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PART II

**Statutory Notifications (S. R. O.)**

GOVERNMENT OF GILGIT-BALTISTAN

**GENERAL ADMINISTRATION DEPARTMENT**

NOTIFICATION

*Gilgit, the 21st September, 2021*

**S. R. O. 1510(I)/2021.**—In exercise of the powers conferred by Article 17 of the Government of Gilgit-Baltistan Order, 2018, thereof, the Governor GB is pleased to make the following rules, namely:—

**The Government of GB Staff Vehicles (Use & Maintenance) Rules 2021**

1. **Short title, application and commencement.**—(1) These rules may be called “The Government of GB Staff Vehicles (Use & Maintenance)” Rules 2021.

2. They shall apply to the staff cars maintained by various Departments/offices of Gilgit-Baltistan and unless stated otherwise, to operational vehicles.

3. **Definitions.**—In these rules, unless there is anything repugnant in the subject or context.

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- (i) "Department" means an Administrative Department of the Civil Secretariat, Governor Secretariat and Chief Minister Secretariat or an attached department or a Regional or any other office of the Government which has been provided with the Government vehicle.
- (ii) "Government" means the Government of Gilgit-Baltistan;
- (iii) "Vigilance Committee" means a Committee constituted to monitor and control the miss-use of Government vehicle under rule 8 of these rules;
- (iv) "Officer" means an officer of Grade 16 and above and includes a Minister, or any other dignitary or office holder notified as an 'officer';
- (v) "Government Vehicle" or "Vehicles" means any type of motor vehicle provided by the Government for official use by a department and includes staff cars, jeeps, jeepsters, pickups, Vans wagons etc.
- (vi) Minister includes a Minister and an Adviser and any other public office holder having status equivalent to that of a Minister;
- (vii) 'Official duty' or 'Official Business' means a journey performed in the public interest from office or residence to a place where the presence of the officer is required for official work and back;
- (viii) 'Pool Car' means a staff car maintained by the General Administration Department (GAD) in the Central Pool;
- (ix) 'Staff Car' means motor vehicle of any type maintained by Government;
- (x) "Officer incharge" means an officer nominated by the head of a department to be incharge of a Government vehicle or vehicles under Rule 4 of these rules.

4. The head of the Department shall nominate an officer of the Department to be incharge of the Government vehicle or vehicles of that department and shall be called "Officer Incharge Transport".

5. Notwithstanding anything contained in rule-4, the general control of a Government vehicle shall vest with the head of the Department.

6. Every Government vehicle shall, immediately on its purchase, be registered in favour of the department concerned.

7.a. There shall be a total restriction on displaying plates on Government Vehicles indicating the status/ ranks of the occupants. All the Official vehicles will have simple Green number plates only indicating the registration number.

b. According to Government of Pakistan, Ministry of Interior Notification No. 8/4/97- Public, dated the 27th February 1997 and further amendments / notifications made *vide* Notifications in 2002, 2003, 2009 and 2011 only the following persons shall be entitled to fly the Pakistan flags on their vehicles when the dignitaries themselves are seated:—

- i. President of Pakistan
- ii. Prime Minister of Pakistan
- iii. Chairman of Senate Pakistan
- iv. Speaker of the National Assembly of Pakistan
- v. Chief Justice of Supreme Court of Pakistan
- vi. Chief Justice of Provincial High Court
- vii. Governors of the Provinces
- viii. Chief Ministers of the Provinces
- ix. Federal Ministers
- x. Chief Election Commissioner of Pakistan
- xi. Deputy Chairman Senate of Pakistan
- xii. Provincial Ministers
- xiii. Chief Justice of Federal Shariat Court
- xiv. Auditor General of Pakistan

8. (i) Government Vehicles shall ordinarily be used for Government duty only.

(ii) Use of Government Vehicles for the following purposes may be considered as use for Government duty.

