

**THE AJ&K GOVERNMENT VEHICLES
(USE AND MAINTENANCE) RULES, 1977**

“Muzaffarabad”
Dated: 26th December, 1977

NOTIFICATION:

No. S&GAD/R-8/TPT/77. In suppression of S&GAD's Notification of even number dated 12-12-1977, the President, Azad Jammu and Kashmir is pleased to make the following rules regulating the use and maintenance of Government vehicles, namely:-

**The Azad Government of the State of Jammu and Kashmir Government
Vehicles (Use and Maintenance) Rules, 1977.**

1. **Short Title, Application and Commencement:-** (1) These rules may be called the Azad Government of the State of Jammu and Kashmir Government Vehicles (Use and Maintenance) Rules, 1977.
 - (2) They shall apply to the Government vehicles maintained by various Departments including the vehicles maintained by the Central Transport Pool.
 - (3) They shall come into force from 1st May, 1977 and shall supersede all previous rules, regulations and orders on the subject.
2. **Definitions:-** In these rules, unless the context otherwise requires, the following expressions shall have the meaning hereby respectively assigned to them, that is to say:
 - (1) **“Department”** means Administrative Department of Azad Jammu and Kashmir Secretariat or an attached Department or any other office of Government which has been provided with Government vehicle;
 - (2) **“Form”** means a form appended to these rules;
 - (3) **“Government Vehicle”** or **“Vehicles”** means any type of motor vehicle provided by the Government for official use of a Department and includes staff car, jeeps, jeepsters, pickups, vans, wagons, etc; and
 - (4) **“Officer-in-charge”** means an officer nominated by a Head of a Department/Attached Department to be incharge of a Government vehicle or Government vehicles under rule 3.

3. The Head of the Department/ Attached Department shall nominate an officer of the Department/Attached Department to be incharge of a Government vehicle or Government vehicles. The Officer Incharge shall be responsible for the proper utilization and upkeep of the vehicle and maintenance of its records.
4. Notwithstanding anything contained in rule 3, the general control of Government vehicle shall vest in the Head of Department/Attached Department.
5. Every Government vehicle shall, immediately on its purchase, be registered by the designation of the Officer in-charge, of the Department for which it has been purchased and it shall not be required to be insured.
- ¹[6. (i) The number plates of vehicles shall be of 'DARK GREEN' colour in Semi-Circle shape inscribing thereon:
"Azad Government of the State of Jammu and Kashmir" and name of the Department".
(ii) The number plates of vehicles of Autonomous/Semi-Autonomous Bodies/ Corporations shall be of 'CHOCOLATE' colour in rectangular shape inscribing only the name of the Organization thereon. They shall not use the words "Azad Govt. of the State of Jammu and Kashmir" on their number plates.]
7. A competent licensed driver shall be engaged for the vehicle and garage accommodation arranged before the vehicle is removed from the premises of the suppliers.
8. (1) Government vehicles shall ordinarily be used for Government duty only.
(2) Use of Government vehicles for the following purposes may be considered as use for Government duty:-
 - (a) Journeys 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;

¹ Substituted vide Notification No. S&GAD/H-6(3)/Sec-1/84 dated 07.03.1984.

- (d) Journeys to attend any diplomatic or official function whether from office or residence; and
 - (e) Journeys performed by Chief Secretary and other officers enjoying the status of Additional Secretary to the Government of Pakistan, and serving under the Azad Government of the State of Jammu and Kashmir from residence to office and vice versa.
 - (f) Journeys performed from garage to office and back;
 - (g) Journeys from office to residence and back if the officer is required to attend office after normal office hours.
- (3) Government vehicles may, under special circumstances and with the previous permission of the officer-in-charge, in case of travel within Municipal and Cantonment limits, and of Head of the Department in case of travel outside Municipal and Cantonment limits, be used for private purposes on payment of rupee one per mile or portion thereof and the overtime, if any, paid to the driver;
- Provided that this rule shall not apply in case of use of vehicles under rule 15.
- (4) The money realized on account of hire charges under sub-rule (3) shall be credited to Government account under the head “XXXVI-Miscellaneous-(iii) other items”.
- 9.** A Government vehicle shall not be driven except by an authorized and licensed driver specifically appointed by the Department for the purpose;
²[.....]
- 10.** (1) 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.
- (2) The log book maintained under sub-rule (1) shall remain in custody of the driver incharge of the vehicle and shall be examined and signed by the officer-in-charge every day at the time driver is relieved from duty.
- 11.** The Head of the Department shall specify the officers or categories of officers who shall normally be entitled for the use of Government vehicles, for official business only and subject to availability.

