

**REGULATIONS**  
**FOR**  
**MOTOR VEHILCLE USE**

# TRANSPORT REGULATIONS

## INDEX

<u>S.No.</u>	<u>Head</u>	<u>Chapter Number</u>
1.	Short Title and Definitions	1
2.	Functions, Duties and Responsibilities	2
3.	Procurement, Inventory, Committees for Purchase, Categories, Insurance, Registration, Control No., Allotment, Inquiries of NHA Vehicles.	3
4.	Authorization of Pool Vehicles, POL Ceiling, Use/Driving, Hiring of Vehicles, Ambulance Service, Panel Fuel Filling Stations and Workshops, Committee for Panel cases, Maintenance of Vehicles, Log Books and Insurance Claims. Vehicles allocation while on tour. Allocation Of vehicles during leave and study/training. Repair on cash payment out of NHA Panel workshops. Verification of work and bills. Registers of Transport Section.	4
5.	Mis-use of Transport	5
6.	Condemnation, Disposal and Replacement of Vehicles.	6
7.	Employment and instructions for Drivers.	7
8.	Annexure-A to Chapter-4 for Vehicle Entitlement.	

## CHAPTER 1

### GENERAL

#### SHORT TITLE

1.1 These Regulations will be called "*The National Highway Authority Motor Vehicles Use Regulations*".

#### DEFINITIONS

1.2 Since establishment of the National Highway Authority in 1991, the use of NHA motor vehicles was managed through orders and instructions issued and amended from time to time. The management felt the need to formalize these orders and instructions into a consolidated Regulations document. The NHA Motor Vehicles Use Regulations are therefore, a compilation of both existing orders/instructions and formalization of acceptable practices.

1.3 For reason of consistency, terms used in these Regulations have been defined below, unless there is anything repugnant to the subject or context: -

- i) "Field office" Means an office other than Head Office and Regional HQ and includes Project/maintenance unit Offices anywhere in Pakistan.
- ii) "In-charge Transport: Shall mean an officer nominated for overseeing proper maintenance and use of vehicles.
- ii) "Official duty" Shall mean a journey performed in public interest from and to the office or residence to a place where the presence of the officer is required for official work.
- iii) "Vehicle(s)" Shall mean motor vehicle(s) of any type maintained by the National Highway Authority.
- iv) "Entitled officers" Shall mean officers as given in Annexure "A" who are allowed the use of Official Vehicles.

## **CHAPTER 2**

### **FUNCTIONS AND DUTIES**

2.1 NHA is an operational organization that is engaged in construction, maintenance, operations and management of roads, bridges and highways as well as strategic roads specially entrusted to it by the Federal Government or by a Provincial Government or other Authority concerned. In view of the operational needs of the assignment, NHA requires the use of a large fleet of motor vehicles. The Regulations therefore caters to facilitate such operational needs.

2.2 While compiling the Regulations, the guiding principles of the NHA Code - 1999 and the fact that the operational needs of the organization have to be facilitated by these Regulations were kept in mind. It is therefore a flexible framework principle that shall allow the most efficient and economical administration of the available vehicles.

### **FUNCTIONAL RESPONSIBILITY**

2.3 Management of the NHA motor transport is the functional responsibility of the Admn Wing. However, all officials who are entitled to use the facility and have custody of allotted vehicles are personally responsible for its safety and upkeep.

2.4 The Admn Wing shall have a Transport Section at the Head Office, which shall be headed by a B-18 officer of the rank of Deputy Director (Transport) under the administrative control of Director (Admn) and DG (Admn). The Deputy Director (Transport) shall be responsible for the proper utilization, management and maintenance of the NHA motor vehicles and upkeep of the auditable record. In the field offices, this responsibility will be assigned to General Manager/Project Director and Regional Deputy Director (Admn and General Services). The Director

(Establishment) shall be the supervisory officer of the Deputy Director (Transport) Assistant Director (Transport) at the Head Office while in case of the Deputy Director (Admn) the Regional or Project General Manager shall be supervisory officer.

