

**NO.D-26017/34/2025-ESTT-GAD**  
**GOVERNMENT OF MIZORAM**  
**GENERAL ADMINISTRATION DEPARTMENT**  
**Mizoram Secretariat Building, MINECO, Aizawl**

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Aizawl, the 13<sup>th</sup> August, 2025.

**OFFICE MEMORANDUM**

**Subject: Comprehensive Instruction on the Government of Mizoram Vehicle Outsourcing Policy, 2019.**

Attention is hereby drawn this department's Notification No.D.26017/16/2019-GAD dt 19.11.2019, No.D.26017/16/2019-GAD dt 27.10.2020 and No.D.26017/16/2019-GAD dt. 04.02.2021 which notified The Government of Mizoram Vehicle Outsourcing Policy, 2019 and the Model Deed of Agreement for Outsourcing of Vehicles. The Government considered it necessary to consolidate the all these notifications in one place and accordingly, it has been decided to bring out a self-contained Office Memorandum in supersession of the aforementioned Notification with modifications and suitable additions, wherever necessary as follows:

1. In order to introduce economy measures, Government of Mizoram has decided to limit expenditure on purchase and maintenance of vehicles. A decision has been taken to introduce a scheme for outsourcing of vehicles, along with drivers, instead of resorting to fresh purchase.
2. After implementation of this scheme, purchase of vehicles will be banned for all Departments except those specified in Para 4. Government of Mizoram will not sanction fund for purchase of vehicles for the outsourcing Department. This Scheme shall apply to all Government Departments/ Boards/ Corporations/ Autonomous District Councils and other bodies aided by the Government. This scheme will also be applicable for any provisions made under Centrally Sponsored Schemes.
3. Recruitment of drivers will also be banned henceforth for Vehicle outsourcing departments. If any driver becomes surplus on account of outsourcing of vehicles, such drivers will be adjusted in any other Departments or offices of same Department requiring the services of such drivers.
4. Outsourcing of vehicles will not be applicable in high security offices and other sensitive areas, senior officer at the rank of Secretary and above, VIP Protocol vehicles, District Deputy Commissioners/District Magistrates, District Superintendents of Police, *Senior Civil Judge, Anti-Corruption Bureau, Directorate of Forensic Science Laboratory* and 50% of all Mizoram House vehicles shall be exempt from this provision. (*1 exemption granted vide Notification dt 18.05.2020, 21.09.2020 and 11.08.2021 respectively*)

However, Officers of the rank of Secretary and above, if they so desire, can opt for outsourcing of vehicle in lieu of the Government vehicle provided to them subject to obtaining special approval of the General Administration Department.

5. Existing government vehicles, which are in a good running condition, will be allowed to ply for up to 8 years of registration and 1.5 lakh running kms.

6. Only entitled officers in terms of Notification No.F.15017/1/2013-GAD/1 Dated 14.11.2014, as amended from time to time will be eligible to hire outsourced vehicles. The price ceiling for entitlement is as follows:-

| SL. NO. | RANK OF THE OFFICER AS PER PAY GRADE      | PRICE CEILING          |
|---------|-------------------------------------------|------------------------|
| 1       | LEVEL 13 & ABOVE                          | Rs. 35,000/- PER MONTH |
| 2       | LEVEL 12 & BELOW (INCLUDING POOL VEHICLE) | Rs. 30,000/- PER MONTH |

Price ceiling may be relaxed with the approval of the Chief Minister as and when necessity arises.

7. Depending on the type of vehicles the Government will provide only MS/ HSD based on properly maintained log book.

8. General Administration Department shall issue notice inviting Expression of Interest for district wise Registration of Firms/Agency/Individual for outsourcing of vehicles for the entire State. All departments' vehicles shall be outsourced to the empaneled firm/agency/individuals only.

9. All interested individuals/firms/agencies shall submit an application to the General Administration Department and pay a registration fee of Rs. 1000/-. The application shall thereafter be forwarded to the Transport Department, which will create a single window interface and provide clearance within one week on road worthiness and other compliances as per law. Detailed Guidelines for registration shall be notified separately. The registration process will be a dynamic process and not a one-time exercise.