² Omitted vide Notification No.S&GAD/TP-51/SO-I/81 dated 23.02.1981

12. No person other than an officer specified under rule 11 shall, save with the prior permission in writing of the Head of the Department, be entitled to the use of a Government vehicle.
13. Officers of the Central Government, Azad Jammu and Kashmir Council or Provincial Government of above the status of a Deputy Secretary of the Provincial Government, State Guests, or Members of Foreign Missions and delegations and other dignitaries when on official visits may be allowed to use Government vehicles.
14. The Cashier of the Department may be allowed to use Government vehicle from office to bank and vice versa for carrying Government money exceeding Rs. 4000/-.
15. Grade 21 and 22 officers serving directly under the Government, Additional Chief Secretaries and Secretaries who do not draw Conveyance/ Motor Cycle/ Scooter/ Car Maintenance Allowance shall be entitled to free use of Government vehicles for official and private purposes subject to the condition that the vehicle shall be used within the Municipal as well as Cantonment limits of the city where they are posted, or while on tour, within the Municipals as well as Cantonment limits of the city of their temporary duty;

Provided that the Government vehicle may be used for private purposes for journey outside the said Municipal and Cantonment limits in which case the expenditure on petrol for such private journey will be borne by the officer himself.

16. All requisitions for the use of the Government vehicles shall be addressed to officer-in-charge. An officer requiring a vehicle for official duty shall fill part 1 of the requisition slip at Form 'B' and send to the officer-in-charge of Transport, who will, subject to availability of vehicle, detail driver for specific duty vide Part II of Form 'B'. The entries in Part III of Form 'B' will be filled in by the requisitioning officer before he leaves the vehicle.
17. (1) Every person using a Government vehicle shall sign entries in the log book in respect of the journeys performed by him in the vehicle;
Provided that the Government vehicles provided for exclusive use to a Minister/Speaker shall be exempted from the provision of this rule. Journeys made by them shall be recorded as 'running duty'.
- (2) The entries in the log book in respect of the journeys performed in a Government vehicle by an officer of and above the status of Secretary to the Government or a State Guest or a Member of a

Foreign Mission or Delegation or other dignitary may be signed by his Private Secretary/Personal Assistant or representative.

18. (1) A Government vehicle may be lent to any other Department.
- (2) Where a Government vehicle of one Department is borrowed by another Department, the officer-in-charge in the borrowing Department shall be responsible for the borrowed vehicle as if the vehicle belonged to borrowing Department.
19. The following books shall be maintained for each motor vehicle:-
 - (1) **Log Book:** It shall be maintained in Form 'A' and shall remain in custody of the driver of the vehicle. The name of the Department and designation of the officer in-charge, his telephone number and registration number of the motor vehicle shall be indicated on the title cover of the log book. A copy of these rules shall also be pasted in the log book.
 - (2) Requisition slip in form 'B'.
 - (3) History Sheet of the Motor Vehicle: A bound register containing about 50 pages shall be maintained which shall remain in the custody of the Officer-incharge of the vehicle. It shall form a permanent record of a motor vehicle and all the incidents during the life of a particular vehicle shall be entered therein. It shall consists of the parts in form 'C'.
 - (4) Petrol Account Register shall be maintained separately in form 'D'.
20. A bill shall be prepared on the last working day of each month in respect of private trips and presented to officer 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.
21. The driver of each motor vehicle shall be notified to observe strictly the following instructions:-
 - (1) He shall be responsible for the proper upkeep and cleanliness of the motor vehicle, petrol consumption, careful driving, caution against accidents and timely service and repairs.
 - (2) He shall be responsible for any damage which maybe caused to the vehicle due to his negligence.
 - (3) He shall get entries recorded in the log book before an officer leaves the vehicle, except where the officer is not required to make entries personally.