2.5 The Deputy Director (General Admn) and Assistant Director (Transport) at the Head Office and Deputy Director (Admn) at other offices shall be required to ensure (as far as transport is concerned) the following (but shall not be restricted to):-

- a) That all vehicles purchased from NHA project funds and other resources are duly registered with the relevant Excise and Taxation Authorities as soon as delivery of vehicles takes place;
- b) That NHA Serial Number is allotted and marked on each vehicle for the sake of identity;
- c) That payment of insurance premium where ever required and motor vehicle taxes of vehicles under his/her charge is made on time;
- d) That vehicle logbook is maintained and kept up-to-date in respect of each vehicle;
- e) That the "fitness" certificates where ever required is obtained from the concerned authority and renewed by due dates;
- f) That each vehicle is maintained in working order and serviced at regular intervals to enhance the economic life of vehicles;
- g) That vehicle use is economical and for bonafide duties;
- h) That demands for repairs are attended to promptly; and
- i) That vehicles declared surplus or beyond economic repair (BER) are disposed off at the earliest as per laid down procedure for maximizing the salvage value.

## CHAPTER 3

### **PROCUREMENT AND VEHICLE INVENTORY**

3.1 The general guidelines for procurement of durable goods including motor vehicles as provided in Chapter-3 of the NHA Code 1999 shall be followed. All possible efforts shall be made to follow the principles set forth in the Code i.e., to procure standardized vehicles, possibly of ones that are wholly or partly manufactured in Pakistan. Purchase of such imported vehicles shall be made which have sufficient sources of supply of spare parts in Pakistan, provided that the government of Pakistan does not impose a ban on such purchases.

3.2 To regulate vehicle purchase, proposals seeking administrative approval for motor vehicles purchase shall be submitted to the Chairman after obtaining financial concurrence of Member (Finance). No project vehicle shall be purchased unless there is a provision in the approved PC-I of that project.

3.3 In case the type and make of vehicle is manufactured wholly or partly by some local manufacturer, direct orders shall be placed on that local manufacturer. In case the vehicle is to be imported, preference shall be given to government-controlled organizations if they are designated as authorized dealers for concerned make and type of vehicle. Purchase from local dealers and other vendors shall only be resorted to in exceptional cases only, where it is not possible to purchase the particular type of vehicle from the local manufacturer or from a government controlled authorized dealer.

3.4 Whenever, a particular vehicle is purchased complete details regarding its type, make, purchase price, registration number, engine number, chassis number, insurance coverage etc. shall be provided to the Director (Establishment) Head Office within a fortnight of taking possession of vehicles who will maintain such record for all vehicles.

3.5 All vehicles those are required for purchase by Contractors/ Consultants from project funds under the contract terms to meet operational needs of the project are NHA vehicles and shall revert to NHA on completion of the Project. The Project Director shall maintain proper inventory of such vehicles. Project Director shall also ensure that these vehicles are taken on charge on completion of project as per laid down procedure and shall ensure that contractor/consultant carries out major maintenance and pays up to date duties and taxes before the final handing/taking over.

3.6 The NHA Code requires that purchase of vehicles should be made through a purchase committee. In order to facilitate the procurement process, two types of such committees have been constituted in the NHA Code. Following is the composition of the committees:-

a) **At Head Office**

<b>Composition</b>	<b>Official Concerned</b>
Chairman	DG (Admn)
Member	General Manager (Finance)
Member/Secretary	Director (Establishment)

b) **At Regional / Project Office**

<b>Composition</b>	<b>Official Concerned</b>
Chairman	General Manager (Region/Project)
Member	Director (Accounts)
Member/Secretary	Dy. Director (Admn)

3.7 The laid down procedure for invitation of tenders and evaluation of bids and the working of the purchase committee shall be followed.

