

Corporate Transport Policy



**PUNJAB STATE TRANSMISSION
CORPORATION LIMITED**

Regd. Office : PSEB H.O. , The Mall, Patiala-147001

CORPORATE TRANSPORT POLICY

1. POLICY FOR DEPARTMENTAL VEHICLES

(A) Procurement of Vehicles

- i. The departmental vehicles for the official use of CMD, Directors, CEs and other HoDs shall be purchased by the office of Chief Engineer/HR & IT, PSTCL, Patiala and Vehicles, Cranes/ Loaders or any other Special purpose vehicle, if any, required by field office(s) shall be purchased by the concerned HOD. The vehicles shall be purchased with the approval of the Committee of Whole Time Directors, preferably at DGS&D Rates. In case DGS&D Rate are not available, the vehicles shall be purchased from open market as per Purchase Regulations.
- ii. The cost of accessories of the new vehicles shall not be more than 3% of the billed amount. The record of the same must be entered in the maintenance register of the vehicle by the concerned JE Incharge.
- iii. Timely registration of new vehicles, insurance, maintenance, service & upkeep, deposit of Road Tax/RC, passing of vehicles, pollution certification and other documents of vehicles shall be the responsibility of the JE Incharge and due record should be maintained. Full insurance (bumper to bumper) of the vehicles shall be taken. The insurance of Drivers and passengers for covering their life risk during travel should also be ensured.

(B) Vehicles in Common Pool

- i. One No. Vehicle, of the make as per entitlement, shall be kept in the Common Pool for the official use of CMD and Directors for use in emergent situations.
- ii. One No. Staff Car shall be kept in the Common Pool for the official use by entitled Officers of Corporate Offices. However, in case of exigency, it can be used by other officers in Corporate office with the recommendation of the concerned Director.
- iii. In case of non-availability of the driver, Admn. Section can hire a driver for vehicles of CMD/Directors on daily basis at the rate not exceeding one day salary of outsourced driver, with the approval of CE/HR, PSTCL.

(C) Average of the Vehicles

- i. The drivers shall be required to maintain the minimum average of departmental vehicles as per norms which shall be monitored by the concerned office. The concerned office shall also be required to maintain strict surveillance so that no pilferage of petrol/diesel or theft of parts of vehicles takes place. The average of the vehicles shall be fixed as per instructions issued by the State Transport Commissioner, Punjab from time to time or as adopted by PSTCL, in that order. The existing norms for average of vehicles are reproduced below: -

Sr. No.	Make of Vehicle	Fuel Average during first three services		Fuel Average after first three services	
		Without AC	With AC	Without AC	With AC
1	Toyota Innova 2.5 (Diesel)	11	10	12	11
2	Ambassador, MPFI Euro-II (Petrol)	8.5	7.5	10	9
3	Gypsy King Model (Petrol)	7	-	8.5	-

In case of low average of the vehicles or where average is not specified by the Punjab Govt./ PSTCL, the average be got checked/ certified from an authorized agency of the vehicle. In case, it is not possible to get the certification from the authorized agency, the concerned Officer Incharge of the vehicle along with one Accounts Officer and concerned JE Incharge shall physically check, certify and fix the average of the vehicle.

(D) General

- i. Officer incharge of the vehicle shall ensure that only authorized Driver having valid driver's license, drives the vehicles & required documents are kept in order. Validity of Driver's license should be ensured from time to time. However, in case of official emergency and non-availability of driver, controlling officer may drive the departmental vehicle himself or authorize any other employee, provided he has a valid driving licence.
- ii. All the entries of each journey like Date, Place ('from' as well as 'to'), Time of departure & arrival, Initial/final Kilometers readings along with KMs run,

Purpose (along with additional details required in case of transportation of store material), Signatures of official/officer performing journey (along with his designation) etc. should invariably be made in the vehicle's log book.

