GOVERNMENT OF ODISHA

FINANCE DEPARTMENT

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No. 27774 **/F., Date** 09/11/2022
PT1-FIN-COD-MV-0004-2018

OFFICE MEMORANDUM

Sub: Ceiling on consumption of fuel for the official use of Government vehicle / Hired Vehicle....regarding

The State Government had fixed the ceiling on consumption of petrol / diesel per month for the vehicles used by different categories of officers vide para-4 (iii) of FDOM No. 10954 dated 14.03.2001.

2. Further, the State Government have also fixed the ceiling of usage of hired vehicle for official use of different categories of officers vide para-3 (vi) of FDOM No 30464 dated 06.09.2019. The aforesaid ceiling on usage is also made applicable for equivalent model of Government vehicles.

3. As two different guidelines are prevailing on the subject and creating doubts, the State Government have been pleased to withdraw the ceiling on consumption of petrol / diesel per month for the vehicles used by different categories of officers as fixed vide para-4 (iii) of FDOM No. 10954 dated 14.03.2001.

4. These instructions shall come into effect from the date of issue.

By order of the Governor

09/11/2022

Joint Secretary to Government

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GOVERNMENT OF ODISHA
FINANCE DEPARTMENT
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No. 30464 /F., Dated. 06-09-2019
FIN-COD-MV-0001-2017

OFFICE MEMORANDUM

Sub: **Hiring of Private vehicles for official use by State Government Offices- Revision of hiring charges and related guidelines**

Hiring of private Vehicles for performing Government duties are being encouraged for entitled officers of Administrative Departments at all levels to save avoidable financial investment and maintenance & repair expenditure. The norms of hiring of private vehicles were fixed in Finance Department OM No. 34085/F Dated 29.09.2012 and subsequently revised in Finance Department OM No. 27037/F Dated 08.10.2015.

2. In this context, it has become imperative for inclusion of the new model of vehicles for use as hired vehicles, since many of the approved vehicles are no longer under manufacture. Proposals are being received for re-fixation of hiring charges as the cost of labour has since increased and higher priced vehicles with fuel efficient engines have been introduced by manufacturers. Considering these aspects and based on the parameters of ease of maintenance, service facility in nearby vicinity, fuel economy, eco-friendliness etc. new model vehicles are included and maximum hiring charges in respect of different kinds of hired vehicles are re-fixed with mileage as tabled below:

Sl. No	Category of offices	Type of vehicles permissible to be hired	Maximum hire charges per month excluding taxes (*)	Minimum Average Mileage in kms per litre
(1)	(2)	(3)	(4)	(5)
1	Blocks/Tahasils and other field offices	TUV300/Bolero/Sumo Gold/ Ertiga	Rs 31,000/-	10
Revised 2	District/Range level Offices	Tiago/ Bolt/ Celerio (Petrol)	Rs 20,000/- Rs 31,000/-	17
3	Collectors /Superintendent of Police /and other equivalent Officers (For their own use)	Scorpio/Creta/ Mahindra Marazzo	Rs 37,000/	10

(R) NO. 24471/F dt 03-09-2021 (For Officials use 1 ADMs P.M. Rs 31,000/-)

Sl. No	Category of offices	Type of vehicles permissible to be hired	Maximum hire charges per month excluding taxes (*)	Minimum Average Mileage in kms per litre
(1)	(2)	(3)	(4)	(5)
4	Heads of Department / Secretariat (Pool vehicles)	Tiago/ Bolt/ Celerio	Rs.20,000/-	17
5	Additional Secretaries /Heads of Department (For their own use)	Zest/Tigor/Swift Dzire/ Xcent/ Etios (Petrol)	Rs.26,000/- Rs.37,000/-	17
6	Special Secretaries / Secretaries/Principal Secretaries and other equivalent officers (For their own use)	Ciaz/Honda City (Petrol)	Rs.30,000/-	12
7	Officers of the Apex Scale	Innova / Hexa /Xuv 500	Rs.42,000/-	9
8	Hon'ble Ministers/Other Dignitaries	Innova / Hexa /Xuv 500	Rs.42,000/-	9
9	Colleges/Universities/ Training Institutes/and other equivalent institutions	Private Mini Bus (30-32 seater)	Rs.85,000/-	6