- (4) 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 20/30 miles per hour.
- (5) He shall not leave the vehicle un-attended or kept it in a dangerous position.
- (6) Should any officer refuse to co-operate in regard to the observance 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-in-charge.
- (7) Any contravention of the above rules shall be considered as misconduct and disciplinary action shall be taken against the driver.
22. **Overtime Allowance to Drivers:** The drivers shall, for duty performed beyond office hours, be entitled to an overtime allowance at such rates as may be allowed by the Government from time to time.
23. For any journey made in contravention of the rules, the officer using the vehicle shall be charged at the rate of one rupee and fifty paise per mile as also the overtime allowance, if any paid to the driver.
24. Officer Incharge shall ensure that any vehicle in his charge is not misused or neglected by the driver and that the petrol of the vehicle is not wasted. He shall scrutinize the log book at least after a fortnight to see that all journeys made were properly authorised and that avoidable journeys were not made by the vehicle. The officer in-charge shall also record a certificate of checking in the log book in the following form under his full signature:-

I have examined all the entries since this log book was last checked and have no observation to make except the following:-

1. _____.

2. _____.

Signature _____

Designation of the Officer _____

Date: _____

25. **Recovery of Charges for Private Use:-** (1) The officer-in-charge shall cause to be prepared a bill on the last working day of each month in respect of private use of the vehicle made during the month and shall pass on the bill to the officer concerned who used the vehicle for private purposes. The bill shall cover the entire mileage done for private purposes and the officer-in-charge shall record a certificate after the final entry for each month in the log book that the log book has been examined and that necessary bills have been prepared and sent to the officer concerned for recovery of charge.
- (2) All recoveries of charges for the private use of the vehicle shall be made at the end of each month. Recoveries on account of private use of the vehicle shall not be delayed beyond one month and the officer-in-charge shall be responsible for scrutinizing the log book at the close of each month and making recoveries of the amount, if any outstanding against officers for more than a month.
- (3) Where no sufficient indication of the nature of the journey made by the vehicle has been given or where an officer has not signed the log book or filled the particulars properly it shall be assumed that the journey was made on private account and shall be chargeable under rule 23.
26. **Audit:** Audit of accounts relating to the Government vehicles shall be conducted periodically by the staff deputed by the Accountant General, A.K.
27. **Periodical Maintenance of Vehicles:** The following schedule of checking and serving of the vehicles shall be observed for their proper upkeep and maintenance, namely:-
- (1) **Daily Maintenance:** A driver of the vehicle shall carry out the following tasks daily:
- (i) Checking the level, cleanliness and temperature of water, if required;
 - (ii) Constant checking of engine oil and petrol for ensuring that there is no leakage from any part;
 - (iii) Checking tightness of wheel nuts, bolts linkages pressure and cleanliness of tyres to ensure that there are no flints or stones etc. which may cause deep abrasions or cuts in any tyre;
 - (iv) Checking of all attachments and fittings, controls, gauges, lights, and brakes; and
 - (v) Cleaning by dusting or wiping both the interior and the exterior of the vehicle.

- (2) **Weekly Maintenance:-** A driver of a vehicle shall carry out the following tasks once a week.
- (i) Cleaning by washing of the entire vehicle from inside and outside including washing of wheels;
 - (ii) Removing of battery for cleaning of corrosion from terminal and smearing them with petroleum jelly, checking of leaks or cracks, vent-plugs and vent-holes and refilling of battery with distilled water, if required; and
 - (iii) The exterior parts shall be made to shine to give a presentable look to the vehicle.
- (3) **Periodical Maintenance:-** The Officer-in-charge of the vehicle shall see that the repairs/ servicing /oil change/ tuning of the vehicle are always got done according to the instructions laid down in the service booklet of the vehicle.