- iii. In case of an accident, the same shall be immediately reported to the concerned HoD, who shall submit the report along with his comments to Admn. Section, PSTCL.
- iv. The repair of the accidental departmental vehicles should be got done at the Headquarter of the vehicle under the supervision of the vehicle Incharge so as to have a proper check for repair of the vehicle. If it is not economical to bring the vehicle from the site of accident to headquarter, then the repair may be got done at the nearest point with the approval of Controlling Officer. In case of major repair, Vehicle Incharge shall ensure that the damaged parts replaced at the cost of the Corporation (i.e. which are not covered under insurance) are returned to the store.
- v. Quarterly return of all the vehicles on prescribed proforma must be sent to the office of Admn. Section, PSTCL by the concerned HODs.
- vi. In case, any Officer/Official is found misusing the vehicle, disciplinary action shall be taken against him.

(E) Life of the Vehicles

- i. The norms for life of vehicles shall be as per the norms specified by State Transport Commissioner (STC), Punjab, from time to time. Norms as per STC letter No. 4169-75 dated 11.02.2010 and letter no. 51051-51057 dated 11.11.2011 are as under: -

S. No.	Type of Vehicle	Life Norm
1	Toyota Corolla 1.8G Altis/ Toyota Camry w1/ Toyota Innova Top Model (Diesel)	4.0 Lac KMs or 5 years, whichever is earlier
2	Tavera (Diesel, Non-AC)/ Toyota Innova 2.5G(Diesel/AC/8 Seater)	3.5 Lac KMs or 5 years, whichever is earlier
3	SX4 (Petrol)	4.0 Lac KMs or 7 years, whichever is earlier
4	Honda City 1.5 VMT/ SMT(Petrol)	4.0 Lac KMs or 7 years, whichever is earlier
5	Swift Dzire LDI/ VDI (Diesel)	3.5 Lac KMs or 6 years, whichever is earlier

6	Toyota Qualis (Diesel Non-AC)	3.0 Lac KMs or 5 years, whichever is earlier
7	Ambassador (Petrol, AC/Non-AC)/ Maruti Gypsy (Petrol, Non-AC)	2.5 Lac KMs or 5 years, whichever is earlier
8	Trucks/Commercial Vehicles	07 years

In case the make/model of the vehicle is neither specified above nor contained in any other instructions of Punjab Govt./PSTCL, the life of such Cars/LCVs and other such vehicles shall be considered as 5 years and 7 years respectively. Age of the vehicle shall be taken from the date of its First Registration.

ii. **Survey off/ Condemnation of departmental Vehicles**

1. The concerned Chief Engineers/HoDs shall be competent to survey off/ dispose off the departmental vehicles as per latest approved norms.
2. If any departmental vehicle is found un-economical before completing its life as per norms, the same could be disposed with the approval of WTDs.
3. The vehicles should be disposed off within six months from the date of survey off report by the Disposal Committee constituted vide UO No. 129/WTD-12.4/PSTCL dated 03.02.2011 or as amended from time to time. The condemned vehicles shall be placed at the disposal of AE/S&T (T) Store, Ablowal (Patiala) so that auction of the vehicles be got done at one place instead of different places. The survey off reports of the vehicles may also be sent to Admn. Section PSTCL.

(F) Limits of Journey

The norms for fixation of limits of journeys and other conditions for various officers/offices shall be as under: -

Sr. No	Designation	Type of Vehicle	* Kms. Limit
1	CMD	Top Model Innova 2.5V (D)/ Honda City 1.5VMT/ SX4-ZXI or equivalent in price	Unlimited
2	Directors	Honda City 1.5 SMT/ Innova 2.5G (D) or equivalent in price	Unlimited
3	EIC/CE	SX4-VXI or equivalent in price	3000
4	CAO/ FA (As per entitlement)	Ambasador/Swift-D-Zire VDI or equi.in price	1500
5	Dy. C.E./ S.E. (As per entitlement)	Ambasador/Swift-D-Zire VDI or equivalent in price	2500

