

दक्षिण पश्चिम रेलवे
SOUTH WESTERN RAILWAY



महाप्रबंधक का कार्यालय
फोर्थ फ्लोर, ईस्टविंग,
रेल सौधा, कमरा नंबर .432,
गदग रोड, हुबल्लि -580020.

Office of General Manager
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सं /No.G.157/Misc/Hiring of Vehicles

दिनांक/Dated :03.07.2024

All PHODs/CHODs,
DRM/UBL, SBC & MYS
CWM/UBLS & MYSS

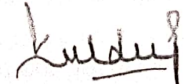
विषय/Sub: Policy guidelines for hiring of vehicles on SWR

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The comprehensive policy guidelines for hiring of vehicles on this railway is enclosed for information and necessary action.

These guidelines are issued with the concurrence of Finance and approval of General Manager and they come into force with immediate effect.

Encl: Policy Guidelines (5 pages)


(कुलदीप / Kuldeep) 03/07/24

उप . महाप्रबंधक/सा./ Dy. General Manager (G)

Copy to:

Secy. to GM – For kind information of GM.

AGM- For kind information.

Policy guidelines on Hiring of Vehicles for officers over SWR

1) Eligibility for vehicle

S No.	Level of Officers	Type of Vehicle
1	GM, AGM, PHOD/CHOD and DRMs	Premium SUV-AC or Premium Sedan-AC
2	HOD/SAG level Officers, CWMs and ADRMs	SUV-AC or Sedan - AC
3	SG/JAG level Officers	SUV-Non AC or Sedan - Non AC
4	Sr. Scale/Jr. Scale (Eligible field officers)	Non-AC Cars: Sedan/Hatchback/MUV
5	Field Supervisors	Non-AC MUV
6	Office vehicle at HQ & Division for Control Room	Non AC Sedan/Hatchback
7	Office vehicle at HQ & Division for General Branch	Non AC Sedan/Hatchback

2) Monthly Ceiling Kms

For Administrative officers : (1500 km per month, Cumulative 18000 Km per year).
For field officers: (2000 km per month, Cumulative 24000 Km per year).

- Ceiling limit of Km per month has been specified. PHOD/CHOD/DRM/CWM may take the decision to process for lower ceiling limits of km per month based on actual utilization/expected utilization & depending on availability of option in GeM.
- Extra Km may be kept as 500 Km per month.
- In the event when the distance traveled exceeds the monthly usage, amount will be paid for additional kms as per schedule. Similarly, the unused kms in a particular month as against the minimum guarantee usage variant will be carried forward to the next month and additional kms if any shall be adjusted against this. However, the payment for the selected usage variant in a month will be paid every month. Further, the unused kms in a particular month shall not be carried forward or adjusted beyond 6 months. {As per SLA (Service Level Agreement) of GeM}.
- In case, the total kms used exceed the maximum ceiling limit per month + extra Km for any particular month (even after exhausting unused km of previous months), then approval of PHOD/CHOD/DRM/CWM should be obtained duly furnishing detailed justification for payment of that particular month.
- Log book for daily usage to be maintained.
- Monthly ceiling Kms will be 2000 km per month for officers at S. No. 1 in Eligibility for vehicle.

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3) Ceiling Hours per day

For Administrative Officers: 12 x 7 Hours per day.

For Field officers: 24 x 7 Hours per day.

a) As per nature of the work the daily hours for Administrative officers can be increased to 24 hours per day as decided by the respected PHOD/CHOD/DRM/CWM

b) Ceiling hours will be 24 Hours per day for officers at S. No. 1 in Eligibility for vehicles.

4) Type of Service (Local/Out Station) :

a) PHOD/CHOD/DRM/CWM can decide the type of service as 'Local' or 'Outstation'.

b) Type of service will be Outstation for officers at S. No. 1 in Eligibility for vehicles.

5) Period of Contract

Maximum Up to 3 Years

6) Registration of vehicle

Registration of vehicles should not be more than 4 years old as on the date of opening of tender. PHOD/CHOD/DRM/CWM can reduce the age of the vehicle if required.

7) Payment

a) The payment shall be made on monthly accepted rates. If the vehicle is not required for longer duration due to the reason for vacant post, notice will be given in advance to the contractor by the consignee department for discontinuation of the vehicle and the contractor will not get payment for the days vehicle not utilized.