## **CATEGORIES OF VEHICLES**

3.8 The need for provision of operational vehicles is dependent on the number of construction projects and major maintenance works on hand. Different types of vehicles are required at different stages of each project. Standardization of the vehicles into specific categories shall ensure that unnecessary purchase of luxury vehicles is avoided. Following categories of vehicles and their limited sources of purchase are given below:

<b>Type of Vehicle</b>	<b>Sources of purchase</b>
i) Heavy Duty Jeeps	If not manufactured in Pakistan, then to be imported through government controlled authorized dealers; if no such dealership exists then through local dealer otherwise through open tender
ii) Light duty jeeps and Vans	Through local manufacturers.
iii) Sedan cars	Through local manufacturers.
iv) Buses	Through local manufacturers
v) Motorcycles	Through local manufacturers

### **Insurance of Vehicles**

3.9 As required under the Motor Vehicles Act 1939, Third Party insurance is required for all types of vehicles. All NHA vehicles shall therefore have Third Party insurance cover if specific exemption is not allowed to NHA being a local body established under an Act of Parliament.

3.10 It would be preferable to have full comprehensive insurance cover for all NHA vehicles. However, for the sake of economy, comprehensive insurance coverage shall be restricted to all new vehicles upto a minimum period of three years. Thereafter, special sanction of the



Member (Finance) shall be obtained with due justification for extension of comprehensive insurance cover beyond three years.

3.11 In pursuance of clause-10 of the National Insurance Cooperation Act, 1976 all vehicles belonging to NHA shall be insured with National Insurance Cooperation. This condition shall henceforth apply to new vehicles purchased by Contractors/Consultants out of project funds.

### **Registration of Vehicles**

3.12 According to government requirement, all NHA vehicles shall be registered with the Excise and Taxation Department in the name of NHA. Such registration shall be made with the Excise and Taxation Officer, which is most convenient to the Project.

3.13 In case where vehicle is purchased directly by Contractor or Consultant from project funds (as provided in contract agreement), the Project Director shall ensure that all formalities pertaining to payment of taxes and dues are fulfilled at the time of registration. Where purchase of vehicle has been made at the NHA Head Office or Regional/Project Office, the Deputy Director (General Admn)/Assistant Director (Transport) for Head Office or Deputy Director (Admn) for Regional/Project Office, as the case may be, shall be responsible for ensuring the above requirements.

3.14 The official designated for safe custody of the registration books shall complete registration formalities within four weeks of physical delivery of the vehicle. The Transport Section shall provide a copy of the registration book and letter of authority for vehicle use to the official to whom the vehicle is allotted.

3.15 The safe custody of the vehicle registration books and timely payment of annual taxes shall be responsibility of the following officers: -

- a) Registration books of all the vehicles detailed with NHA entitled officers shall be in the safe custody of Superintendent (Transport Section) at the Head Office and Deputy Director

(Admn and General Services) at the Regional Office. Same officer to ensure timely payment of taxes and dues of registration; and

- b) Where a vehicle is purchased out of NHA project funds and is in possession of Contractor or Consultant for use at project site, the Project Director shall hold registration book of such vehicles in his/here custody. Same officer to ensure timely payment of taxes and dues of registration.

### **Allotment of Control Number**

3.16 The large number of construction contracts scattered all over the country has resulted in unchecked growth of the vehicular population of NHA. A deliberate effort shall be made to ensure that the vehicles purchased out of NHA project funds are all placed on record for ease of third party verification. With a view to ensure that NHA assets are all recorded in the Authority's books, a system of allotting control numbers for each vehicle has been devised. NHA Transport Section shall be responsible to ensure that all vehicles purchased from NHA's project funds and other resources are allotted the control number positively within three months of the approval of these Regulations for effective inventory control.

3.17 The Deputy Director (General Admn)/Assistant Director (Transport) at the Head Office shall be responsible for allotment of the vehicles control number for all existing and new NHA vehicles, which shall be marked clearly on the vehicle for ease of identification.

3.18 To make the system of issuing control numbers to NHA vehicles successful, the Finance Wing shall be required to ensure that no payment for purchase of any vehicle (from own resources or project funds) be allowed only if NHA control number is first allotted by the Head Office Transport Section. In case of the existing fleet of vehicles, all Members shall ensure that all motor vehicles purchased out of project funds or otherwise are properly identified and their control numbers are obtained from the Head office Transport Section.