10. The requisitioning Department will invite quotations from 3 registered firms/agencies/individuals for each pool vehicle to be outsourced and chose the lowest quotation for a fixed monthly fee subject to the ceiling prescribed in Para 6. In as far as possible, vehicles shall be hired from an agency situated in the district where the office is located. The requisitioning department will enter into an agreement with the agency/individual through which the vehicle is hired, giving standard terms and conditions, to be circulated by the General Administration Department. The standard '**Model Deed of Agreement for Outsourcing of Vehicles**' duly vetted by Law & Judicial Department vide ID.No.LJD.14/2020/111 dt 16.07.2020 and Finance Department vide ID.No.FIN(E) 279/2020 dt 14.10.2020 at Annexure-I shall be executed by the ' vehicle provider' and the requisitioning department at the time of execution of the policy.

Special provision is made for entitled officers who wish to avail the Policy to select the vehicle of their choice without having to select the vehicle from the empaneled list and without having to convene a meeting of the Vehicle Outsourcing Committee. However, prior approval of General Administration Department and signing of Deed of Agreement vide Annexure are mandatory for outsourcing of such vehicles.

In case of transfer of the entitled officer who engages vehicle of his choice, the Contract Agreement between the Car Provider in question and his previous Establishment/Office will be terminated from the date of relinquishment of charge and fresh approval for outsourcing of vehicle shall be obtained from General Administration Department on assumption of charge of new Establishment/Office."

11. In order to assure quality, only vehicles registered not more than **two** years before the year of application shall be eligible and under no circumstances, they will ply for beyond six years of their life under this Policy.

12. The outsourced vehicles must have GPS tracking device installed in the vehicle or have a mobile based GPS tracking system.

13. The vehicle provider will provide the vehicle for 10 hours duty daily and the start of duty timing will be as per the convenience of the user Officer. No overtime will be admissible.

14. The driver must have a valid driving license and should be medically fit. His antecedents should be verified by the police. The driver should wear decent attire and should have reliable mobile connection for communication with the user Officer and the capital/recurring cost of the mobile connection and dress of the driver will not be borne by the Government. In case driver is found unfit, the party shall provide acceptable replacement.

15. For outsourcing of vehicles prior approval of General Administration Department shall be obtained. Proposal shall be submitted as per the prescribed proforma at Annexure-II.

Vehicles required by the Government shall unless intimated/terminated or otherwise, be hired for an initial period of 1(one) year. It will be reviewed or extended by the concerned hiring Department from time to time subject to approval obtained from GAD for extension of the period. Payments shall be released on a monthly basis through NEFT/RTGS/Cheque/e-payment to bank account.

16. The car rental is all inclusive of wages to driver, any dents, paints or damage to the cars due to any reason during tenure of the contract shall be paid by the car provider.

17. The drivers will be the staff of the car provider and not of the Government. As such, the Government will not be responsible in any way for the driver's injury, disablement or loss of life due to an accident during the contract agreement period. The Government will have no contractual employment liability for the driver.

As mentioned in para 16 it is hereby stipulated that Department/ office / officer availing the policy shall not engage Government drivers instead, private drivers must be engaged.

18. Whenever the requisitioning official is on leave/out of station or otherwise, the car shall be used in the general pool of the Department till the validity of such period as desired by the Government.

19. The estimated cost/financial implications indicated at para 6 will be finalized based on the response to Express of Interest to be invited by GAD. The rates shall be decided by the Committee to be constituted by GAD which will have representatives of Finance Department and Law & Judicial Department.

20. As stipulated at para 19, the Vehicle Outsourcing Committee (VOC) under Government of Mizoram shall consist of the following composition:

|                                                                |   |                  |
|----------------------------------------------------------------|---|------------------|
| Secretary of the Department                                    | - | Chairman         |
| Head of Department                                             | - | Member Secretary |
| Representative of GAD (Gazetted Officer)                       | - | Member           |
| Representative of Law & Judicial Department (Gazetted Officer) | - | Member           |
| Representative of Finance Department                           | - | Member           |

In case of Constitutional bodies, commissions, statutory boards, etc constituted by the Government of Mizoram from time to time, the composition of Vehicle Outsourcing Committee (VOC) shall be as follows:

|                                                                |                    |
|----------------------------------------------------------------|--------------------|
| Chairman of the Commission, Board, etc                         | - Chairman         |
| Secretary of the Commission, Boards, etc                       | - Member Secretary |
| Representative of GAD (Gazetted Officer)                       | - Member           |
| Representative of Law & Judicial Department (Gazetted Officer) | - Member           |
| Representative of Finance Department                           | - Member           |

The Member Secretary shall issue meeting notice along with agenda notes of the Vehicle Outsourcing Committee at least 7 (seven) days before the date of actual meeting.

