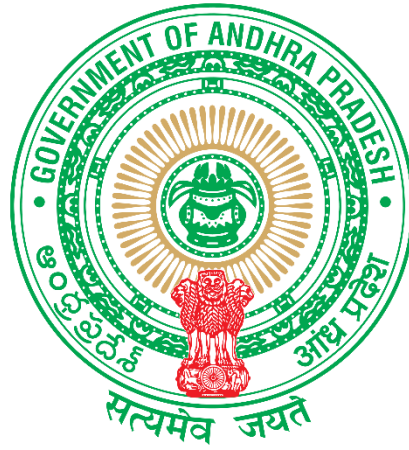


**Standing Orders
On
Transport Policy**



**Andhra Pradesh Capital Region
Development Authority
(APCRDA)**

JUNE, 2016

TRANSPORT POLICY

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Standing Orders on Transport Policy

In exercise of the powers conferred by Section.12 of Andhra Pradesh Capital Region Development Authority Act 2014, the CRDA in its 4th Meeting held on 13TH June 2016 here by makes the following standing orders.

These orders may be called "The Authority Standing Orders on Transport Policy" 2016, there shall come into force immediately and shall apply to the Cars and other Motor Vehicles including hire vehicle of the Authority.

Subject to the overall control of the Andhra Pradesh Capital Region Development Authority, as laid down in Section.19 (1) of the act, the following procedure shall be followed for the use of the vehicles of the Authority.

1. POLICY FOR AP CRDAOWN VEHICLES

1.1 Vehicles in Common Pool

(i) One Sports Utility Vehicle and one Non-SUV (on lease basis) shall be kept in the Common Pool for the official use by entitled Officers of Authority. However, in case of exigency, it can be used by other officers with the recommendation of the concerned Director.

(ii) In case of non-availability of the driver, Office Management Department (OM dept.) can hire a driver for vehicles of Commissioner/Addl. Commissioners/Group Directors on daily basis at the rate not exceeding one day salary of outsourced driver, with the approval Addl. Commissioner (Administration Dept.).

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1.2. Efficiency of the Vehicles

(i) The drivers shall be required to maintain the minimum average mileage of departmental vehicles as per norms which shall be monitored by OM Dept. OM Dept. shall also be required to maintain strict surveillance so that no pilferage of petrol/diesel or theft of parts of vehicles takes place. The average efficiency of the vehicles may be fixed by OM Dept. from time to time in the following form.

S. No	Make of Vehicle	Fuel Average during first three services		Fuel Average after first three services	
		Without AC	With AC	Without AC	With AC
1	SUVs				
2	Ambassador (Petrol)				
3	Other 4 wheelers like Indica, Swift Dzire, Vista				

(ii) In case of low average of the vehicles or where average is not specified, the average be got checked/ certified from authorized dealer of the vehicle. In case, it is not possible to get the certification from the authorized agency, the concerned Officer In-charge of the vehicle along with one Accounts Officer and one Manager from Office Management shall physically check, certify and fix the average of the vehicle.

1.3. General

(i) Officer in-charge of the vehicle shall ensure that only authorized driver having valid driver's license, drives the vehicles & required documents are kept in order. Validity of Driver's license should be ensured from time to time. However, in case of official emergency and non-availability of driver, controlling officer may drive the departmental vehicle himself or authorize any other employee, provided he has a valid driving license.

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(ii) All the entries of each journey like Date, Place ('from' as well as 'to'), Time of departure & arrival, Initial/final Kilometers readings along with KMs run, purpose (along with additional details required in case of transportation of store material), Signatures of official/officer performing journey (along with his designation) etc. should invariably be made in the vehicle's log book.

(iii) In case of an accident, the same shall be immediately reported to the Directors concerned, who shall submit the report along with his comments to Addl. Commissioner, Administration.