### **Vehicle Allotment**

3.19 Allotment of vehicles is the sole prerogative of the Admn Wing as they have been made the custodian of NHA Assets. All initial requisitions on projects or at static offices, vehicle allocation and inter-project/inter-office transfer of vehicles etc. shall henceforth be processed through the Transport Section. DG (Admn), and in his absence Director (Admn) shall be the competent authority for deciding issues related of NHA motor vehicles.

3.20 In cases where motor vehicles are purchased out of projects funds for direct use of the contractor's/consultant's employees directly associated with project work, following practice shall be henceforth be observed. The contractor/consultant shall obtain the vehicle control number from the Director (Establishment) through the General Manager/Project Director (Concerned). Accounts Section shall henceforth ensure that such control number is issued before release of payment.

### **Responsibility for Safe Custody of NHA vehicle**

3.21 Motor vehicles are a valuable NHA asset, which need to be closely guarded against damage or loss to maximize utility. All entitled officers allotted NHA vehicles; field staff of contractors and consultants deployed on projects and other authorized users shall be fully responsible both for safe custody and proper upkeep of the vehicles placed at their disposal. Any type of casualty occurrence shall be reported to the controlling officer Assistant Director (Tpt) within twenty-four hours of its happening. The controlling officers Assistant Director (Tpt) shall be required to forward a full report of the casualty to the Director (Admin) through Deputy Director (Admn) within seventy-two hours of occurrence of casualty.

3.22 DG (Admn)/Director (Admn)/GM (Regional/Project) may order inquiry of all major accidents, thefts and other losses to NHA motor vehicles immediately through a standing committee comprising the following officers: -

**At Head Office**

<b>Composition</b>	<b>Official Concerned</b>
Chairman	A Director (BS-19)
Member	A Deputy Director (Accounts)
Member/Secretary	An Asstt: Director (Admn)

c) **At Regional / Project Office**

<b>Composition</b>	<b>Official Concerned</b>
Chairman	Director (Maintenance)
Member	Dy. Director (Accounts)
Member/Secretary	Superintendent (Admn)

3.23 A comprehensive report on major accidents, thefts and other losses reported to the Director (Establishment) during the period and findings of the standing committee for inquiries shall be submitted to the Chairman on quarterly basis through the DG (Admn).

**PROCEDURE TO BE FOLLOWED IN CASE OF AN ACCIDENT/THEFT OR ANY MISHAP INVOLVES NHA VEHICLE.**

3.24 Since there will be no comprehensive insurance for majority of NHA vehicles, therefore, proper upkeep and safe custody of valuable NHA vehicles needs to be closely guarded against damage or loss. All entitled officers allotted NHA vehicles with or without driver, field staff of contractor/consultant deployed on projects and other authorized users shall be fully responsible both for safe custody and proper upkeep of the vehicles placed at their disposal.

3.25 To deal with any type of Motor accident/theft cases etc. inquiries committees have been constituted at NHA, HQ as well as Regional offices vide para-3.22 of Motor Vehicles Use Regulations. The inquiry committees have to investigate the casualty/any mishap in the light of under mentioned SOP (Standing Operating Procedures).

3.26 Any type of casualty occurrence shall be reported to the controlling office, i.e. Director (Establishment) at Head office and Officer Incharge Admn in case of Region/Project office, immediately (not later than by 24 hours) by the officer/driver concerned.

3.27 The officer/driver concerned shall be responsible to lodge an FIR, Police Report etc. of the incident and immediately inform to the officer Incharge Transport i.e. Director (Establishment) at NHA, Head Office and Officer Incharge Admn in Region/Project offices about the incident. The controlling officers, along with his technical staff shall do the following: -

- a. Shall go and visit the site immediately and draw a sketch of the incident.
- b. Shall collect evidence and record statements of witnesses (if any).
- c. Shall take the Photographs of accidental vehicles at site.
- d. Shall make a preliminary report of the incident along with his recommendations, for onward submission to respective inquiry committee.
- e. Only those cases shall be referred to inquiry committee in which cost of repairs is more than Rs.2500/-. Minor casualty upto Rs.2500/- shall be inquired/disposed off at the level of controlling officer with the approval of Director (Establishment) at NHA Head office, whereas, in the case of Regions/Project offices, Regional GM/PD will be competent to inquire and settle the case accordingly.
- f. Shall process/complete the above-mentioned formalities within 48 hours of the incident.