6	Addl. S.E. /Sr. Xen (Protection, T&C, ODTL, SAP, P&M with charge of AO/TL)	Scorpio/Xylo or equivalent in price	3000
7	Other Addl. SEs./ Sr. XENs. (As per entitlement)	Scorpio/Xylo or equivalent in price	2500
8	AEE/AE (As per entitlement)	Balero or equivalent in price	2000
9	Staff Vehicles for offices of:-		
a)	Mobile Gangs of P&M / CO&C	Mahindra Genio Twin Cabin or equivalent	2000
b)	Hot Line / P&M	LCV (Canter/ Tata-407) or equivalent	2500
c)	Grid. Const./ TLSC/ AO-TL/ Store	LCV(Canter/Tata-407) 2.5Ton or equivalent	2000
		MCV (Tata LPT 1109) 5Ton or equivalent	2000
10	Cranes, Loaders or any other Special purpose vehicle	As per requirement with the approval of concerned Director Incharge	

**The above mentioned journey limits shall be applicable for both departmental and outsourced vehicles and shall include all type of official journeys except Private journeys.*

NOTE:-Powers for regularizing the excess journeys beyond the prescribed limit shall be as under: -

Sr. No.	Officer in charge of Vehicle	Competent authority to regularize the excess journey up to 50%	Competent authority to regularize the excess journey beyond 50%
1	Chief Engineers	Director/Concerned	CMD
2	FA/CFO	Director/F&C	CMD
3	SEs/Sr. XENs	Chief Engineers	Concerned HOD with the approval of Director/Admn.
4	AEEs/AEs	SE	

2. POLICY FOR HIRING OF OUTSOURCED VEHICLES

In case, department vehicle has been either condemned off or not provided to the entitled officer(s)/ office(s), vehicles as per entitlement can be hired/ outsourced from the market subject to the maximum of following rates. If vehicle is required for any other officer/ office, the case for the same shall be put up to the WTDs with the recommendation of the HOD.

(A) Yearly Basis

Sr. No	Designation	Type of Vehicle	Total Limit	Kms. included in Fixed Charges	Variable Kms.	*Monthly Fixed Charges (Rs.)	Rate Per KM (Rs.)
1	CMD	Top Model Innova 2.5V (D)/ Honda City 1.5VMT/ SX4-ZXI or equivalent in price	Un limited	2000	-	50000/-	8.50/-
2	Directors	Honda City 1.5 SMT/ Innova 2.5G (D)or equivalent in price	Un limited	2000	-	50000/-	8.50/-
3	EIC/CE	SX4-VXI or equivalent in price	3000	1500	1500	30000/-	8.00/-
4	CAO/ FA (as per entitlement)	Ambasador/ Swift-D-Zire VDI or equi.in price	1500	1000	500	23000/-	6.00/-
5	Dy. C.E./ S.E.(as per entitlement)	Ambasador/ Swift-D-Zire VDI or equivalent in price	2500	1500	1000	25000/-	6.00/-
6	Addl. S.E./Sr. Xen(Protection, T&C,ODTL, SAP, P&M with charge of AO/TL)	Scorpio/Xylo or equivalent in price	3000	1500	1500	30000/-	5.50/-
7	Other Addl. SEs / Sr.Xens (as per entitlement)	Scorpio/Xylo or equivalent in price	2500	1500	1000	30000/-	5.50/-
8	AEE/AE (As per entitlement)	Balero or equivalent in price	2000	1000	1000	25000/-	5.00/-
9	Staff Vehicles for offices of:-						
a)	Mobile Gangs of P&M / CO&C	Mahindra Genio Twin Cabin or equivalent	2000	1000	1000	25000/-	5.00/-

b)	Hot Line / P&M	LCV (Canter/ Tata-407) or equivalent	2500	1500	1000	34000/-	8.00/-
c)	Grid. Const/ TLSC/ AO-TL/ Store	LCV(Canter/ Tata-407) 2.5 Ton or equivalent	2000	1000	1000	30000/-	8.00/-
		MCV (Tata LPT 1109) 5 Ton or equivalent	2000	1000	1000	32000/-	10.00/-
10	Cranes, Loaders or any other Special purpose vehicle	As per requirement with the approval of concerned Director Incharge					

(B) Daily Basis

S. No.	Type of vehicle	Kms	*Rates for Diesel AC model	Extra per KM
1	Tata Indica/ Beat and equivalent in price	40 Kms	900	7.00
		160 Kms	1400	7.00
		250 Kms.	1980	7.00
2	Balero/ Tata Sumo/ Tavera or equivalent in price	40 Kms	1350	9.00
		160 Kms	1800	9.00
		250 Kms.	2250	9.00
3	Tata Indigo/ Ford Ikon/ Logan/ Swift D-Zire or equivalent in price.	40 Kms	1350	8.50
		160 Kms	1860	8.50
		250 Kms.	2100	8.50

* The fixed rates shall be appreciable by 7.5% per year.

