

No.04/380(6)/2001-OPD-T

Office of the VC & MD,  
Mushirabad, Hyderabad.CIRCULAR NO. 47/2001-OPD-T, DATED: 18-09-2001

SUB:-LIGHT VEHICLES: Withdrawal of Cars/Jeeps and providing hired Cars/Jeeps - Regarding.

REF:-1. Report of the Committee to review allotment of Cars/Jeeps to Officers.

2. Meeting of all EDs of Corporate Office with VC & MD on 16-08-2001. (Minutes No.BIV/ 471(21)/2001-BS, Dt.20-08-2001).

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- 1.0 As a measure to contain the avoidable expenditure, a Committee consisting of ED(O), CAO and ED(A) has been constituted to review allotment of Staff Cars/Jeeps to Officers at Corporate/ Zonal Offices.
- 2.0 After deliberating the recommendations of the Committee in the meeting of all EDs of Corporate Office held on 16-08-2001, the following decisions are taken.
- 3.0 Corporation vehicles will be withdrawn and hire light vehicles will be provided to the following Officers duly scrapping Corporation cars/jeeps.
- 3.1 Cars/jeeps presently allotted to Sr.Scale/ Jr.Scale Officers at Corporate Office have been reduced from the existing 25 to 16 vehicles only as detailed at Annexure-A. These vehicles will be utilised by the Officers in pool system for their conveyance from residence to office and vice-versa and in their day to day official duties.
- 3.2 Four (4) hire vehicles will be provided to 4 Departments viz., Operations Department, Finance Department, Law Department and VC & MD's Peshi to utilise them for visiting Offices, Secretariat, Assembly, Courts, Banks etc.
- 3.3 At Zonal level, 38 hire vehicles, instead of 55 vehicles now being utilised, will be provided to Dy.CMEs, Works Managers, Controllers of Stores, Dy.CAOs, Executive Engineers, Security Officers/V & SOs in all Zones depending on their nature of duties. The list of Officers from whom the Light Vehicles are withdrawn is given at Annexure-B.

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- 3.4 As of now, individual vehicles are allotted to Works Managers, Controllers of Stores in all Zones and Dy.CAOs in Hyderabad & Cuddapah Zones.
- 3.5 In the revised system, one vehicle on hire basis will be provided for the common use of WM, COS and Dy.CAO at Zonal level for official purpose only. They have to come on their own from residence to office and vice-versa for which conveyance allowance will be paid.
- 3.6 Conveyance allowance shall also be paid to the Secretaries to EDs of Zones as their job is stationary in nature and no Corporation/hired vehicle will be provided to them.
- 4.0 The V & SO, Head Office, will continue to utilise the Corporation vehicle as he has to visit various Depots and bus stations during exigencies and liaise with Police Department.
- 5.0 A Committee with CME(O), CTM(C) and CA has been constituted to undertake a study for identifying sources which supply cars on hire to APSRTC and finalising the procedure for hiring of cars.
- 5.1 Separate guidelines on hiring cars, limitations for utilisation i.e., kilometres/hours per day of these vehicles, controlling authority etc., will be issued as per the recommendations of the Committee after finalising the terms and conditions to hire cars/jeeps.
- 6.0 No conveyance allowance will be paid to the Officers from whom the RTC vehicles are withdrawn and hired pool cars / jeeps are provided. However, conveyance charges of Rs.100/- and Rs.150/- will not be recovered from the salaries of Officers who are using the hired pool cars/jeeps.
- 7.0 ED(E) will initiate action to stable and auction:
- 7.1 the two Contessa cars (AP9Z-9999 and AP9Z-9009) which are available in Headquarters Depot and presently being utilised in Board Pool;
- 7.2 out of two autos available at Corporate Office, one auto shall be scrapped and another auto will be kept under the control of Secretary to Corporation for the use in Board Office and also Law Department.
- 8.0 The Secretary to Corporation is advised to put up proposals to the undersigned on requirement of hired cars in the Board Pool with the number of cars and drivers proposed to be surrendered. Action will be taken to replace the Corporation cars with hired cars based on these proposals.
- 9.0 The released cars/jeeps from Corporate Office/ Zonal Offices are to be either scrapped or allotted to the needy units depending on mileage and physical condition of vehicles.