3.28 The inquiry committee shall review the case of major accident/ theft and give its recommendations/findings keeping the nature of case in view: -

- a. If an officer/driver is found responsible for the incident, or any incident has accrued due to the negligence of the officer/driver, the responsibility shall be fixed accordingly and the cost of loss/repair of vehicle shall be charged to the defaulter.
- b. In exceptional cases where it is determined that the incident was caused by factor totally beyond the control of the officer/driver, the said recovery shall be waived off with the prior approval of the competent authority i.e. DG (Admn)/Chairman, NHA. Whereas, in regard of Regions/Project offices, the case will be submitted by the respective inquiry committee to DG (Admn) for disposal through Director (Establishment) NHA, HQs.
- c. The inquiry committee shall finalize the case within 7 days positively.

3.29 If it is proved that an un-authorized person drove the vehicle, to which loss is received, or it was taken without approval of the competent authority, total loss will be born by responsible officer/official in any case.

## CHAPTER 4

### AUTHORIZATION AND SERVICES

4.1 The use of NHA vehicles is to facilitate the smooth functioning of project works at site and Head Office/Regional Offices. The Exigencies of service require presence of NHA officials and contractors/consultants staff, at odd times both at project sites and the camp/main offices. The entitled officers shall therefore, be allowed the use of vehicles around the clock and shall be authorized to park vehicles at homes. In all other cases, NHA vehicles shall be parked overnight at the official car park. The transport Section shall issue a daily list of vehicles that require to be parked in the official car park. The night duty Officer shall be required to verify the status and record it in his report.

#### APPROVED AUTHORIZATION

##### For Type of Vehicle to Entitled Officers:

- 4.2 (1) The authorization of vehicles is categorised as under:-
- a. Entitled Officers (BS-19 and above).
  - b. Field staff (Actually working on maint./projects field works Sites.
  - c. Officers performing ministerial job duties at Regional Headquarters/NHA Main Headquarters.
  - d. Special Delivery/dispatch Riders.
- (2) While allocating vehicles, the Member/DG (Admn) at NHA HQ, Regional General Managers in Regions and projects shall adhere to this authorization as given in Annexure-A. Deviation if any, shall have to be properly justified and approved by the Chairman, NHA.
- (3) For field and operation duties, transport can be used on as required basis by the field staff in the best interest of the authority.

- (4) Transport/Administration will not be involved in formation of groups of BS-18/17 officers.
- (5) A group of two or three BS-18/17 level officers performing ministerial duties at NHA Main Headquarters/Regional Headquarters shall be provided one vehicle for attending office. The senior most of them will be responsible for parking and safety of the vehicle.
- (6) In maintenance units and projects, suitable areas shall be fixed as a "REACH" and each reach Incharge Officer shall use one vehicle for all duties of his reach along with his supporting staff/officials in the field.
- (7) On transfer/posting from one to an other place no one will carry any official vehicle with him to his/her new place of posting.

**For Fuel Consumption to Entitled Officers:**

4.3 In order to regulate use of NHA vehicles, a monthly quota of fuel for each month has been fixed for each category of officials as given in Annexure-A to this Chapter. This fixation of quota shall ensure control over expenditure. All entitled officers shall use NHA vehicle within the prescribed monthly fuel limit fixed by the Competent Authority. Only in exceptional cases, fuel consumption in excess of the quota shall be allowed. Such excess use of vehicle shall have to be properly justified for necessary sanction by the DG (Admn) and in his absence by Director (Admn).

**For driving the official vehicle:**

4.4 (1) The entitled officer having bonafide driving license and the official driver attached shall be allowed to drive the vehicle at the station of his/her posting. No entitled officer or official driver shall perform journey on the vehicle allotted to him/her 50 KMs out side the municipal limits of station of duty without the prior approval of the Director (Establishment) at the Head Office or Regional/Project General Manager in the field office. Entitled official shall be responsible for proper maintenance of vehicle logbook on daily basis indicating the distance traveled and purpose of visit.