(iv) The repair of the accident affected departmental vehicles should be got done at the headquarter of the vehicle under the supervision of the vehicle In-charge so as to have a proper check for repair of the vehicle. If it is not economical to bring the vehicle from the site of accident to headquarter, then the repair may be got done at the nearest point with the approval of Controlling Officer. In case of major repair, Vehicle In-charge shall ensure that the damaged parts replaced at the cost of the Authority(i.e. which are not covered under insurance) are returned to the store.

(v) Quarterly return of all the vehicles in prescribed proforma must be sent to the office of Manager, Office Management by the concerned Directors.

(vi) All required forms are at annexure.

(vii) These standing orders may be modified by the Executive Committee from time to time.

1.4. Life of the Vehicles

(i) The life of vehicles shall be fixed at 15 years or 1,50,000 kms run.

(ii) The vehicles after completion of life would be straight away put to condemnation through conduct of public auction by Joint Director, OM Dept. The upset price of such vehicles will be fixed at 10% of the original cost of the vehicle without seeking any valuation certificate.

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(iii) The age of the vehicle shall be reckoned from the date of its first registration.

1.5. Procurement of Vehicles

(i) The Vehicles for the official use of staff of Authority wherever necessary shall be purchased by the Office Management Department after obtaining Commissioner's approval. The vehicles shall be maintained by Office Management Department.

(ii) The cost of accessories of the new vehicles shall not be more than 3% of the billed amount. The record of the same must be entered in the maintenance register of the vehicle by the Office Management Department (OMD).

(iii) Timely registration of new vehicles, insurance, maintenance, service & upkeep, deposit of road tax/RC, passing of vehicles, pollution certification and other documents of vehicles shall be the responsibility of the Manager, Office Management Department and due record should be maintained. Full insurance (bumper to bumper) of the vehicles shall be taken. The insurance of Drivers and passengers for covering their life risk during travel should also be ensured.

2. POLICY FOR HIRING OF VEHICLES

2.1. Eligibility

Level			Field work	Office work
AIS/ Central Service Officers on deputation	Eligibility	Vehicle	Innova/ Equivalent Sedan/	Innova/ Equivalent Sedan/

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			Scorpio	Scorpio
		Mileage per month	Unlimited	Unlimited
	Rate	CRDA	NA	NA
		Hired	Rs. 45,000 per month plus fuel	Rs. 45,000 per month plus fuel
		Own	NA	NA
Level			Field work	Office work
Director/ Chief Engineer/ equivalent	Eligibility	Vehicle	Scorpio/ equivalent SUV	Car
		Mileage per month	3000 km	2500 km
	Rate	CRDA	NA	NA
		Hired	Rs. 40,000 per month plus fuel	Rs. 35,000 per month including fuel
		Own	Rs. 35,000 per month all inclusive	Rs. 25,000 per month all inclusive
Level			Field work	Office work
Middle	Eligibility	Vehicle	Bolero/	Car

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Management staff • SE/EE, PP/SP, Adl.Dir/JD on field duty • Heads of departments of any designation • Competent Authorities till completion of pooling work			equivalent	
		Mileage per month	2500 km	2500 km
	Rate	CRDA	NA	NA
		Hired	Rs.35,000 per month including fuel	Rs. 25,000 per month including fuel
	Own	Rs.25,000 per month all inclusive	Rs. 20,000 per month all inclusive	
Level			Field work	Office work
Junior Management	Eligibility		Fixed Travel Allowance	Conveyance Allowance
Level			Field work	Office work
Staff on field duty requiring vehicle if authorised by Commissioner (ex: Construction staff/ Town planning staff etc.)	Eligibility	Vehicle	Jeep/car equivalent	NA
		Mileage per month	2500 km	NA
	Rate	CRDA	NA	NA
		Hired	Rs.25,000 per month including fuel	NA
		Own	NA	NA

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- (i) Based on recommendation of Department head, functional requirement and nature of the job, Commissioner may sanction vehicle facility to field staff working at various other levels.
- (ii) This facility shall be reviewed at the end of each year and withdrawn if not required.
- (iii) The Authority will reimburse Fixed Travel Allowance (FTA) incurred by its employees travelling within the capital region on official duties.
- (iv) The mode of transport may be the employee's own two-wheeler, four-wheeler or public transport as may be applicable.
- (v) In case of travel by public/taxi/auto, reimbursements shall be at actuals on submission of bills.
- (vi) The above mentioned journey limits shall be applicable for Authority as well as hired vehicles and shall include all types of official journeys except Private journeys.
- (vii) [The above rules are not applicable for employees recruited on contract basis \(consolidated payment/any other mode\) unless authorized and sanctioned by the commissioner, APCRDA.](#)
- (viii) The regularization of excess journeys shall be done by the following authorities.