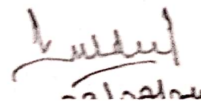
b) Payment will not be made for the day for which vehicle was absent on the contractor's account and not provided to the officer. In addition, penalty will also be imposed as per extant rules, in case of default by the contractor.

c) Payment of salaries and Wages: Service provider is required to pay salary/wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from buyer along with all statutory documents like, PF, ESIC etc.

8) SOP provision

a) Hiring of vehicles is to be done in terms of item 47 of MSOP Part C Miscellaneous Matters.

b) Conditions of GCC Service-2018 (with latest amendments) and Railway Board guidelines issued from time to time should be followed.



- c) Proposal for hiring of vehicles should be initiated after obtaining the administrative approval as per MSOP provisions.
- d) Apart from regular hired vehicle, vehicle may be hired on daily basis for specific purposes as per SOP and latest Railway Board guidelines.

9) Common office vehicle

- a) **Office vehicle at HQ & Division for General Branch:** Office vehicles for HQ will require administrative approval / sanction of AGM and DRM's approval/ sanction for Division with Finance Concurrence. The vehicle shall be under the control of the Secretariat of GM/DRM.
- b) **Office vehicle at HQ for Control office:** Office vehicles for Control room at HQ and Division will require administrative approval / sanction of PCOM and DRM/ADRM with Finance Concurrence.

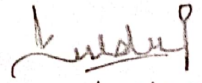
Note: -

1. Hiring of vehicle is to be done through GeM only. Any exception should have the personal approval of GM/DRM in terms of Corrigendum Slip no 10 to Model SOP Item 44 of Works Matters (Part A). (Authority: Railway Board's letter No. 2018/Trans Cell/S&T/Model SOP dtd. 21.09.2020).
2. The officials using hired vehicle will not claim Transportation allowance in terms of Railway Board letter No.PC-V/2008/A/TA/2 dtd: 29.09.2009. Declaration to this effect may also be forwarded to the concerned finance officer of the unit dealing salary.
3. The vehicle of PHOD/CHOD/HOD officers shall not be utilized by any other officer of lower rank, if the post becomes vacant.
4. For 'Local' usage, CNG/Electric fueled vehicle may be preferred as per availability.
5. All other Board's extant instructions not covered in this procedure order and further issued from time to time should be strictly adhered to.
6. In case of any conflict between these guidelines and specific order/instructions of Railway Board, the latter shall prevail.
7. Premium SUV, SUV: (Sports Utility Vehicle), MUV: (Multipurpose Utility Vehicle), Sedan, Hatch back (category as specified in GeM).
8. Approving/sanctioning authority may explore the possibility of merging the requirement of vehicles provided to Jr. Scale/Sr. Scale officers and SSEs Headquartered at the same station / working on the same project in case of Construction/Projects to reduce the vehicles to be hired. Sanctioning authorities shall ensure vehicle hiring is kept to the barest minimum extent required and only where need is critical or inescapable.

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9. PHOD / CHOD / DRM can accord administrative approval & sanction for hiring of vehicle for their own official use within the existing policy guidelines.
10. Citing the revised policy no existing vehicle hiring contract shall be short closed or terminated abruptly.
11. All hired vehicles should be equipped with prescribed emergency medical kit and a fire extinguisher as per statutory provisions.
12. Imposition of penalties is as per Para 8 of GeM SLA.
13. Toll charges shall be submitted along with a log sheet for payment. Toll charges shall be certified by the officer using the vehicle.
14. Contractor shall be fully responsible for any repair, accident, loss, damage to the vehicle and driver. If any fine or penalty is imposed by various authorities such as RTA, Traffic Police etc for any violation such as speed, traffic rules violation etc, the same will have to be borne by the Contractor only.
15. User department may notify and finalize the tender departmentally or in collaboration with any other sister department as per their convenience with the approval of PHOD/CHOD/DRM/CWM.
16. PHOD/CHOD/DRM/CWM shall decide whether the officer for whom vehicle is hired is in Administrative or Field post.

Certification shall be submitted along with the bill as per the format enclosed as Annexure. (Annexure enclosed).


03/07/24

"Certificate to be submitted along with bill"

Ref. No.

Month/Year.....

Vehicle No..... & Registration Year.....

Driver Name.....

i) This is to certify that the vehicle has been run for official use of
.....(Designation of Officer) under limit kilometers and
limit hours.

ii) Any penalty to be imposed on contractor for failure/fault/non-compliance?

Yes/No

If yes, reason/remarks for the imposition of penalty to be mentioned below.

.....
.....

Signature

Name:

Designation:

Date:

Kuldeep