases, can be utilized as driver except a genuine license holder.

**7. Arrangement of Garage/Parking lot.** -- Academy is responsible to arrange a garage accommodation or a parking lot within its premises or in its close vicinity. The garage/parking lot should have proper security arrangements.

**8. Specification of Workshop(s) for repairs.** – (1) The Chairman shall specify/approve one or more workshops, from where the repairs of staff vehicles would be carried out.

(2) If the work performed by the workshop is found unsatisfactory or is charging exorbitant amount for the work done, the officer-in-charge shall bring the matter into the notice of Chairman, through proper channel, for further appropriate orders.

**9. Curtailment of Expenditures.** -- To economize the recurring expenditure on fuel, efforts would be made to convert petrol vehicles to CNG/LPG fuel.

## **CHAPTER 2**

### **ENTITLEMENT OF STAFF CARS**

**10. Entitled officers.** -- (1) The officers shall be entitled to the facility of staff vehicles as per rules/policy of the Government, subject to the following conditions:

- (a) Only one staff car as per entitlement shall be used both for official and private use. The responsibility to provide a car to the entitled officers rests with the Academy.
- (b) At the start of LPR or on retirement, the entitled officer may retain the car for a period not exceeding one month.
- (c) The staff car shall not be provided to officer under suspension or under arrest.
- (d) Private use of staff cars beyond municipal limits is permitted to entitled officers within the prescribed P.O.L limit.
- (e) Where the staff car is driven by an entitled officer, he shall be bound to observe the instructions laid down under these rules.
- (f) In case of the transfer of the entitled officer from the Academy to another department, the car will be surrendered immediately.
- (g) The entitled officer may utilize the staff car, if required for official purpose, beyond municipal limits.

**11. P.O.L limit for entitled officers.** – The officer shall be entitled to the P.O.L limit as per the rules/policy of the Government.

**12. Pick and drop facility.** – Subject to the approval of the Chairman, employees may be provided the pick and drop facility through coaster vans in lieu of conveyance allowance. The

officers drawing car maintenance allowance will not be entitled to this facility.

### **CHAPTER 3**

#### **USE OF VEHICLES**

**13. Use of Vehicles.** – (1) Vehicles shall ordinarily be used for official duty only.

(2) The journeys will be treated official, when they are performed:

- (a) A journey performed in the public interest from the office or residence to a place where the presence of the officer is required for official work and back;
- (b) To receive guests invited by the Academy and to leave them to their places of business, residence or the airport or for journeys within the Municipal limits;
- (c) Journeys performed in cases of emergency when member of the staff is suddenly taken ill or on meeting with an accident, is removed from his office either to hospital or his residence. The officer-in-charge shall signor countersign such entry in the log book;
- (d) the use of vehicle for an outside person, party or organization in the interest of the Academy's work or as a gesture of hospitality shall be permissible and be deemed as 'Official' for the purpose of these instructions, provided prior approval has been obtained from the competent authority.

(3) Staff cars may be provided for the use of officer of the Federal or Provincial Government and above the status of deputy Secretary of the Provincial Government, state guests, or members of foreign mission and delegation and other dignitaries, when on official visits to the Academy may be allowed to use the car, subject to prior approval of Chairman.

(4) The use of the staff car may be permitted to cashiers for journey from the office to the bank or treasury and back whenever they are required to handle Government money exceeding ten thousand rupees and such use of the staff car shall be treated as on official business.

(5) The competent authority, who shall be overall Incharge of all vehicles, may allow an officer or an official to use the staff vehicle for private purpose in exceptional circumstances on payment of rate fixed by the Government from time to time and the overtime allowance, if payable to staff vehicle driver. All taxes like toll tax will also be borne by user.

(6) The money realized on account of hire charges under sub-rule (5) shall be credited to Academy's account under the head "Relevant Receipts Heads of Account".

**14. Bar to use the official vehicles.** – (1) No person other than an officer specified under these rules shall, save with the prior permission in writing of the Chairman, be entitled for the use of staff vehicle.

(2) No Officer who is in receipt of a fixed conveyance allowance shall, subject to the provision of sub-rule (5) of rule 13, be entitled to use the staff vehicle.

**15. Use of staff cars in contravention of rules.** -- For any journey made in contravention of Rules, the officer using the staff car shall be charged at the rate of private use and also the late duty allowance, if any, paid to the staff car driver.

#### **CHAPTER 4**

#### **MAINTENANCE OF RECORD OF VEHICLES**

**16. Maintenance of record.** -- (1) The following registers shall be maintained for each staff car, namely:-

(a) **Vehicle log book:**

A bound register in the form as set out in Annex-A, shall be maintained, as the vehicle log book, by the Officer in-charge (Transport) of the staff car, which shall form a permanent historical record of the staff car, including a brief description of all repairs, accidents etc, during its life which shall be entered therein.