4.4 (2) All columns of Logbooks of all vehicles will be completed in all respects. The following committee will check Logbooks periodically (at least once a month) by giving three days prior notice to the officers concerned for checking: -

1. Assistant Director (Transport)
2. Assistant Director (Accounts)
3. Assistant Director (Engineer)

The committee will record its observation/certification in the logbook with signature and date.

**Use of Central Pool Vehicles:**

4.5 The central pool vehicles shall be used sparingly. The vehicles shall be divided into two distinct categories (a) General Pool Vehicles and (b) Ordinary Operational Pool Vehicles. The General Operational Pool Vehicles shall be meant for exclusive use of the senior management such as, Chairman, Members and BS-20 officers of the government and the authority, VIP guests of the authority and foreign consultants and technical advisors, arbitrators, who have not been provided with NHA transport. Use of such General Pool vehicles shall be authorized with the prior approval of DG (Admn) and in his absence Director (Admn) at the Head Office and Regional/Project General Managers at Regions/ Projects.

4.6 (1) Ordinary Operational Pool vehicles shall be provided on written requisition on temporary basis, subject to availability, in case an allocated vehicle of entitled officer is out of order or it is required for local duties out of office for a section and for audit/inquiry parties. The Director (Admn) at Head Office and Regional/Project General Managers at Regions/Projects shall approve allotment of vehicles in such cases.

4.6 (2) The vehicles earmarked for pool duties of an office shall be parked at night in office M.T. Park under proper entry of In-out and meter reading in the vehicle movement register to be maintained by security staff.

### Hiring of Vehicles

4.7 (1) Subject to availability, NHA Pool/allotted vehicles shall be allowed for hiring/private use on payment to the employees at the rental charges duly fixed by the Chairman, NHA. Such hiring on payment shall be approved by the authorities as under:-

<u>S.No</u>	<u>Type of Vehicle</u>	<u>With in 200 KMs of posting Station</u>	<u>Beyond 200 KMs of Posting Station</u>
1.	1600 CC and above from pool	DG (Admn)/Regional GM in Region	Chairman, NHA Regional GMs in Region
2.	Less than 1600 CC from pool and all type of allotted vehicles of the entitled officers	Regional GMs in Regions/Director (Admn) HQ	DG(Admn)HQ/ Regional GMs in Region

4.7 (2) During hiring on payment for private use, the employee concerned will be responsible for safety and security of vehicle. Expenditures/maintenance of vehicle up to Rs.2500/= will be paid by the employee at his own.

4.7 (3) The entitled officers may take their allocated vehicles out of stations of posting for a period not more than fifteen days by written intimation to Regional GM/Director (Admn) at HQ in case of an emergency subject to the conditions that: -

- i) They will bear normal repairs/maintenance of vehicle during that period up to Rs.5,000/-.
- ii) Petrol/Diesel will be purchased by them.
- iii) Nothing will be reimbursed to them against the repair/maintenance expenditures up to Rs.5,000/-.

4.8 (1) Those officials who cannot be provided official transport may be allowed the use of staff buses/vans for pick and drop facility out of NHA transport lot or through hiring of private buses on nominal cost sharing basis as a Welfare measure for improving the overall office efficiency with the approval of DG (Admn) at NHA HQ and Regional/Project GMs in the field.

4.8 (2) In general, vehicles allocation will be as per availability, however, it will be insured that junior grade officers should not be allowed vehicles better than the senior. Status, grade and nature of job should be considered while allocation of vehicle is considered.

#### **Free Use of NHA Ambulance**

4.9 (1) Provision of facility of Ambulance is a welfare measure. It shall normally be ready at stand by so that it may be used locally for medical emergencies. It shall also be used for conveyance of dead bodies of NHA employees and their immediate dependents to their native villages/towns. Free use of ambulance shall be allowed for transportation of the dead bodies of NHA employee's upto a limit of 200 KMs. Thereafter, half the usual rate of private hiring shall be charged. In case of entitled persons as defined in the Medical Attendance Regulations, use of ambulance shall be allowed sparingly in extreme emergencies at prescribed rate of private hiring. Such measures shall be applied to maximize the life of the vehicle.