Raised

3. **Conditions for Hiring of Vehicles:**

i. Government offices are required to follow transparent bidding process through inviting competitive bids from the Service Providers for hiring of vehicles through the Standard Bidding Document prescribed in para-5 of the FDOM No. 34085/F Dated 29.9.2012 and arrive at a lesser cost than the maximum hiring charges prescribed. **In view of pollution being high through use of Diesel vehicles, it is preferable to hire BS-IV compliant Petrol Vehicles.**

ii. The hiring charges do not include fuel cost (petrol/diesel) which is to be paid separately basing on actual consumption and lubricants as per existing Government norms

iii. The vehicles hired shall be in good condition and shall not be older than three years. Vehicles older than five years should be replaced by new vehicles by the service provider.

iv. It will be ensured through Service Providers of hired vehicles that the vehicles are kept under optimum running condition and avoid accidents

(R3) Ano. 33326/F dt 27.09.2019

attributable to lack of maintenance/upkeep. **The hired vehicles cannot be used for any private/commercial purpose beyond office hours or during holidays.**

v. The model Service Provider Agreement is attached at **Annexure-A**.

vi. Hiring shall be subject to the following ceilings of usage:

a. Vehicles used by officers of the grade of Heads of Department and above up to maximum of **2500kms** in a month.

b. Vehicles used by other Officers and for pool duty up to maximum of **2000kms** in a month.

c. **In case of variation exceeding 20% of distance run, the concurrence of Administrative Department shall be taken.**

vii. Government offices may also hire the vehicle through GeM portal within the norms fixed by Finance Department i.e. on the type of vehicles permissible for Offices to be hired and the minimum average mileage. The sl. no 3 in table at para-2 on Maximum hire charges per month will not apply for the vehicle to be hired on GeM. The hiring charges of vehicles on GeM will be inclusive of fuel cost, lubricants, spare parts, maintenance, and salary of the driver, payment of insurance/Road tax etc., required for operation of vehicle.

viii. Log books shall be maintained for the hired vehicles as in the case of Government vehicles. Kilometer reading and POL drawn shall be necessarily recorded in relevant columns and verified regularly by an authorized officer before making payment.

ix. GST registration and GeM registration are compulsory for any Service Provider to provide hired vehicles to Government offices through GeM or through open bidding.

x. The recurring expenditure involved in hiring of vehicles shall be met from the Budget sanctioned for respective offices under the object head of "Motor Vehicles".

xi. The hiring may be discontinued immediately, when the vehicles are no longer required for offices.

xii. Sanction for hiring of vehicles for one-time sporadic requirement on case to case basis shall be accorded by concerned Administrative Department.

(3) 5. **Ceilings of Usage of Government Vehicles in State Government Offices**

The Ceilings of consumption of Petrol/Diesel per month for the vehicles used by different categories of officers and Ministers was prescribed in FDOM No. 10954/F Dated 14.03.2001. **As an economy measure and rationalization of expenditure, the kilometer ceilings of usage as fixed in para-3(vi) (subject to deviation for tours) and minimum average mileages as fixed in case of hired vehicles at column-5 in Table of para-2 will be applicable for equivalent model of Government Vehicles.**

6. All other instructions on hiring of private vehicles for Government offices issued in FDOM NO.34085/F dated 29.9.2012 and Finance Department OM No. 27037/F Dated 8.10.2015 remain unchanged.

7. The revised norms shall be made applicable for the hired vehicles, after the completion of the contract period of the existing vehicles.

These instructions shall be effective from the date of issue of this Office Memorandum.

Ashok
6/9/19

Principal Secretary to Government

(x) Ceiling of Usage of Govt. vehicles fixed in FDOM No. 10954/F dt 14.3.2001 was withdrawn by Govt vide G.O. No. 27774/F dt 09-11-2022. (G.F. Govt. vehicle Sl. No.