S. N o.	Officer in charge of Vehicle	Competent authority to regularize the excess journey
1	Directors with field duties	Commissioner
2	Directors with office duties	Addl. Commissioner
3	Field staff/Authorized staff	Director Incharge

2.2. Rates

In case Authority vehicle has been either condemned or not provided to the entitled officer(s)/ office(s), vehicles as per entitlement can be hired

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from the market subject to the maximum of the following rates which may be revised by Executive Committee from time to time.

(A) Yearly Basis

Type of Vehicle	Total Limit	Kms. included in Fixed Charges	Variable Kms.	*Monthly Fixed Charges (Rs.)	Rate Per KM (Rs.)
Innova or any other SUV	Unlimited	2000	-	-	-
Innova/any other SUV	3500 KM	2000	1500	-	-
Bolero, Scorpio, Xylo	3000 KM	2000	1000	-	-
Swift Dzire, VDI, Indica, Indica Vista, or any other equivalent model in same price range	2000 KM	2000	-	-	-

(B) Daily Basis

S. No.	Type of vehicle	Kms	*Rates for Diesel AC model in Rs /-	Extra per KM/Extra Hour
1	Tata Indica/ Beat and equivalent in price	40 Kms/4 Hours		
		80 Kms/8 hours		
		Per Day 12hrs) /350 km		
2	Bolero/ Tata Sumo/ Tavera or equivalent in price	40 Kms (4 Hours)		
		80 Kms (8 hours)		
		Per Day 12hrs) /350 km		
3	Tata Indigo/ Ford Ikon/ Logan/ Swift D-Zire or equivalent in price.	40 Kms/4 Hours		
		80 Kms/8 hours		
		Per Day 12hrs /350 km		
4	Gannavaram Airport to office (Dropping) and vice versa	Innova		
		Tavera		
		Vista/Indica		

* The fixed rates shall be appreciable by 5% per year.

* Outstation Night halting charges from 10.00pm to 06.00am shall be Rs.200/-

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Note: Daily Basis rates and yearly basis - monthly maximum ceiling limits may be fixed after finalization of tenders.

2.3. General Guidelines for hiring of vehicles

- (i) Tenders for hiring of vehicles on monthly/daily basis for official purpose shall be floated by Procurement Department. The competency to approve the rates shall lie with Commissioner. Once the rates are finalized these may be used as ceiling limits for procurement of vehicles in a financial year. Concerned Addl. Commissioner/Group Director may procure the required number of vehicles in their groups.
- (ii) The Work Order for hiring of vehicles for the vehicles not more than 3 years old, shall be initially for a period of one year and the same shall be extendable, on year to year basis, for further two years, subject to the performance of the Vehicle/ Service Provider/ Market rates and the Life/Kms of the vehicle as specified in 1.5 above. Hence the maximum period for which a vehicle can be hired is 3 years. After a period of 3 years, a new tender needs to be floated.
- (iii) Only Commercial Vehicle with entry in Registration Certificate should be hired. There shall not be conflict of interest for Authority staff while hiring vehicles.
- (iv) Vehicles shall be available for use round the clock, for utilization at offices of Authority.
- (v) The vehicle shall be insured comprehensively, including insurance for driver and passengers, during the period of engagement with Authority. Insurance premium shall be paid by the service provider. In case of any eventuality, lodging insurance claims with the insurance company shall be the responsibility of the service provider.

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(vi) Road tax for the vehicle shall be paid regularly and kept updated by the service provider.

