

**ORDINANCE ON**  
**RULES RELATING TO MAINTENANCE & USE OF UNIVERSITY VEHICLES**

**1. Care of the Vehicles: -**

Each employee entrusted with the direct charge or supervision of a University motor vehicle e.g. staff car, bus, jeep, station wagon, and any other vehicle shall ensure that it is properly looked after and not used in an unauthorized manner.

**2. Maintenance of Log Book: -**

For each vehicle, there shall be a log-book in **Annexure-1** according to the nature of the vehicle. The log-book shall remain in the custody of the driver. Among other requirements of the columns of the logbook, emphasis must be laid on: -

- i. Proper classification of the purpose of the journey.
- ii. Immediate entry of petrol, diesel, oil and lubricants put in the fuel tank or served to the part of the vehicles, as no separate stock accounts required to be kept thereof.
- iii. The recording of readings of the milometer after each journey and/or in the case of tractors, of the duration of each operation giving the time of commencement and stoppage thereof.

**3. Use of Private Purpose: -**

Where the log-book indicates the utilization of a vehicle for a private purpose, the authority for such utilization shall be checked up by Registrar or other officer empowered in this behalf and recovery made from the party concerned at such rates a may be prescribed issued shall be noted in the log-book for reference.

**4. Other Vital information pertaining to the Vehicle: -**

In addition to the log-book referred to in the Rule No. 2 there shall be for each vehicle, a register in which portions shall be set apart to keep a record of other vital information in **Annexure-2**.

- i. Particulars of each University owned vehicle and incumbency of drivers in **Annexure- 2**
- ii. **Note:** - The controlling officer should check the spare parts and other equipment's on each vehicle every month, in the last week or whenever any suspicion arises, and any loss arising out of negligence or fault should be recovered from the person concerned. The controlling officer in **Annexure- 2** should record a note of the check and its results, whenever the check is exercised.
- iii. Particulars of changing oil, filter, elements in **Annexure- 3**.
- iv. Particulars of replacement of tyres in **Annexure- 4**.
- v. Particulars of Battery in **Annexure- 5**.

**Note:** - The registers prescribed in this rule should be bound in a proper and durable cover and should be kept in a bag of oil-cloth, strong canvass or plastic. Along with these registers, an instruction book of the vehicle properly bound and the lubricants chart should also be kept in the bag. This bag should be kept in the personal custody of the driver. Loss of any of these registers would call for strong disciplinary action against the driver concerned.

**5. Prevision for expenditure on Vehicles: -**

The expenditure on lubricants, repairs and maintenance of the University vehicles will be met from the respective scheme, where the provision for such charges is made in the budget.

**6. Closing of Log-Book: -**

- a) On the last working day of each month, the petrol tank should be filled right up to the brim and this fact along with the mileage, noted in the remarks columns of the log-book. The petrol added during the month, shall represent the total quantity of petrol used during the month. The mileage can be read from the kilometre readings and the petrol/diesel/CNG/electronics consumption in kilometre per liter can be worked out and entered in **Annexure-6**. Besides, each time when fuel is purchased further, the quantity purchased and the reading of the vehicle must also be noted in the log book so that it may be possible to know the fuel consumption and also covered since the last filling was done.
- b) The driver of a vehicle shall close the log-book for the month by working out the performance or mileage per unit of the fuel. In case where excess fuel is consumed the matter should be investigated and proper measures adopted to check it.

**7. Fixing of average fuel consumption and mileage for Vehicles: -**

The following procedure will be adopted for fixation of average fuel consumption and mileage of vehicles in the University.

- i. Whenever a new vehicle is purchased, its average fuel consumption will be checked by a committee constituted by Vice Chancellor and fixed for all vehicles of that model, including the existing vehicles as well as new vehicles to be purchased. The committee will take into consideration the norms laid down by the State Government, of Haryana. Transport Dept. for fixing mileage for each model of vehicles.
- ii. The above said process will be reported for all the vehicles after its running for 15,000 kilometres and after second service of vehicle whichever is earlier, as tuning and setting of the new vehicle is done in second service.
- iii. In case of any problem reported by the driver in giving the average fuel consumption fixed by the committee, the vehicle will be examined in the approved workshop for any technical defect. On the recommendations of the Transport officer, duly approved by the controlling officer, the average fuel consumption can be rechecked and fixed for that particular vehicle.

- iv. In case of two wheeler vehicles, Transport officer is authorized to check and fix the average fuel consumption of the two wheelers.