4.9 (2) Ambulance for local and upto 200 KMs use shall be allowed by Director (Admn) otherwise it will be permitted with the approval of DG (Admn).

#### **SERVICES AUTHORIZED**

##### **Fuel Dispensation and service:**

4.10 One or two fuel filling and service stations at a place shall be selected for supply of fuel and service to NHA vehicles. Both parties shall sign a contract. Advance payment shall be allowed in accordance with the projected demand. Filing station shall issue advance payment coupons and supply the fuel according to volume expressed on the coupons not reduce quantity or change quality if advance payment has been made before revision of fuel prices. Following committees shall select and renew term of contract of filling and service stations or delisting from NHA panel:-

**At Head Office:**

<b>Composition</b>	<b>Official Concerned</b>
Chairman	Director (Administration)
Member	Deputy Director (Budget)
Member	Deputy Director (Design Wing)
Member/Secretary	Deputy Director (General Admn)

**At Regional / Project Office**

<b>Composition</b>	<b>Official Concerned</b>
Chairman	General Manager (Region/Project)
Member	Director (Construction)
Member/Secretary	Deputy Director/Assistant Director (Admn)

**Panel of Filling Station/Workshops**

4.11 (1) NHA shall select a panel of Filling Stations/Workshops where it shall refer its vehicles for maintenance and repairs. Suitable filling stations/workshops shall be selected for this purpose through Public Notice in Press on three years basis. The panel shall be kept at a low number and shall include only those filling stations/workshops, which are capable and experienced in handling/supply of petroleum products/repair and maintenance of the vehicle available with NHA as under:-

(A) **FILLING STATION**

- (i) It is near to NHA Office.
- (ii) It is centrally located.
- (iii) It's building/premises are safe and structured as per acceptable standards.
- (iv) It has good reputation.

- (v) It has at least four disposal points.
- (vi) All qualitative petroleum items/facilities are available.
- (vii) It has a good service station.
- (viii) It has standard and sufficient storage of petrol/diesel etc.
- (ix) It has sufficient and experienced manpower.
- (x) It has valid license from the competent authority.
- (xi) It has valid dealership license from concerned Oil Marketing Company.

(B) **WORKSHOP**

- (i) It is located at a safe and secure place near to NHA.
- (ii) It's building/premises are safe and structured as per acceptable standards.
- (iii) It is well equipped with all the necessary and latest mechanical instruments.
- (iv) It has a qualified and experienced strength of workers.
- (v) It provides all essential facilities i.e. mechanical (both petrol and diesel), electrical, dainting, painting etc.
- (vi) It is a registered G.S.T. payer.
- (vii) It has safe and secure space for parking of at least five vehicles under lock and key.
- (viii) Space/building occupied by workshop is legally/authorisedly in possession of the owner of workshop.

*Note: - Workshops having above standard and if they are also on Government organization panels with good reputation will be preferred*

- (2) A quarterly report of functioning of the panel workshops shall be issued by Deputy Director (General Admn), Assistant Director (Transport) at the Head Office and Regional/Project General Manager for Region/Project for submission to the Chairman, NHA through DG (Admn).
- (3) The workshop/Filling Station will be registered on payment of registration fee duly fixed with the approval of the Chairman NHA.
- (4) Once a Filling Station or Workshop is removed from NHA panel will not be considered for three years.
- (5) The panel workshops will be categorized for better repair/maintenance of NHA vehicles as under: -

**Category    Type of Vehicle to be Repaired.**

- |   |  |
|---|--|
| A | Heavy vehicles/Authorized Dealer Workshops of a Motor Company. |
| B | 1600 CC and above vehicles.                                    |
| C | Less than 1600 CC vehicles.                                    |

- (6) Letters for invitation of quotations for repair/maintenance will be issued to all workshops of the category concerned.

**Removal of Panel Workshops/Filling Stations.**

- (7) NHA Panel Filling Stations/Workshops can be depanelized at any time with the approval of DG (Admn). Mainly the following reasons shall be enough to depanelize the Filling Stations/ Workshops: -
  - i. Un-satisfactory services.
  - ii. Poor quality of work.
  - iii. Bills are not submitted in due course of time.
  - iv. Quotations are costly as compare to others.
  - v. The Workshop has failed to respond NHA's quotations thrice.
  - vi. Behavior of the management and staff is poor.
  - vii. Works are delayed.