28. **Faults Discovered to be Reported:** Any fault discovered by the driver while performing the tasks under clauses (1) & (2) of rule 27 shall be reported immediately to the officer-in-charge.

29. **Weekly Inspection by Officer-in-charge:** The officer-in-charge shall be responsible to see that the vehicle driver is given sufficient time to carry out weekly maintenance and shall himself carry out weekly inspection to ensure that the tasks to be performed by the driver under clauses (2) of rule (27) 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 performa given below;

| Date of Inspection | Name of the Officer-in-charge who carried out the inspection | Remarks by the officer-in-charge | Initials of the officer-in-charge |
|--------------------|--|----------------------------------|-----------------------------------|
| 1 | 2 | 3 | 4 |

30. **Relaxation of Rules:** The Chief Secretary may, in special circumstances and for reasons to be recorded in writing, relax any provision of these rules.

³{31. **Auction and Purchase of Vehicles:** (1) There shall be constituted a committee for examining and judging the need for auction and purchase of vehicles in a department. The committee will see the condition of existing vehicles and in case these have outlived utility will recommend auction of the vehicles. For determining the justification for purchase of new vehicles for a

³ Substituted vide Notification No. S&GAD/H-6(39)/Sec-1/84 dated 12.11.1984.

particular Department from the ⁴[.....] non-development budget, the committee will take into consideration the existing number of vehicles in the Department, the availability of funds, the entitlement of officer/official, the capacity and make of the vehicle to be purchased etc. The committee shall consist of the following members:-

| | | |
|-----------------|---|---|
| ⁵ 1. | Additional Chief Secretary (General) | Chairman |
| 2. | Secretary Services | Member |
| 3. | Secretary Finance | Member |
| 4. | Secretary of concerned Department | Member |
| 5. | XEN, PWD, Mechanical Division | Member |
| 6. | Transport Officer (CTP) | Technical Member/ Secretary Committee] |

- (2) The committee shall meet on an appointed date and time to examine the vehicles/vehicle proposed to be auctioned and shall make its recommendations in writing to the Chief Secretary. Before any vehicle is examined by the committee, it shall be got inspected in the local PWD workshop. The committee will arrange disposal of condemned vehicles through open auction ⁶[and/or by inviting sealed quotations] after giving proper advertisement in two leading newspapers. No vehicle will be sold at less than the price against which will be determined by the committee.
- (3) The concerned department on the receipt of the recommendation of the committee for purchase of vehicle/vehicles, will take up to case for provision of funds with the Finance Department, unless a provision exists already in their budget. }
32. (i) Ministers/ Advisors shall be entitled to the purchase of 1600 cc. cars which may be air-conditioned.
- (ii) The Chief Secretary shall be entitled to the purchase of 1600cc car non-air-conditioned.
- (iii) All Secretaries and other Heads of Departments shall be entitled to purchase the cars more than 1300 CC non-air conditioned.
33. **Central Transport Pool:** (1) The Central Transport shall make available, subject to availability, suitable vehicles for:-
- (i) State Guests and VIPs visiting Azad Kashmir.

⁴ Omitted vide Notification No.S&GAD/Admin/H-6(39) Sec-1/87 dated 21.01.1987.

⁵ Committee re-constituted vide Notification No. S&GAD/G-3(2)/2007 dated 04.02.2008.

⁶ Inserted vide Notification No. S&GAD/R-8/TPT/81 dated 25.04.1981.