Outstation Night halting charges from 10.00pm to 06.00am shall be Rs. 200/-

(C) General Guidelines for hiring of outsourced vehicles:

- i. Tenders for hiring of vehicles on monthly/daily basis for official purpose shall be floated by HOD/ Dy. CEs/SEs concerned. The competency to approve the rates shall lie with concerned HOD up to upper limit of rates fixed as per policy.
- ii. HODs shall be competent to allow variation up to +10% of the rates already fixed for hiring outsourced vehicles for official purpose.
- iii. Concerned Director shall be competent to allow variation beyond +10% of the rates already fixed for hiring outsourced vehicles for official purpose.
- iv. The Work Order for out-sourcing of vehicles for the vehicles not more than 3 years old, shall be initially for a period of one year and the same shall be extendable, on year to year basis, for further two years, subject to the performance of the Vehicle/ Service Provider/ Market rates and the Life/Kms of the vehicle as

specified in 1(E) above. Hence the maximum period for which a vehicle can be hired is 3 years. After a period of 3 years, a new tender needs to be floated.

- v. Only Commercial Vehicle with entry in Registration Certificate should be hired. No Corporation employee or his family member/relative can participate in the tendering process. In case of any violation, the contract shall be cancelled and such employee shall be liable for disciplinary action.
- vi. Vehicles shall be available for use round the clock, for utilization at our offices in Punjab, Chandigarh, Delhi and also for deputing to the neighboring States of Haryana, Himachal Pradesh, Rajasthan and J&K.
- vii. The vehicle shall be insured comprehensively, including insurance for driver and passengers, during the period of engagement with PSTCL. Insurance premium shall be paid by the service provider. In case of any eventuality, lodging insurance claims with the insurance company shall be the responsibility of the service provider.
- viii. Road tax for the vehicle shall be paid regularly and kept updated by the service provider.
- ix. Service Provider shall have valid pollution certificate for the vehicles and the same should be available with the driver to be produced on demand.
- x. The service Provider shall obtain the passing/ fitness certificate and update Registration of vehicle from the concerned authority at his own cost.
- xi. Expenses towards fuel, Mobil oil, service charges and other repairs and maintenance of vehicles shall be borne by the Service Provider and the vehicles shall be always kept in good running condition. In case of breakdown of vehicle, alternate vehicle shall be made promptly available by the service provider.
- xii. Cost of vehicle's registration, insurance, service/repair, road tax, salary/ emoluments/allowances of the driver or any other charges will be borne by the service provider. Only Fixed amount and variable charges for extra running kilometers, if any, shall be paid by PSTCL.
- xiii. Any Halt charges, penalty including challan, damages, court case, police case, etc. shall be the sole responsibility of the service provider and PSTCL shall not be party in such cases.