(vii) Service Provider shall have valid pollution certificate for the vehicles and the same should be available with the driver to be produced on demand.

(viii) The service Provider shall obtain the passing/ fitness certificate and update Registration of vehicle from the concerned authority at his own cost.

(ix) Expenses towards fuel, Mobil oil, service charges and other repairs and maintenance of vehicles shall be borne by the Service Provider and the vehicles shall be always kept in good running condition. In case of breakdown of vehicle, alternate vehicle shall be made promptly available by the service provider.

(x) Cost of vehicle's registration, insurance, service/repair, road tax, salary/ emoluments/allowances of the driver or any other charges will be borne by the service provider. Only Fixed amount and variable charges for extra running kilometers, if any, shall be paid by Authority.

(xi) Any Halt charges, penalty including challan, damages, court case, police case, etc. shall be the sole responsibility of the service provider and APCRDA shall not be party in such cases

(xii) Vehicles shall possess an All India Permit. No liability for the Inter-State permit charges would be borne by Authority.

(Xiii) Toll Tax/Parking charges, etc. wherever paid, shall be reimbursed as per actual, subject to the production of its receipts.

(xiv) Total liability including third party, if any, in case of the accident of the vehicle or due to any kind of act of omission shall be of the service provider. APCRDA, directly or indirectly, shall not be responsible.

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(xv) The service provider shall provide a reliable spare tyre, tools, spares and consumables, with every vehicle, in order to attend to minor repairs while travelling.

(xvi) Service Provider shall also ensure that the Drivers possess valid driver's license. Validity of Driver's license and fitness of driver should be ensured from time to time.

(xvii) The driver shall be punctual and polite and shall not be under the influence of any intoxicating drink or drug. The service provider shall be responsible for the conduct of the driver. In case of any complaint regarding the conduct of the driver, he shall be replaced immediately.

(xviii) In case any driver proceeds on leave or is not available on medical grounds or any other ground, alternate replacement shall be the responsibility of the service provider.

(xix) Maximum up to 4 days off in a month shall be allowed including for service and upkeep of the vehicle, without any deduction of payment, provided the vehicle has been regularly in use prior to the service. This would be permitted on prior intimation to the concerned officer/office. Service shall be planned on Saturday/Sunday or public holidays. In case of non-availability of vehicle due to breakdown/ servicing on any working day, alternate vehicle shall be provided.

(xx) In case of non-deputing of vehicle on receipt of requisition from the requisitioning officer or delay in sending the vehicle, a penalty of Rs.1000/- per default shall be levied

(xxi) In case of non-availability of vehicle on daily basis, the same can be hired from the market by the concerned officer(s)/ office(s) subject to the maximum of rates as per 2(B) above.

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xxii. Service provider shall ensure mobile facility to the driver at its own cost.

(xxiii) Log book should be maintained by the service provider.

(xxiv) All the entries of each journey like Date, Place ('from' as well as 'to'), Time of departure & arrival, Initial/final Kilometers readings along with KMs run, Purpose (along with additional details required in case of transportation of store material), Signatures of official/officer performing journey (along with his designation) etc. should invariably be made in the vehicle's log book.

(xxv) Monthly return of all the vehicles shall be submitted to the HoD concerned and Quarterly return of vehicles on the prescribed proforma shall be sent to OMD, Authority by concerned Director.

(xxvi) It shall be the responsibility of the officer-in-charge of the vehicle to ensure timely payment to the service provider, not later than 15 days after submission of bill by the service provider.

(xxvii) Payment shall be made through RTGS on monthly basis on the basis of Log Book, duly certified by the concerned officer. No advance payment on any account shall be made.

(xxviii) Variation of 10 Paise for cars and 15 paise for other vehicles, for every Rs.1/- variation in diesel cost, taking the base rate of diesel as that on the tender opening date, shall be applicable on actual kilometers run, effective from the 1st day of the subsequent month.

(xxix) Service Tax shall be payable by the service provider and service receiver as per the instructions issued by the Central Govt. from time to time.