#### **8. Charge of the Vehicle: -**

- i. As far as possible, each vehicle shall be assigned to one driver who will be responsible for its proper maintenance.
- ii. Should any accident occur when there is no official passenger in it, it will be the duty of the driver concerned to report the accident at the nearest Police Station and also give a full report on its return to headquarter, to Assistant Registrar (General and Transport Department).
- iii. The driver would also keep a constant watch on the mileage/kilometre done and see that the vehicle is serviced, when it is due.
- iv. Under normal circumstances, the driver should not allow any officer to drive a car. If any officer insists on driving an official car, it will be driver's duty to inform the General & Transport Department, who will then refer the matter to the Registrar for bringing it to the notice of Vice-Chancellor. However, if the circumstances so warrant the officer travelling on official duty and having valid driving license may drive the vehicle under intimation to the concerned officer record of usage.
- v. When the journey is completed, or daily record of usage, if the circumstances so require, the officer utilizing a vehicle shall ensure that details of all the journeys performed at the headquarter and outstations including local, if any, are specifically entered in the log-book, with reference to the particulars of the places visited, immediately on return and invariably authenticated by the officer, who uses the vehicle.

#### **9. Records to be maintained: -**

The controlling officer of the vehicle will maintain.

- i. The officer travelling on official duty shall submit a requisition to the competent authority for approval of journey in **Annexure- 7**.
- ii. A register of duty slips in **Annexure- 8** showing journeys for which the use of the vehicle for outside journey is authorized.
- iii. A register in **Annexure- 9-10-11** showing cost of repair, pollution, insurance etc.
- iv. Driver's overtime register which shall be in accordance with Govt. norms.

#### **10. Miscellaneous: -**

- i. Kilometre of the vehicle must always be kept in working order. If the kilometre goes out of order while in journey, steps may be taken to put the kilometre in working order at the first available station and a suitable note of tentative mileage covered up to that station without working kilometre needs to be kept in the log-book. Otherwise, the driver found running the vehicle with its kilometre not in working order, should be suitably punished. If the vehicle is required in some emergency and it is not possible to put the kilometre in working order immediately, the officer traveling in the vehicle may allow the vehicle to run for a

- specified period or purpose and take action to put the kilometre in working order at the earliest, and also report the matter to the controlling officer of the vehicle.
- ii. The record of the lubricating oil added to the crank should be kept in the log book, in the relevant columns. The engine oil and oil filter should be changed as per instruction manual of the vehicle and got verified from the Transport Supervisor/Workshop Engineer and controlling officer.
  - iii. On transfer from his post, the driver will ensure that the vehicle is handed over to his successor (or, to any other official under the orders of the controlling officer) with complete equipment and full complement of spare wheels, tyres and tools and have this fact mentioned in his charge report. All the documents mentioned in rule 4 above should be signed by the officials making and taking over in token of the corrections of the relevant entries in these documents on the date the charge is transferred.
  - iv. The University vehicles are intended (i) for use for officials touring outside the headquarter and (i) for journeys on bona fide official duties at headquarter, for example, for proceeding to places where official meeting or other official functions are held. The use of University vehicles by subordinate University employees may also be permitted where necessary, entries having to be countersigned by the Head of Department deputing the official on duty.

**Note: -1** The use of University vehicles for short journeys by VIPs, invitees to University conferences/functions and outside members of the selection committee etc. may be permitted by the controlling officer but this facility should be availed of sparingly and with prior sanction. Journey performed by the officers/officials of the University from their office to railway station, bus stand or airport and vice-versa at the headquarter for going to or coming back from their tour will also be regarded as official duty.

**Note: - 2** Use of University vehicles may not be permitted for work which does not relate to the University; for instance, for going to other Universities to act as Examiner or as Member of selection committee or any such other assignment. However, the use of University vehicles may be permitted for attending meeting convened by the Govt. of India/State Govt./Scientific Panel/Committees of AICTE/UGC/etc.

**Note: 3** Wherever the provision of repair and maintenance is required, the same may be done in accordance with the rules of the State Government of Haryana.



**SHRI VISHWAKARMA SKILL UNIVERSITY, GURUGRAM**  
**VEHICLE LOG BOOK (ANNEXTURE: - 1)**

Time of Journey				Details of Journey	Speedometer Reading		Kilometre travelled	Details of material carried or person travelled	Whether on University duty or on private duty. If on University duty, specify purpose of journey	Signature of Driver	Signature of the officer who travelled
Duty Slip No.	Date of Journey	Commenced at	Completed at	From to (Local journeys to be shown separately )	At commencement of journey	At the end of journey					

Reference to recovery for private journey		Petrol or Diesel in Liters			Expenditure on fuel and lubricants			Signature of Controlling Officer	Remarks
R.No.& Date	Amount recovered Rs.	In tank at the commencement of each journey	Purchased during the journey	At the end of each journey	Particulars of expenditure	No. & date of payment Vr.	Cost Rs.		

