

(Appendix-3A)

(The rules supersede all orders, notification in respect of maintenance and repair of Government vehicles with effect immediate effect)

MAINTENANCE AND REPAIRS OF GOVERNMENT VEHICLES

1. The expenditure on repairs of Government vehicles shall not exceed the ceiling specified in Schedule I to this Appendix.
2. If any vehicles is certified to be road worthy after technical inspection by Transport Department, Sikkim National Transport Division, even after being in use beyond prescribed life span, maintenance cost up to Rs.35,000/-per annum per petrol vehicle Rs.50,000/-per annum per light diesel vehicle and Rs.75,000/-per annum per Truck/Bus/Heavy vehicles may be incurred from the 11th year onwards. The yearly ceiling amount shall be calculated on cumulative basis so that in the event of saving within the ceiling in any previous year the same can be carried over the next year for maintenance of a vehicle.

Exceptions:-

- (a) The Heads of Departments/Heads of Offices can exercise their discretion to get the vehicle repairs in private garages and sanction the expenditure if the cost of repairs does not exceed Rs5,000/-in each case duly following the prescribed norms subject to maximum of Rs.20,000/-per vehicle per annum but not in excess of the prescribed ceiling limit as per Schedule-I to this Appendix. These bills need not be send to Transport Department, Sikkim Nationalised Transport Division for rate verification.
 - (b) Expenditure incurred under (a)above shall be included in the History sheet of the vehicle confining it within the cumulative ceiling limit.
 - (c) The Heads of Departments, Heads of Offices and Drawing and Disbursing Officers should ensure that a register of expenditure on account of minor repairs is maintained for each vehicle and the cumulative limit of Rs.20,000/-per year per vehicles is not exceeded and over all expenditure is within the prescribed ceiling limit.
3. Expenditure incurred on a vehicle which has met with an accident shall be determined by the Transport Department, Sikkim Nationalised Transport Division. This amount shall stand excluded from the monetary ceiling limit specified under schedule-I to this Appendix.
Prior to undertaking such works, concurrence of Home Department and Finance, Revenue and Expenditure Department shall be obtained.
 4. Heads of Departments shall have full power to sanction expenditure within the prescribed ceiling limit as per schedule I to this Appendix.
Heads of offices shall exercise powers to the extent delegated.
 5. Procedure for repair of Government vehicles shall be as follows:-
 - (a) There will be a complete ban on getting vehicles repaired through private garages, other then those authorized by the Government.
 - (b) Vehicles requiring repairs shall first be examined by the Transport Department, Sikkim National Transport Division who shall be the sole authority to examine the vehicles certify the extent of repairs that are necessary.

(c) The repairs are to be done through authorized garages in Sikkim who are selected by the chief Engineer, Transport Department, Sikkim Nationalised Transport Division on the basis of their technical competence to undertaken repairs .Work order shall be issued on the basis of competitive tenders/quotations for all types of repair works from the authorized garages.

(d) No bill other than what is specified under para 2(a) will be paid unless it is certified by the Chief Engineer, Transport Department, Sikkim Nationalised Transport Division.

(e) The purchases of spare parts shall be made from manufacturers, authorized dealers/agencies on the basis of competitive rates duly verified by Chief Engineer, Transport Department, SNT Cell.

6. The sanction order accompanying the bill to be presented to the pay and Accounts office shall specifically mention ,among other things ,the date of purchase of the vehicle, the up to date amount already spend on its repairs and maintenance, the amount sanctioned for the present repair, the cumulative distance covered by the vehicles on the date of repair and the allowable amount under this rule, with a certificate that the expenditure is within the prescribed ceiling, failing which the pay and Accounts Office shall not pass the bill.

7. (a) No one shall be competent to sanction expenditure on account of any additional fixtures like searchlights, decorative fixture, cassette player etc. in Government vehicles. This proviso will not apply for fitting required under Motor vehicles Act and other specific regulation of the Government.

(b) The provision under (a)above will not apply to vehicles attached to the VVIPs, VIPs. The special fitting works required for these vehicles shall be as per the technical specification of Transport Department, Sikkim Nationalised Transport Division. Heads of Departments will have full powers to sanction this expenditure which shall be limited to Rs.35,000/- once in a lifetime of the vehicle. The expenditure incurred for these items shall be noted in the History sheet and relevant record of the vehicle but not included in the cumulative repair cost of the vehicle.

8. Condemnation of vehicles -

Government shall h Government shall have powers to condemn Government vehicles after observing the following criteria and procedure:-

(a) The value for this purpose shall be as assessed by Transport Department, Sikkim Nationalised Transport Division.

(b) The life span of various types of vehicles in terms of distance run (in kilometer) and length of use (in years) shall be as mentioned in Column 3 of Schedule – I to this Annexure.