- a. Journey from residence to office or any other place of duty, and back, outside the normal office hours, if undertaken in the interest of office works;
- b. Journey between office and place of temporary residence by an officer on tour;
- c. Journey to attend any diplomatic or official function whether from office or residence, and;



- d. Journey performed by the Chief Secretary and Administrative Secretaries from residence/office to any place for official purpose.
- (iii) Government vehicles may, under special circumstances and with the prior approval of the Head of the Department be used by entitled officers for private purposes on payment of charges at the rate of Rs. 3/- per Kilo Meter or portion thereof.
- (iv) The money realized on account of hire charges under sub-rule (iii) shall be credited to GB Consolidated Fund account under the respective heads.
9. (i) There shall be "VIGILANCE COMMITTEES" at provincial and district level to monitor the official transport system and to control the misuse of the Government vehicles.
- (ii) The Composition of the "VIGILANCE COMMITTEES" at various levels is as under:—
- a: **PROVINCIAL VIGILANCE COMMITTEE: I.**
- |    |          |   |
|----|----------|---|
| 1. | Chairman | Secretary S&GAD                               |
| 2. | Member   | Home Secretary                                |
| 3. | Member   | Secretary/Additional Secretary Finance Deptt. |
| 4. | Member   | Secretary Provincial Transport Authority      |
| 5. | Member   | A.I.G Traffic                                 |
| 6. | Member   | Deputy Secretary GA Deptt.                    |
| 7. | Member   | Section Officer GAD                           |
| 8. | Member   | Rep. of the concerned department              |
- b: **DISTRICT VIGILANCE COMMITTEE: II**
- |    |          |  |
|----|----------|--|
| 1. | Chairman | Deputy Commissioner.                       |
| 2. | Member   | Secretary Regional Transport Authority/ETO |
| 3. | Member   | SDPO H.Q Traffic.                          |
| 4. | Member   | District Treasury Officer.                 |
- (iii) The Jurisdiction of Provincial Vigilance Committee shall be throughout the province, including Civil Secretariat, Chief Minister Secretariat, Governor Secretariat and all attached departments at Gilgit.
- (iv) The Jurisdiction of the District Vigilance Committees will be within the respective District of that Committee.
- (a) The Vigilance Committee constituted under rule 9 (ii) of these rules shall make surprise visits to all the offices under their

Jurisdictions and check the authorized use of Government vehicles.

- (b) All the District Vigilance Committees shall be required to submit a quarterly report of their performance to Secretary S&GAD for perusal. Likewise, the Provincial Vigilance Committee will also submit performance report to Chief Secretary on quarterly basis.
- (c) The Provincial Vigilance Committee will supervise the performance of Districts Vigilance Committees.
- (d) Meeting of Provincial and District Vigilance Committee will be convened at regular intervals.
- (e) There shall be a general pool of vehicles at provincial level in the S&GAD and no other department will maintain a general pool of vehicles in their respective departments without the authorization of provincial vigilance Committee.

**10. Procurement of new vehicles:**

- (i) No department/office shall procure a vehicle (s) unless NOC is obtained from S&GAD.
- (ii) Detail of Vehicles including motorcycles being purchased by Government departments/offices shall be submitted to GAD on the proforma at **(Annex-A)**.

**11. Entitlement for use of staff car:**

- (a) The officers in BPS-18 and above at Governor Secretariat, Chief Minister Secretariat and Civil Secretariat shall be entitled for use of official vehicles. Type and vehicle with engine power shall be decided by the head of the department keeping in view the job description, scale status of the officer and propriety of money.
- (b) The Administrative Secretary/head of the department in consultation with attached department shall specify the officers or categories of officers in attached departments/sub-ordinate offices who shall be entitled for use of official vehicle keeping in view nature of their duties.
- (c) Notwithstanding anything to the contrary contained in any other law/rules, all the Government Officers irrespective of their



ranks/status shall be entitled to use only one vehicle for official duty.

- (d) The Officers who are holding charge of more than one department/ organization and are in possession of more than one vehicle, by virtue of their offices/ posts etc. will not be entitled to use the additional Vehicles.
- (e) Apart from entitlement as in rule 11(a),(b) Administrative department shall have provision for only one "Pool vehicle" or "vehicle for administrative duty". Departments shall place the extra vehicles kept as "Pool vehicles" or "vehicles for administrative duty" to GAD with effect from date of commencement of these rules.