- 9.1 ED(O) shall take action to reallocate the good conditioned vehicles from amongst the released Corporation vehicles of the Corporate Office and Zonal Offices, to the needy units.
- 9.2 ED(E) shall take action to scrap the remaining vehicles after reallocation of good conditioned vehicles.
- 10.0 E.D.(A) will issue separate guidelines for identification of excess drivers and transferring them to needy Units after adjustments.
- 11.0 A study shall be undertaken by E.D.(E) for withdrawal and scrapping of all petrol driven vehicles in the Corporation in a phased manner.
- 12.0 All Officers are directed to maintain strict austerity in utilisation of light vehicles and in no case the hired light vehicles or Corporation vehicles be utilised for other than official purposes.
- 13.0 These instructions will come into force with effect from 01-10-2001.

Please acknowledge.

Encl: Annexure-A & B.

*A. J. Anand*  
 VICE-CHAIRMAN &  
 MANAGING DIRECTOR. 18/4

To

ED(E), ED(O), ED(A), Secy. to Corpn.  
 All Executive Directors of Zones.

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COPY TO:

Director (V&S), FA, CAO, ED(MIS) & ED(M) for information.  
 All HODs for information & necessary action.  
 All RMs/DVMs/DMs for information.  
 All Dy.CTMs(M&C), Dy.CMEs, WMs, Controllers of Stores,  
 Dy.CAOs, EEs, V&SOs/Security Officers for inf. & n/a.  
 All Secretaries to EDs of Zones for information.  
 All other Officers for information & necessary action.

## ANNEXURE - A

SNO	DESIGNATION OF THE OFFICERS FROM WHOM CARS/JEEPS PROPOSED TO BE WITHDRAWN (CORPORATE OFFICE)	NO.OF EXISTING CARS/JEEPS	NO.OF CARS/JEEPS PROPOSED TO BE HIRED FOR POOL OF EACH DEPT.	NO.OF CARS/JEEPS PROPOSED FOR WITHDRAWAL
(1)	(2)	(3)	(4)	(5)
I.	<u>OPERATIONS DEPARTMENT</u> 1. DY.CTM (O) 2. DY.CTM (P) 3. DY.CTM (C) 4. DY.CTM (M)	4	2	2
II.	<u>MECHANICAL ENGG.DEPT</u> 1. DY.CME (C&B) 2. DY.CME (O) 3. DY.CME (P) 4. AME (A)	4	2	2
III.	<u>STORES DEPARTMENT</u> 1. COS (C) I 2. COS (C) II	2	1	1
IV.	<u>COMPUTERS DEPARTMENT</u> 1. COS (COMPUTERS) 2. DY.CME (COMPUTERS)	2	1	1
V.	CSTD / Head Office	1	1	0
VI.	<u>CIVIL ENGG.DEPT.</u> 1. EE (HQRTS) 2. EE (PROJECTS) 3. EE (QC)	3	2	1
VII.	L.A.O.	1	1	0
VIII.	<u>MIYAPUR</u> 1. COS (MIYAPUR) 2. WM (BBU-MIYAPUR) 3. WM (PRINTING PRESS)	3	2	1
IX.	<u>RESEARCH &amp; DEV.DEPT.</u> 1. DY.CTM (R&D) 2. IMCU	2	1	1
X.	Principal/TA/HPT	1	1	0
XI.	Dy.CAO (B&F)/HO	1	1	0
XII.	PRO/Head Office	1	1	0
		25	16	9

ANNEXURE - B

SNO	DESIGNATION OF THE OFFICERS FROM WHOM CARS/JEEPS PROPOSED TO BE WITHDRAWN (ZONAL LEVEL)	NO. OF EXISTING CARS/JEEPS	NO. OF CARS/JEEPS PROPOSED TO BE HIRED FOR EACH OFFICER/GROUP OF OFFICERS	NO. OF CARS/JEEPS PROPOSED FOR WITHDRAWAL
(1)	(2)	(3)	(4)	(5)
1.	DY.CTMs (M&C) in Zones	6	0	6
2.	Dy.CMEs in Zones	12	12	0
3.	(a) Works Managers	7 }		
	(b) Controllers of Stores	8 }	6	11
	(c) Dy.CAOs: Hyd & CDP	2 }		
4.	Executive Engineers	12	12	0
5.	V & SOs (NLR & VJA)	2	2	0
6.	Security Officers (now V & SOs) of all Zones	6	6	0
Total		55	38	17