(b) The lives of Fire Service Vehicles and Appliances shall be as mentioned in table below:-

	TYPES OF VEHICLES	LIFE
(A)	Water Tender Type “A” & “B”, Portable Pump/Tractor Pump/Motor Fire Engine/ Dry Powder/Jeep/Fire Truck/CO2 Crash Tender/Jeep Fire Engine Trailer mounted Tanker	5000 hrs. static operation or 10 years in service whichever is completed later (24 km. run on road is equivalent to 1 hour stationery operation.)
(B)	Other motor vehicles fitted with less than 18	1.50 lakhs km. run or 8 years of

HP engines whose power is not used to propel Fire Pumps	service whichever is completed later
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(c) All Government vehicles should be condemned only after certificate has been obtained from the Transport Department, Sikkim Nationalised Transport Division or any other Competent Authority designated by the Government to the effect that the vehicle is not fit for any further economical use. Concurrence of Finance Department is to be obtained prior to condemning any Government vehicle

(9)The condemned vehicle may be disposed off by the concerned Department duly ensuring the best offer to the advantage of the Government and in accordance with the following instructions:-

(a) Subject to any special rules or orders applicable to any particular department, report of the condemned vehicle may be declared as such and ordered to be disposed of by the authority delegated in this behalf, such authority shall also specify the manner in which the vehicles are to be disposed off after inviting quotations/tenders through wide publicity.

(b) Each order declaring the condemnation shall specify the full reasons for declaring it as such and proper records of all such shall be maintained for watching disposal thereof within one month of condemnation of the vehicle.

(c) All such vehicles, which are declared fit for condemnation and ordered for disposal shall be disposed off after inviting quotations/tenders and based on the highest offer received.

(d) Head of Office or any other Gazetted Officer should invariably be present on the date of opening of tenders/quotations.

(e) The report of the vehicle for disposal should be prepared in Form I attached to this Annexure. This report should be signed by the Head of Office or any other Gazetted Officer so delegated, after satisfying all formalities and approval of the Competent Authority.

(f) A sale account should be prepared in Form II attached to this Annexure. The sale account shall be signed by the officers who have supervised the opening of the quotations/tenders comparing the entries made in the sales account with the report of condemnation of the vehicle.

(g) Wide publicity for disposal of the condemned vehicle shall be given.

10. Procurement of parts by the Departmental Workshops – All parts for repair of Government condemned vehicles by Departments having Motor Transport Workshops shall be made from Manufactures/Authorized Dealers/Agencies on

the basis of competitive rates and subject to such other restrictions as may be imposed by the Government from time to time and subject to the observance of prescribed purchase procedures.

11. Procurement of Government vehicles -

Procurement of all new and replacement of vehicles shall be made only after concurrence of Development Planning, Economic Reforms and North Eastern Council Affairs Department for expenditure being incurred under the Plan and Finance, Revenue and Expenditure Department and in specific cases the Home Department and sanction of the Chief Minister, through the Chief Secretary is obtained and provision is made in the Budget estimate for that year.

Entitlement of vehicles -

Purchase and allotment of vehicles shall be made strictly in accordance with the entitlement of the level of officers as follows:-

LEVEL OF OFFICERS	ENTITLEMENT
(A) Commissioner/Secretary/Director General Police//Additional Secretary and equivalent	of Hard top Maruti Gypsy/Bolero
(B) Other touring officers below the rank of Additional Secretary	Soft-top Gypsy/Mahindra Jeep

12. Advance payments -

Heads of Departments and Heads of Offices shall have full powers to sanction advance for the following items with the concurrence of the Finance Division of their respective Departments/Offices.

DETAILS	REMARKS
(A) Purchase of Motor Spirit/Diesel/Mobil oil from Transport Department, Nationalised Transport Division	Subject to such norms as may be prescribed by the Government from time to time
(B) Purchase of Tyres/Tubes/Battery from Transport Department, Nationalised Transport Division/STCS or any other agency designated by the Government	Subject to such norms as may be prescribed by the Government from time to time. Replacement of tyres shall be linked to a maximum of 4 tyres at a time
(C) Motor Vehicles Tax	Subject to such norms as may be prescribed by the Government from time to time

13. (a) There will be complete ban on purchase of Radial tyres except in respect of vehicles which are fitted with radial tyres viz. Bolero by the Manufacturers at the time of purchase.

(b) Purchase and replacement, not exceeding four tyres and tubes at a time, shall be made after coverage of kilometers as specified below:-

1. Maruti (Car/Van) - 20,000 Km..
2. Ambassador - 18,000 Km.
3. Premier Padmini - 20,000 Km.
4. Jeep/Gypsy/Bolero- 15,000 Km.

(d) The expenditure will not be included in the cumulative ceiling of expenditure under Schedule I to this Appendix but noted in the appropriate column of History Sheet and relevant record of the vehicle.

14. Guarantees for repairs undertaken for the following major jobs shall be given by the Authorized Workshops and the Supplier of Spare parts as indicated below:-

- (a) Engine - 2 years from the date of repair.
- (b) Gear Box - 1 year from the date of repair.
- (c) Minor Engine repair - 1 year from the date of repair.