12. **Fuel Ceiling.**—Notwithstanding anything to the contrary contained in any other law/rules, all entitled officers shall use fuel as per given table at (**Annex-B**). Following conditions for fuel management shall be followed:

- i. Fuel shall only be issued maximum up to above given limits or on the basis of actual mileage covered by vehicle whichever is less.
  - ii. No officer may claim above ceiling as a matter of right without providing mileage covered by the vehicle at his/her disposal.
  - iii. Tours may be charged on the basis of actual expenses incurred on that tour which shall be measured by the meter reading of the mileage covered by that vehicle during the tour.
  - iv. The Chief Secretary GB and IGP GB may decide the ceilings in entitled cases which are not mentioned in Annex-B.
13. (i) A Government Vehicle shall not be driven except by a driver specially appointed by the Department for the purpose.
- (ii) Nevertheless, in case of non-availability of driver or in case of any emergency, the concerned officer shall be allowed to drive the vehicle provided he is in possession of valid driving license.
14. The following books shall be maintained for each motor vehicle.
- (i) Log Book-I shall be maintained in Form of "**Annex-C**" and shall remain in the custody of officer Incharge wherein registration number, detail of repair work etc. shall be indicated.

- (ii) History Sheet of the Motor vehicle. A bound registration containing about 50 pages shall be maintained which shall remain in the custody of Officer Incharge of the Vehicle. It shall form a permanent record of the accidents during the life of a particular vehicle which shall be entered therein. “**Annex-D**”.
  - (iii) A POL Account/Movement Register shall be maintained, in respect of every Government Vehicle in Form of (**Annex-E**) wherein detail of journey (s) shall be entered performed by a Government Vehicle.
  - (iv) The POL, Account/Movement Register maintained under sub-rule (iii) shall remain in the custody of the driver incharge of the vehicle and shall be examined and signed by the Officer Incharge every day at the time the driver is relieved from duty.
15. (i) Every person using a Government vehicle shall sign entries in the Log Book in respect of the Journey performed by him in the vehicle.
- (ii) The entries in the Log Book in respect of the Journey performed in a Government vehicle by an officer of, or above the status of a Joint Secretary to the Central Government, or a state guest, or a Member of Foreign Mission, or Delegation, or other dignitary may be signed by his Private Secretary or representative.
16. Officers of the Federal Government and equal to the status of Deputy Secretary to the Provincial Government, state guests, or members of foreign missions and delegations and other dignitaries, when on official visits, may be allowed to use government vehicles.
17. The Cashier of the Department may be allowed to use Government vehicle from office to the Bank and AGPR and *vice versa* for carrying Government money exceeding Rs. 4000/-.
18. No officer who is in receipt of a fixed conveyance allowance shall, subject to the provision of sub-rule (iii) of rule 8 be entitled to the use of a Government vehicle.
19. All requisitions for the use of a Government vehicle shall be addressed to the head of the department.
20. A requisition under rule 19 shall specify the designation of the officer by whom, the purpose for which, the time at which, and the place where, the vehicle is required.



21. (i) A Government vehicle may be sent to any other department.
- (ii) Where a Government vehicle of one Department is borrowed by another department, the head of the borrowing Department shall be responsible for the borrowed vehicle as if the vehicle belonged to the borrowing department.

22. A bill shall be prepared on the last working day of each month in respect of private trips and presented to the officers concerned who shall deposit the amount into GB Consolidated Fund. When the amount has been recovered, an entry shall be made in the Movement Register.

23. Audit of accounts relating to motor vehicle shall be conducted periodically by the staff deputed by the DG Audit GB or by Finance Department GB.