The log book shall be maintained in the following parts:

<b>Part</b>	<b>Purpose</b>	<b>Descriptions</b>
PART I	Specifications	Details shall be copied out from the registration book of the vehicle in this part.
PART II	Transfers	Entries shall be made under this part when a particular vehicle is transferred permanently or temporarily to any other Department and also from one Officer in-charge to another.
PART III	Summary of repairs & replacement etc.	The details of periodical repairs as well as other repairs & replacements etc., including normal servicing, shall be entered under this part.
PART IV	Spare parts & accessories	The details of issue of spare parts & accessories shall be entered under this part.
PART V	Batteries, Acid, D.Water and Electrical Equipments	The details of issue of Batteries, Acid, D.Water and Electrical Equipments, shall be entered under this part.
PART VI	Record of tires, tubes and other items/ equipments.	Record of tires and tubes and other consumable stores (apart from petrol) connected with the car, e.g. dusters, chamois leather, etc. shall be entered in this part.
PART VII	Oiling and	The details of Oiling and Greasing shall be entered under this

	Greasing.	part.
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### **Movement Register**

A movement register shall be maintained in the form as set out in Annex-B and shall remain in the custody of the staff car driver. In the cover of this register shall be indicated the name of the Academy, the number of the staff car, and the name and the designation of the Officer-in-Charge (Transport) with his office/residential telephones numbers. A copy of the rules shall also be kept along with the movement register.

(2) Both above documents, being important one, for audit purpose; shall not be destroyed. In case of misplacement, the necessary inquiry shall be conducted and responsibility be fixed.

**17. Entries in Movement Register to be signed.** -- The movement register shall be personally signed by the officer using the staff car except that where the Private Secretary attached to the officer is in BPS-16 or above, he may sign the movement register on behalf of the officer, showing him on weekly basis and get his initials as countersignatures.

**18. Unsigned entry in Movement Register.** -- (1) An unsigned entry in the movement register shall be treated as a private journey and shall be chargeable as per Government rules.

**(2) Checking of the Movement Register:-**

The Officer in-charge (Transport) shall ensure that the staff car in his charge is not misused or neglected by the driver and that the petrol of the staff car is not wasted. He shall check the movement registers, at least once a week, to see that all the journeys made, were properly authorized and that avoidable journeys were not made by the staff car. The Officer in-charge shall also record a certificate of checking in the movement register in the following form under his full signature:-

*"I have examined all the entries since this register was last checked and have no observations to make except the following:-*

1.-----

2.-----

*Signature* \_\_\_\_\_

*Designation of the Officer* \_\_\_\_\_

*Date* \_\_\_\_\_

## **CHAPTER 5**

### **MAINTENANCE OF VEHICLES**

**19. Maintenance schedule of staff cars.** – (1) The following schedule of checking and servicing of staff cars shall be observed for their proper upkeep and maintenance, namely:-

**(a) Daily maintenance.**

The driver of the staff car shall carry out the following tasks daily:-

- i. Checking the level, cleanliness and temperature of water.
- ii. Checking the engine oil and petrol for ensuring that there is no leakage from any part.
- iii. Checking the tightness of wheel nuts, bolts, linkages, pressure and cleanliness of tires to ensure that there is no flint, stone etc, which may cause deep abrasions or cuts in a tire.
- iv. Checking all attachments and fittings, controls, gauges, lights and brakes.
- v. Cleaning by dusting or wiping both the interior and the exterior of the staff car.
- vi. If there is any problem, it will be reported immediately to the Officer in-charge (Transport)

**(b) Weekly maintenance**

The driver of a staff car shall carry out the following tasks once a week :-

- i. Cleaning the entire vehicle (from inside and outside), including wheels, by washing.
- ii. Removing the battery for cleaning the corrosion from the terminals and their coating with petroleum jelly, checking the vent-plug, vent-holes and body and replenishing the distilled water in the battery, if required.

**(c) Periodic maintenance**

- i. The staff car shall be got serviced after every run of 1,000 miles or 1,500 km and the entry in this respect be made in the log book.
- ii. As soon as any defect is detected in the engine of the car or in some other part, the driver shall immediately report the matter in writing.
- iii. The car shall be repaired from an approved workshop/garage, and the entry be made in the Log book in part of 'Repairs and Replacements' before passing the bill for repairs.
- iv. The driver shall certify on the bill that the repairs have been carried out satisfactorily and that he has checked it.

**20. Weekly inspection by officer in-charge (Transport)** – (1) The Officer in-charge (Transport) shall be responsible to check that the staff car's driver, is given sufficient time to carry out the weekly maintenance and shall himself carry out weekly inspection to ensure that the tasks to be performed by the driver have actually been carried out and the vehicle is fit for duty in all respects. The results of his inspection shall be recorded in a bound register in the following proforma:

S.#	Date of inspection	Name of the Officer-in-charge (Transport) who carried out the inspection	Initials of the Officer in-charge (Transport) with remarks about fitness	Remarks by Senior Director Admn
1.	2.	3.	4.	5.

(2) The officer-in-charge shall make sure that the vehicle is maintained as per the instructions laid down in Owner's Manual provided by company.

## CHAPTER 6

### REPLACEMENT OF TIRES, TUBES, BATTERIES ETC. & THEIR DISPOSAL

**21. Replacement of Tires, Tubes, Batteries of Vehicles.** – (1) The following guidelines may be followed for replacement of tires, tubes, batteries of various types of vehicles:

- (a) Tires shall be replaced if:
  - i. damage such as cuts, splits, cracks deep enough to expose the fabric, or bulges indicating internal damage;
  - ii. a tire goes flat repeatedly or cannot be properly repaired due to the size or location of a cut or other damage;
  - iii. six years old tire must be checked by a qualified technician even if they have seldom or never been used or damage is not obvious;
  - iv. the tread wears down 4mm (0.16 inch) or more and the effectiveness of snow tire is lost.
- (b) The age of a battery shall be 12-18 months or till its effective performance.

(2) The power to sanction replacement/purchase in respect of vehicles is vested in Chairman.

**22. Disposal of old parts/tires/tubes.** -- After repairs, the old parts will be deposited in the store including tires and tubes which may be disposed of through the normal procedure in practice.