**SHRI VISHWAKARMA SKILL UNIVERSITY, GURUGRAM**  
**PARTICULARS OF VEHICLES AND ENCUMBENCY OF DRIVERS (ANNEXTURE: - 2)**

1. Type of Vehicle: -
2. Mark of Vehicle: -
3. Registration of the Vehicle: -
4. Engine No: -
5. Chassis No: -
6. Horse Power: -
7. Whether petrol or diesel engine: -
8. Date of Acquisition: -
9. How acquired (by purchase or transfer from other department):-
10. Whether New or second Hand: -
11. List of Tools and Accessories: -
12. List of spare parts to be kept with driver: -

**Particulars of the driver in charge of the vehicle**

Sr. No.	Name of Driver	Period of charge From	Signature of the Driver	Signature of the Controlling officer

**Check of Tools & Accessories**

Date of checking	Name & full designation of checking officer	Result of checking	Initials of checking officer	Remarks

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## **Particulars of Changing Oil, Filter, Element (ANNEXURE: - 3)**

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### Register of Tyres (ANNEXURE: - 4)

Sr.No.	Printed No. the tyre	Ply Rating & Make	Vehicle No. to which fitted	Date & K.M./Hrs. done before first rereading	Date & K.Ms/Hours done/after retreading at			Date of condemnation	Date of Disposal	Remarks
					1 <sup>st</sup> Time	2 <sup>nd</sup> Time	3 <sup>rd</sup> Time			

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**Particular of Battery (ANNEXTURE: - 5)**

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**Particulars of monthly consumption of Fuel, Oil and Lubricants (ANNEXURE: - 6)**

# SHRI VISHWAKARMA SKILL UNIVERSITY, DUDHOLA, PALWAL

## Format for demand of vehicle (ANNEXURE: - 7)

Sr. No.	Name	Designation & Pay Level	Mobile No.	Date	Time	Place		Duration (Hours/ Days)	Distance	Purpose
						From	To			

**Signature of the Employee**

**Recommended by**

**Approved by**

**Note:**

1. Vehicle request should reach to the Transport Branch one day prior to the proposed visit.
2. In case of long journey or for long duration, request should reach two days prior to proposed visit
3. The Appropriate Authority will not issue vehicle without recommendation & approval.
4. Appropriate Authority for recommendation is Branch-In-charge as specified in the Organizational Structure Chart.
5. Any request on WhatsApp/Telephonically/Verbally will not be entertained.
6. If vehicle is required urgently, email should be sent to the Transport Branch and should copy to the Appropriate Approval Authority. Vehicle (if available) will be provided strictly after the approval of the Competent Authority. Transport Branch should also be informed telephonically. Urgency should be quoted/mentioned clearly with reasons in the mail itself.
7. If journey is approved on email and the vehicle is provided, hard copy with approval should be submitted to the Vehicle-In-Charge within two days of the completion of the journey.
8. Vehicle request should be considered as per guidelines given by Finance Department, Govt. of Haryana wide letter no.5/27/98-1 FR(FD) dated 20 June 2018.
9. If any employee does not come under these rules, then special permission should be taken from competent authority.
10. Performa of Journey completion must be submitted in Transport Branch after completion of journey.

For office use

Remarks: .....

**SHRI VISHWAKARMA SKILL UNIVERSITY, GURUGRAM**  
**Duty Slip (ANNEXTURE: - 8)**

Sr. No.		
1.	Name of driver on duty	
2.	Vehicle No.	
3.	Details of Journey	
4.	Approximately mileage	
5.	Approximate time of	
6.	Commencement of journey	
7.	Approximate time of end of journey	
8.	Purpose of journey	
9.	Chargeable	

**SHRI VISHWAKARMA SKILL UNIVERSITY, GURUGRAM****Register of Repairs etc. to University Vehicle (ANNEXURE: - 9)**

Sr. No.	Date	Repairs/Replacement etc.	Expenditure		Signature of Controlling Officer	Remarks
1.			Amount (Rs.)	Voucher No. & Date		
2.						
3.						
4.						
5.						
6.						
7.						
8.						
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10.						
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18.						
19.						

**SHRI VISHWAKARMA SKILL UNIVERSITY, GURUGRAM**

**Register of Pollution (ANNEXURE: - 10)**

**SHRI VISHWAKARMA SKILL UNIVERSITY, GURUGRAM**

**Register of Insurance (ANNEXURE: - 11)**