- xiv. Vehicles shall possess an All India Permit. No liability for the Inter-State permit charges would be borne by PSTCL.
- xv. Toll Tax/Parking charges, etc. wherever paid, shall be reimbursed as per actual, subject to the production of its receipts.
- xvi. Total liability including third party, if any, in case of the accident of the vehicle or due to any kind of act of omission shall be of the service provider. PSTCL, directly or indirectly, shall not be responsible.
- xvii. The service provider shall provide a reliable spare tyre, tools, spares and consumables, with every vehicle, in order to attend to minor repairs while travelling.
- xviii. Service Provider shall also ensure that the Drivers possess valid driver's license. Validity of Driver's license and fitness of driver should be ensured from time to time.
- xix. The driver shall be punctual and polite and shall not be under the influence of any intoxicating drink or drug. The service provider shall be responsible for the conduct of the driver. In case of any complaint regarding the conduct of the driver, he shall be replaced immediately.
- xx. In case any driver proceeds on leave or is not available on medical grounds or any other ground, alternate replacement shall be the responsibility of the service provider.
- xxi. Maximum up to 4 days off in a month shall be allowed including for service and upkeep of the vehicle, without any deduction of payment, provided the vehicle has been regularly in use prior to the service. This would be permitted on prior intimation to the concerned officer/office. Service shall be planned on Saturday/Sunday or public holidays. In case of non- availability of vehicle due to breakdown/ servicing on any working day, alternate vehicle shall be provided.
- xxii. In case of non-deputing of vehicle on receipt of requisition from the requisitioning officer or delay in sending the vehicle, a penalty of Rs.1000/- per default shall be leviable.

- xxiii. In case of non-availability of vehicle on daily basis, the same can be hired from the market by the concerned officer(s)/ office(s) subject to the maximum of rates as per 2(B) above.
- xxiv. Service provider shall ensure mobile facility to the driver at its own cost.
- xxv. Log book should be maintained by the service provider.
- xxvi. All the entries of each journey like Date, Place ('from' as well as 'to'), Time of departure & arrival, Initial/final Kilometers readings along with KMs run, Purpose (along with additional details required in case of transportation of store material), Signatures of official/officer performing journey (along with his designation) etc. should invariably be made in the vehicle's log book.
- xxvii. Monthly return of all the vehicles shall be submitted to the HoD concerned and Quarterly return of vehicles on the prescribed proforma shall be sent to Admn. Section, PSTCL by concerned HoD.
- xxviii. It shall be the responsibility of the officer-in-charge of the vehicle to ensure timely payment to the service provider, not later than 15 days after submission of bill by the service provider.
- xxix. Payment shall be made by cheque on monthly basis on the basis of Log Book, duly certified by the concerned officer. No advance payment on any account shall be made.
- xxx. Variation of 05 Paisa for cars and 08 paisa for other vehicles, for every Rs. 1/- variation in diesel cost, taking the base rate of diesel as that on the tender opening date, shall be applicable on actual kilometers run, effective from the 1st day of the subsequent month.
- xxxi. Service Tax shall be payable by the service provider and service receiver as per the instructions issued by the Central Govt. from time to time.
- xxxii. In case services of service provider are not satisfactory on any account, the contract can be terminated by giving 15 days' notice.
- xxxiii. If at any time any question, dispute or difference, what so-ever, shall arise between the Vendor and PSTCL, upon or in relation to, or in connection with the Order/Contract, he may go for arbitration as per Arbitration clause contained in Works Regulations 1997, as amended from time to time.

- xxxiv. The Head of the office, for which the outsourced vehicle has been hired and the officer/official in-charge of the vehicle shall be held directly responsible for non-compliance/ non-implementation of these instructions.

3. **USE OF VEHICLES FOR PRIVATE JOURNEYS**

(A) The rates for the private journey by officers of the rank of SEs and above who are entitled for the staff car (Departmental/ Outsourced) shall be at the rates specified by the Punjab Govt. issued from time to time. Existing rates are reproduced below: -

- i. The officer shall be allowed to choose either of the following two options, opted only once in a financial year which cannot be changed during that financial year: -

Up to 200 KMs @ Rs.300/- per month.

or

Up to 400 KMs @ Rs.600/- per month.

Adjustment/calculation of private journey shall be done on yearly basis. The unutilized accumulated private journey of the officer, if any, at the end of 31st March would be carried forwarded to the next financial year to the extent of journey admissible in the last quarter only i.e. from Jan. to March of the year.

- ii. Any KMs exceeding above limits shall be charged @ Rs.5/- per KM.

(B) Private journey to officers not covered as per (A) above, to whom the out-sourced vehicles have been provided, shall be allowed at the per KM rate of variable Kms. without any limit.

(C) Outstation Night halt charges for driver of outsource vehicle shall be borne by the Corporation.