24. The driver of each motor vehicle shall be notified to observe strictly the following instructions:-

- (a) He shall be responsible for the proper up-keep and cleanliness of the motor vehicle, petrol consumption, careful driving, caution against accidents and timely service and repair.
- (b) He shall be responsible for any damage which may be caused to the vehicle due to his negligence.
- (c) He shall get entries recorded in the Log Book before an officer leaves the vehicles, except where the officer is not required to make entries personally.
- (d) The driving and traffic regulations and speed limits laid down in the different areas, shall be strictly observed and in all built up areas the speed of vehicles shall not exceed 30/40 kilo meters per hour.
- (e) Vehicle shall not be left un-attended or kept in a dangerous position.
- (f) Should any officer/ refuse to cooperate with regard to the observance of these rules, the driver shall not argue with him but report the incident to the officer incharge.
- (g) Any contravention of the above rules shall be considered as misconduct and disciplinary action shall be taken against the driver or the officer using the vehicle, whatever the case may be.



25. All the officers, who are entitled to use vehicles, shall restrict themselves to use of P.O.L, as per ceiling shown in **(Annex-B)**.

26. **Replacement of Staff Cars.**—(1) No staff cars shall be replaced save as in the manner as provided below:—

(2) **Composition of Vehicle Condemnation Committee.**—The Government of Gilgit-Baltistan will notify a Vehicle Condemnation Committee constituted as under:—

- |   |                 |
|---|-----------------|
| 1. Secretary S&GAD GB   | <i>Chairman</i> |
| 2. Additional Secretary Finance                                 | <i>Member</i>   |
| 3. Deputy Secretary GAD   | <i>Member</i>   |
| 4. Rep. of Excise & Taxation Deptt.<br>not below the rank BS-17 | <i>Member</i>   |
| 5. Rep. of department concerned<br>not below the rank of BS-17  | <i>Member</i>   |

(3) The Committee shall meet on an appointed date and time to examine the staff car proposed to be replaced and shall make its recommendation, in writing, to the Chief Secretary GB.

(4). **Conditions for Replacement of Staff Cars:**

- (a) No vehicle will be replaced before the completion of the prescribed life fixed on the basis of mileage / number of years used.
- (b) Prescribed life and mileage laid down for condemnation of various vehicles, in the Government Staff Vehicles (Use & Maintenance) Rules 2021 are as under:—

<b>S.No. Type of vehical</b>	<b>K.Ms</b>
(1) Motorcycle	100,000
(2) Suzuki Car / Van	160,000
(3) Car 1300 CC	200,000
(4) Car 1600 CC	250,000
(5) Jeep, Station Wagon, Bus Truck, 2000 CC and Above	200,000

- (c) If a vehicle is required to be replaced before reaching the life fixed, a special procedure given under rule 26(5)(b) will be followed.

*Exemption.*—No life is fixed for big cars. Car which meets a serious accident can be proposed for condemnation at any time as per following procedure.

- (5) Replacement Procedure of Staff Cars:-
- (a) Staff cars when due for replacement as per their fixed life may be replaced at the discretion of the Secretary / Additional Secretary in charge of the department concerned.
  - (b) In the case of a vehicle required to be replaced under rule 26(4) (c), the matter shall be referred to the GAD GB together with necessary justification. In such case of replacement the vehicle need not be pre-inspected as required for normal replacements. After agreement and fulfillment of codal formalities the case would be referred to the authorized workshop for their technical opinion. Finally the Vehicles Condemnation Committee will give its recommendation and also bring out adverse reflections, if any, to the notice of the concerned Secretary where necessary. On a positive recommendation of the Committee the Staff Car may be replaced.
  - (c) All cases of replacement of cars would continue to be referred to the GAD GB for obtaining “No objection certificate”.

27. **Disposal of Cars.**—All vehicles of concerned department shall be disposed of by the committee through public auction in the light of aforementioned Rule 26.

