

a p s r t c

No CA/56(SC)/82 AD

Office of the VC & GM AUDIT WING
Mushirabad Hyderabad 500 020
Dated 8 1 1983

ACCOUNTS CIRCULAR NO 4 OF 1983

Sub STAFF CARS - Economy in consumption of petrol / HSD Oil by Officers allotted with Staff Cars - Recovery of cost of excess consumption - Instructions issued - Reg

- Ref 1) Cir No 14/75-OPD dt 22 3 1975 ,
2) CirNo 22/79-OPDdt 14 5 1979
3) Or No 54/80-OPD dt 1 12 1980
4) Cir No 54/81-OPD dt 21 11 1981

In the circulars cited instructions on the consumption of Petrol/ HSD oil by the Officers allotted with Staff Cars have been issued The Petrol/ HSD Oil quotas allotted to various Officers of the Corporation are recapitulated hereunder for reference and follow up action

- | | |
|---|---|
| 1) All Heads of Departments | 150 Lts of Petrol/HSD Oil plus a maximum of 50 Lts for use of special hire pm |
| 2) All Regional Managers | 200 Lts of Petrol/HSD Oil plus a maximum of 50 Lts for use of special hire pm |
| 3) All Divl Managers | 150 Lts of Petrol/HSD Oil pm |
| 4) All Executive Engineers (Regular- Divisions) | 200 Lts of Petrol/HSD Oil pm |
| 5) All Executive Engineers (Construction Division) | 125 Lts of Petrol/HSD Oil pm |
| 6) All DMs and All AEs (Civil & Electrical) | 75 Lts of Petrol/HSD Oil pm |
| 7) All vigilance & Security Officers | 75 Lts of petrol/HSD Oil pm |
| 8) Land Acquisition Officer | 250 Lts of Petrol/HSD Oil pm |
| 9) For each Pool Car Utilised by more Officers than one for visit/ line work Officially (attached to Regional Office) | 125 Lts of petrol / HSD Oil pm |
| 10) All other Officers with exclusive vehicles depending upon the exigencies of duties | provided
100 Lts of petrol/HSD Oil pm |

In spite of these instructions it is seen that Officers are not restricting the utilisation of Staff Cars and in many cases excessive utilisation is noticed As an act of prudence the Officers should be frugal and exercise control on items of expenditure like this

Owing to exorbitant cost of operation of Staff Cars it has been decided to be more stringent in controlling their use For this purpose the following guidelines are issued to ensure effective control on this expenditure Chief Statistical Officer/DY CAOs of Regions will be responsible for implementation of these instructions

- 1) The Regional Statistical Officer(s) should maintain a Manuscript Register and open separate pages for each Officer He must post the details of vehicles utilised KMs operated and Petrol/HSD Oil consumed daily and close the account every month

- 2) He shall prepare a Summary Sheet of all Officers in the following proforma monthly and submit them to CSTO/DY CAO/RM of the Region

STATEMENT SHOWING THE MONTHLY CONSUMPTION OF HSD OIL/
PETROL AND KMs OPERATED BY VARIOUS OFFICERS OF _____
REGION FOR THE MONTH OF _____

SI No	Name of the Officer		Designation	Staff No	PETRO/HSD OIL		
					Consumed	Sanctions	Excess
1	2		3	4	5	6	7
	KILOMETERS			Amount to be recovered towards cost fo HSD Oil Pertrol	Amount to be recovered to-wards excess of KMs operated	Recovered vide SB No & Date	
	Operated	Sanction	Excess	11	12	13	
	8	9	10				

- a) The CSTO will prepare a monthly statement of Region-wise consumption of Petrol/HSD Oil/KMs operated by staff cars and bring it for discussion in the HODs/ RMs meeting
- b) The DY CAO will arrange for the recovery of the cost of the excess consumption or excess KMs operated based on the prevailing special hire rates from the salaries of the respective Officers and furnish a cross reference in the statement Such recoveries will have to be credited to the Special Hire Head of Account No 55A
- 3) In Case any additional requirements are foreseen for meeting special occasions like fairs festivals national events etc the Regional Manager should process a file with the concurrence of DY CAO to VC & GM and obtain prior sanction
- 4) Consumption of extra quantities uncovered by sanctions is strictly banned STO s and DY CAO s of the Region are responsible for adherence to the sanctions
- 5) STOs/ CSTO should maintain records/ books showing the above details and post upto date to furnish any information required thereof by the HO or Internal/ Statutory Audit
- 6) Officers should arrange their tour programmes by other means of transport (passenger Vehicles) and should stick to the schedules of tours prescribed

7) The records/ returns are subjected to Internal/ Statutory Audit scrutiny

These instructions will come into force with effect from 1 1 2 1982 and recoveries are to be effected towards back periods as per Circulars cited for which ratification for excess consumption of Petrol/HSD Oil has not been obtained

Sd/- P S RAMAMOHAN RAO
VICE-CHAIRMAN & GENERAL MANAGER

To
All Officers of the Corporation
Copy to RAO/ AG-RTC for information

//attested//
CHIEF AUDITOR