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(xxx) In case services of service provider are not satisfactory on any account, the contract can be terminated by giving 15 days' notice.

(xxxii) If at any time any question, dispute or difference, what so-ever, shall arise between the Vendor and Authority, upon or in relation to, or in connection with the Order/Contract, he may go for arbitration as per Arbitration clause contained in Works Regulations 1997, as amended from time to time.

(xxxiii) The Head of the office, for which the outsourced vehicle has been hired and the officer/official in-charge of the vehicle shall be held directly responsible for non-compliance/non-implementation of these instructions

3. USE OF VEHICLES FOR PRIVATE JOURNEYS

(3.1) The rates for the private journey by officers of the rank of Commissioner and Addl. Commissioners is Rs.500 per month.

(3.2) The rates for the private journey by other eligible officers for the staff car (Authority/ Outsourced) shall be at the rates @ Rs.450/- per month upto 400 KMs.

(3.3) Calculation of private journey shall be done on monthly basis.

(3.4) Any mileage exceeding above limits shall be charged @ Rs.5/- per KM.

4. ALLOWANCES

4.1. Fixed Travelling Allowance

The staff who are not covered under the provision of vehicle facility, may be considered for providing Fixed Travelling Allowance (FTA). However, such staff shall conduct minimum extensive tour of 15 working days per month. The CRDA region extends to two Districts viz., Krishna & Guntur.

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S. No	Scale of Pay	No. of touring days	Fixed TA
1	Upto	15	3,000
	24440-71510	20	4,000
2	Other cadres	15	2,250
		20	3,000

4.2. Conveyance Allowance

The system of concessional bus pass facility to the NGOs of State Government and employees working in municipal corporations will be adopted to the staff of Authority i.e. 2/3rd cost will be borne by the CRDA and 1/3rd by the individual. The facility will be extended to all the staff including employees working on contract drawing pay scale upto Rs.28,940 – 78,910.

4.3. Local Travel/Inter–City Travel

- (i) The Authority will reimburse travel expenses incurred by its employees not covered by FTA within the capital region on official duties.
- (ii) The mode of transport may be the employee's own two-wheeler, four-wheeler or public transport as may be applicable.
- (iii) In case of travel by public transport/ taxi / auto, reimbursements shall be at actuals on submission of bills.
- (iv) In case the employee uses his car / two wheeler, reimbursement will be as follows:
 - (a) Four wheeler- Rs 8.00 per km,
 - (b) Two wheeler- Rs 3.50 per km

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ANNEUXRE

1. Register for recovery of Hire Charges for the use of the Staff Car

Sl.No	Date	Time		Journey		Kilometre before Journey	Reading after journey	Kilometre age	Driver's Name
		In	Out	From	To				
1	2	3	4	5	6	7	8	9	10

Name of the user	Purpose /s of the journey/s	Signature of the user	Charges recovered	Voucher No. and Date	Receipt No.	Remarks
11	12	13	14	15	16	17

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2. History Sheet of the Vehicle

1. History Sheet of the Vehicle No/Registration No:

2. Specifications:

- i. Make
- ii. Original/depreciated Value
- iii. Chasis No.
- iv. Makers type of vehicle
- v. Year of Manufacture.
- vi. Type of body
- vii. Seating or carrying capacity.
- viii. No of cylinder
- ix. Bore and stroke.
- x. Horse Power
- xi. Petrol and Capacity (Main Reserve)
- xii. Tyres Rear/Front
- xiii. Engine No.
- xiv. Due date for renewal of Insurance.

3. Transfer

Signature of the Officer and name of the Dept. by which transferred	Date	Signature of the Officer and name of the Dept. by which transferred	Date

. Record of Driver:

Driver in Charge	From	To	Signature

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3. LOG-BOOK

Sl.No	Date	Time		Kilometre		Name and Designation of the person using the vehicle
		In	Out	From	To	
1	2	3	4	5	6	7

Purpose	Kilometre		Fuel Supplies		Signature
	Official	Private	Petrol/Diesel	Oil	
8	9	10	11	12	13