28. **Maintenance of Staff Cars.**—The following schedule of checking and servicing of staff cars shall be observed for their proper upkeep and maintenance, namely:-

1. **Daily Maintenance.**—A driver of staff car shall carry out the following tasks daily:—
  - (i) Checking the level, cleanliness and temperature of water, if required;
  - (ii) Checking of engine oil and petrol for ensuring that there is no leakage from any part;
  - (iii) Checking tightness of wheel nuts, bolts linkages, pressure, and cleanliness of tyres to ensure that there are no flints, stones etc. which may cause deep abrasions or cuts in a tyre;



- (iv) Checking of all attachments and fittings, controls gauges, lights and brakes; and
- (v) Cleaning by dusting or wiping both the interior and the exterior of the staff car.

(2) **Weekly Maintenance.**—A driver of a staff car shall carry out the following tasks once a week:-

- (i) Cleaning by washing of the entire vehicle (from inside and outside) including washing of wheels;
- (ii) Removal of battery for cleaning of corrosion from the terminals and their coating with petroleum jelly; checking of vent-plugs, vent-holes and body replenishing with distilled water in the battery, if required.

(3) **Periodical Maintenance.**—Officer-in-charge of the staff car shall see that repairs / servicing / oil change / tuning of the staff cars is always got done from a garage specifically nominated by the manufacturer for the purpose. However, if such arrangement is not available staff cars may be sent to approved automobile workshops for repairs etc. If an authorized agent provides un-satisfactory service or the charges are exorbitant, work may be got done from other approved garage with the special permission of the Head of the Department.

29. Any fault in a vehicle discovered by the driver while on duty or performing the tasks under Rule 28 shall be reported immediately to the Officer-in-Charge Transport.

- 30 (i). **Replacement of Tyres/Engine Oil.**—(i) Newly purchased tyres of official car may be replaced after covering millage of 30000 KM. likewise, Engine oil of official car may be changed after completion of 3000 KM millage.
- (ii) If replacement of tyre (s)/engine oil is deemed necessary beyond the covered millage as mentioned above, the head of the department may approve the same in the light of report submitted by MTO/officer Incharge.

ABDUL WASEH,  
*Section Officer (GAD).*  
*Gilgit-Baltistan*

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**ANNEXURE-A****DETAILS OF NEWLY PROCURED OFFICIAL VEHICLES**

S.No.	Reg. No.	Make & type with engine power	Engine No.	Chassis No.	Model	At the disposal of	Vehicle procured from Dev or regular budget

**ANNEXURE-B****FUEL CEILING**

S.No.	Designation	Ceiling in liters	Remarks
1.	Chief Secretary Gilgit-Baltistan	400	For local duties and consumption during official tours may be claimed as per actual
2.	Inspector General Police GB	350	-do-
3.	All Administrative Secretaries / SMBR	300	-do-
4.	Additional/ Special Secretaries, DG(s) and Chief Economist/ MBR/ PSO (BS-19)	250	-do-
5.	Commisioner/ DCs/ DIGs/ AIGs/ SPs	250	-do-
6.	Secretariat Officers (Deputy Secretaries level/ Deputy Chief/ Assistant Chief/ Chief Protocol Officers/ PSO, Chief Comptroller/ etc.	200	-do-
7.	All CEs/ SEs of Divisional/ District	150	-do-
8.	Divisional directors, Agriculture/ Food / Education/ Health/ Local Government/Livestock/Fisheries/ Conservator Forest and all divisional level officers	150	-do-
9.	DHOs/ DFOs/DDs and all the other district level officers	150	-do-
10.	All Assistant Commisioners	200	-do-
11.	All SDPOs/ DSPs	200	-do-
12.	Personal Staff Officers/ Protocol Officers/ Private Secetaries/ Comptroller	100	-do-
13.	All entitled Sub-Division level officers and rest of the officers of BPS-17 who are not covered above	150	-do-
14.	Police stations	250	The ceiling covers local as well as patrolling duties





**Annexure-E**

**POL ACCOUNT/ MOVEMENT REGISTER**

Date and time				By order	Purpose of journey	Garage/ Station	Detail of Journey	Official or Private	Meter		Covered Mileage	Previous POL	POL drawn	POL consumption	Pol Balance	Sig. of driver	sig. of user
Date	Time	Date	Time						Out	In							
1	2	3	4						5	6							