



## ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Operations Department, Corporate Office, RTC House, Vijayawada

No.M/558(01)/2019-OPD (M)

Dt. 18.08.2021.

### **CIRCULAR NO.13/2021-OPD(M), DATED 18.08.2021**

Sub:- LIGHT VEHICLES: - Revision of special hire charges of Cars, Jeeps and DGTs for personal use of Board Directors and Officers of the Corporation – Issue of Instructions – Reg.

Ref:- 1.Circular No. 58/2002-OPD-T, DATED 04.09.2002

2. Circular No. 27/2019-OPD (M), Dt. 26.12.2019

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Vide Circular at reference 2<sup>nd</sup> cited, the special hire charges for light vehicles was communicated as Rs. 7.00 per kilometer for all types of Cars/Jeeps and Rs.10.00 per kilometer for Departmental Goods Transport Vehicle.

Due to steep increase in HSD Oil price, it is decided to increase the special hire rates of light vehicles in the Corporation as follows:

| Type of Departmental vehicle | Existing Special hire tariff/KM | Revised Special hire tariff/KM |
|------------------------------|---------------------------------|--------------------------------|
| For all types of Cars/Jeeps  | Rs.7.00                         | Rs. 10.00 per km.              |
| For DGT                      | Rs. 10.00                       | Rs. 15.00 per km               |

**These Revised Special Hire Charges will come into the force with immediate effect.**

Instructions on utilization of Cars and Jeeps by Officers of the Corporation on hire on other than the business of the Corporation, are given hereunder for strict adherence.

1. The Car/Jeep so hired shall be used by the Officers only for his/her personal use including the use by his/her family members and should not be allowed to be used by others under any circumstances.
2. The Car/Jeep so allowed to be used for personal purpose shall be driven by the RTC/Out sourced driver who is allotted for the vehicle only. Under no circumstances other persons shall be allowed to drive the vehicles.
3. The car/Jeep will be under the custody of the officer availing special hire till the completion of special hire.
4. Separate Log sheet shall be opened for this purpose. The requisitioning Officer(s) using this facility shall clearly certify the places, time and distance particulars in the log sheet and shall particularly state the time of reporting and release of the Car/Jeep from and to the headquarters.

- 5 (a) The facility of using Car/Jeep for private purpose is restricted to the municipal limits or town limits of the headquarters of the Officer. In case this facility is required beyond municipal/town limits, prior permission of the Executive Director of Zone has to be obtained for Officers within the Zone and in his absence, the permission of Regional Manager concerned is required. The Regional Manager shall obtain the permission of neighboring Executive Director of Zone in the absence of regular Executive Director of Zone.  
(b) In case of all Executive Directors (Zones and Corporate Office), the prior permission of VC & MD has to be obtained.  
(c) In case of other officers at Corporate Office, the prior permission of Executive Director concerned has to be obtained.
6. The Depot Manager/Unit Officer under whom the Car/Jeep is maintained shall on return of Car/Jeep and log sheet, prepare the bills of hire to be charged for the use at the prevailing rates.
7. The amount of the bills so raised shall be recovered from the Officers through salary bills of the subsequent month or through cash payment at the concerned depot duly obtaining money receipt (MR).
8. The facility shall be availed by the Officer(s) subject to all the rules and regulations of the Corporation and any other law in force.
9. The toll gate/permit charges, if any, shall be borne by the officer availing the special hire of the light vehicle.

*Mula*  
09.9.2021

**VICE –CHAIRMAN &  
MANAGING DIRECTOR**

Copy to all ED (A), ED (O), ED (E), and FA & CAO for information  
Copy to all ED Zones for information and N/A  
Copy to all RMs for information and N/A  
Copy to all officers of Corporation for information and N/A  
Copy to OSD to VC & MD for information