- (ii) Ministers/Advisors.
 - (iii) Officers mentioned in rule 13.
 - (iv) Secretaries to Government and other officers serving in the Secretariat Department and such other Departments which do not have their Departmental vehicles.
- (2) The detail of journeys performed by the State Guests/VIPs shall not be noted in the log book. Their journeys shall be recorded as “running duty” and signed by the Protocol Officer.
- (3) Secretary Services and General Administration Department shall be competent to requisition any vehicle from a Department/ Departments, in case of extreme urgency for a specific purpose and the Department shall forthwith comply with the requisition order. The vehicle will, however, be returned to the Department as soon as it has been released from the specific duty for which it was requisitioned.
34. This issues with the concurrence of Finance Department vide their No. FD/4/714/77 dated 22.10.1977.

Sd/--
(S. Sajid Hussain)
Deputy Secretary Services

FORM 'A'

(See Rules 10 & 19)

LOG BOOK (NO. _____)

AZAD GOVERNMENT OF THE STATE OF JAMMU AND KASHMIR

MOTOR VEHICLE WORKING ACCOUNT

Vehicle No: _____

Driver's Name: _____

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

| SPEEDOMETER READING | | | Petrol or oil issued | Signature of the officer | Remarks |
|---------------------|------------|---------------|----------------------|--------------------------|---------|
| Before Trip | After Trip | Total Mileage | | | |
| 8 | 9 | 10 | 11 | 12 | 13 |

Form 'B'
(See Rule 16)

**REQUISITION SLIP FOR GOVERNMENT VEHICLE
PART-1**

A vehicle is required for _____ on _____ (date) from _____
(time _____ to _____ time) for going to _____ in connection
with official/private business.

Signature of Requisitioning Officer

To Officer-in-Charge,
Transport.

PART-II

**TO BE USED IN TRANSPORT SECTION GOVERNMENT TRANSPORT
DUTY SLIP**

Vehicle No. _____ with Mr. _____ Driver, is directed to report for duty to
_____ as _____ on _____ for _____ (Details of nature
and duration of duty).

Signature of officer-in-charge Transport

PART-III

**TO BE COMPLETED BY THE REQUISITIONING OFFICER AT
THE TIME OF THE RELEASE OF THE VEHICLE**

Released at place _____ time _____ on _____ Actual miles meter reading at
the time of release _____.

Signature of Requisitioning Officer

FORM 'C'

(See rule 19)

VEHICLE HISTORY SHEET

PART-1

OUTER COVER

Department: _____

VehicleNo: _____

Vehicle Log Book No: _____

1. Make No. _____

2. Chassis No. _____

3. Year of Manufacture. _____

4. Type of Body. _____

5. Seating Capacity. _____

6. No. of Cylinders. _____

7. Horse Power. _____

8. Petrol tank capacity. _____

9. TyresPressure (Front) _____

(Rear) _____

Signature of officer who certified
Correctness of the above entries

PART-II

SUMMARY OF PEPAIRS EXECUTED AND PURCHASES MADE

| Date in Workshop | | Particulars of repairs executed, purchases made | Cost of repairs | Contingent voucher number | Signature of Officer incharge of the vehicle |
|------------------|-----|---|-----------------|---------------------------|--|
| In | Out | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 |

FORM 'C'

PART-III

1. Tyres and Tubes.
2. Batteries and other accessories.

| S.No | Make and the size of tyres and tubes/batteries/accessories | Remarks |
|------|--|---------|
| (1) | (2) | (3) |

PART-IV

TOOLS OF THE VEHICLE

| S.No | Tools | Date of Purchase | Remarks |
|------|-------|------------------|---------|
| (1) | (2) | (3) | (4) |

FORM 'D'

(See Rule 19)

PETROL ACCOUNT FORM

| Date | Opening balance on the first day of the month | Number of gallons of petrol obtained | Voucher No. and date | Balance on the last day of the month |
|---|---|--------------------------------------|----------------------|--------------------------------------|
| 1 | 2 | 3 | 4 | 5 |
| Total petrol consumed during the month (Cols (2+3)-(5)) | | Total mileage | Remarks | |
| 6 | | 7 | 8 | |