(8) Registration of Filling Station/Workshops will be renewed after every three years by paying registration fee at the half of the amount of existing initial registration fee with the approval of DG (Admn) at HQ and Regional GM in the field.

#### **MAINTENANCE OF VEHICLE**

4.12 (1) In order to keep the vehicle in proper running condition at all times, the driver shall be required to ensure general cleanliness of the vehicle; carry out check of tyre pressure, visually check level of radiator coolant, oil and break fluid on daily basis. He should also know the maker's instructions of required changes. He shall be required to immediately report all types of faults and deficiencies for necessary rectification so that vehicle can always be kept in proper running condition.

4.12 (2) Following method/procedure shall be followed for repair/maintenance of vehicles: -

- i. A Defect Report Form No.4.12(2-i) shall be filled.
- ii. The driver of vehicle shall fill-in the defect report form which will be countersigned by the officer to whom vehicle is allocated or AD (Admn/Transport) in case of pool vehicles.
- iii. The Transport Mechanic/Incharge will check the vehicle and submit his recommendations as prescribed in the proforma.
- iv. The Superintendent (Transport)/Transport Officer will record required information and get recommendation from Assistant Director (Transport).
- v. In case of minor repair, work order will be issued by AD (Admn/Transport) with the approval of Dy. Director (Admn) and in case of major repairs instructions given in clause 4.13 shall be followed.
- vi. Work Order will be for specific works mentioned in the defect/fault report only.

- vii. The Driver of vehicle will remain present in workshop for supervision of work.
- viii. The officers dealing with transport will also visit workshops from time to time.
- ix. A repair/maintenance Register of vehicles will be maintained by Transport Section in Form No.4.12(2-ix).

4.12 (3) The types of services, which will be provided for proper maintenance and up keep of vehicles are as follows: -

**A) Periodic Services.**

- i) Periodic oil change:-
  - a. Diesel vehicle                      2000 KM
  - b. Petrol vehicle                      2500 KM
- ii) Periodic full service and Oil Filter change: -
  - a. Diesel vehicle                      3000 KM
  - b. Petrol vehicle                      3500 KM
- iii) Engine/Systems check once a month.
- iv) Tuning                                      10,000 KM
- v) Wheel Balancing and Alignment. As and when required.

Note: -(1) *In case of vehicles running in hard area fields where road network climate and field conditions are tough and poor, above terms will be relaxed by giving full justification with the approval of Member (Operations) on the recommendations of Regional/ Project GM under intimation to Administration Wing.*

(2) *The Administration Wing will arrange change of Mobile Oil and Filters by in-house service. Suitable Stock of Oil and Filters shall therefore be kept on the stock of Store.*



**B) MINOR REPAIRS**

The mechanical and electrical components of vehicles have a specific life. These parts and components need to be changed with the passage of time through normal wear and tear. Standard cost for such minor repairs shall be determined and such services provided on as required basis to ensure normal upkeep of vehicles. In order to avoid undue expenditure, standard life of each component shall be determined by the Transport Section for compliance by all. Any deviation from the standards shall have to be justified at the time of submission of defect report before making any expenditure. Work order for minor repairs shall be issued to enlisted workshops over the signature of the Assistant Director (Transport) at the Head Office and Deputy Director/Assistant Director (Admn) at the Project/Regional Offices.

**Note: -** *Minor repair means an estimate for which quotation is not required.*

**C) Major Repairs**

Motor vehicles are highly valuable assets, as it has to ply on roads of different terrain. It is therefore, imperative that despite of vigilance, there is no guarantee against accident. In cases where NHA vehicle is not insured, NHA may have to incur expenditure on its repair. The Transport Section shall prepare "A Repair/ Maintenance logbook" for each vehicle. In order to control expenditure, major repairs shall be restricted to a limit that is justifiable in accordance with the vintage and book value of the vehicle. Cost of a repair beyond replacement/ depreciated value shall not be allowed.