21. The Department concerned shall prepare Agenda papers for consideration of the Vehicle Outsourcing Committee consisting of the following documents:

- a. Approval of outsourcing of vehicles from General Administration Department.
- b. Quotation Notice.
- c. Comparative Statement of at least three quotations for each pool vehicle to be outsourced along with Quotation papers submitted by registered/empaneled firms/agencies/individuals.
- d. Certificate from Head of Department stating that the number of vehicle(s) to be outsourced is not beyond entitlement vis-à-vis the existing vehicles under Department. (Sample Certificate is enclosed Annexure-III).
- e. Details of existing list of vehicles under the Department/ office.
- f. Vehicle Entitlement of the Department/ Office.
- g. Number of vehicles proposed to be outsourced and their proposed places/ offices of deployment as pool or the name and designation of the entitled officers proposed to be allotted.
- h. Up-to-date availability of fund for outsourcing vehicle.

22. The recommendation of Vehicle Outsourcing Committee shall clearly indicate the rate, quantity and detailed particulars of the approved firms/ agencies/ individuals. The Committee should accept the lowest quotation unless there is an objection to the propriety or capability of the quotationer or the quality and nature of his past performance. In case, the lowest quotation is not accepted, the reason should be recorded in writing. In the event of tie of quotation, preference will be given to the quotationer, whose address/ location is closer to the proposed place/ office of utilization of vehicle.

23. The requisitioning Department/ office shall obtain approval of the concerned Minister of the recommendation of the Vehicle Outsourcing Committee. In case of constitutional bodies, commissions, statutory boards, etc constituted by the Government of Mizoram, approval of the Minister of the parent Department shall be obtained through the Administrative/ parent Department. The recommendation of the Vehicle Outsourcing Committee shall be effective for 1(one) year with effect from the date of approval of the Government. Copies of the minutes of the Vehicle Outsourcing Committee duly approved by the Government should be conveyed in writing to General Administration Department.

24. In case of any doubt of the provisions of 'Government of Mizoram Vehicle Outsourcing Policy, 2019' or nay complication in the operation of the policy and these instructions, the matter shall be

referred to General Administration Department for consideration and instructions. The decision made by General Administration Department shall be final and binding.

**Sd/- SUDHIR KUMAR**

Principal Secretary to the Govt. of Mizoram

**Memo No.D-26017/34/2025-ESTT-GAD**

:

**Aizawl the 13<sup>th</sup> August, 2025**

Copy to:-

1. Secretary to the Governor of Mizoram.
2. PS to Chief Minister, Mizoram.
3. PS to Speaker/Ministers/Leader of Opposition/Deputy Speaker/ Ministers of State/Vice-Chairman, State Planning Board/Deputy Govt. Chief Whip, Mizoram.
4. All Members of Legislative Assembly.
5. Chief Executive Member, MADC/LADC/CADC.
6. Sr. PPS to the Chief Secretary, Govt. of Mizoram.
7. All Pr. Secretaries/ Commissioners/ Secretaries/ Special Secretaries, Govt. of Mizoram.
8. Secretary, MLA/MIC/MPSC/SEC/Lokayukta/MYC/MSDCDR, Mizoram.
9. All Administrative Departments, Govt. of Mizoram.
10. All Head of Departments, Govt. of Mizoram.
11. Municipal Commissioner, Aizawl Municipal Corporation.
12. All Boards/Commissions/Agencies Govt. of Mizoram.
13. Controller, Printing & Stationery Department.
14. Resident Commissioner, New Delhi/ Joint Resident Commissioner, Kolkata and Bengaluru/ Deputy Resident Commissioner, Guwahati, Shillong, Silchar and Mumbai, Govt. of Mizoram
15. Controller, Printing & Stationery Department with 6(six) spare copies for publication in Mizoram Gazette Extra Ordinary.
16. Director, Information & Public Relations Department.
17. Regional manager, SBI, Regional Office, Babutlang, Aizawl
18. Website Manager, GAD for uploading on the website.
19. Guard File.

Digitally signed by

R Lalrinzuali

Date: 13-08-2025

15:25:50

**(R.LALRINZUALI)**

Under Secretary to the Govt. of Mizoram

General Administration Department

**ANNEXURE-I****MODEL DEED OF AGREEMENT FOR OUTSOURCING OF VEHICLES**

This Agreement is executed on this \_\_\_\_\_ - day of \_\_\_\_\_ 20\_\_\_\_\_  
BETWEEN \_\_\_\_\_ (Car Provider), having its Office/ Residence  
at \_\_\_\_\_ Ph.No \_\_\_\_\_ and hereafter called as 'Car  
Provider' which expression shall, unless it be repugnant to the meaning or context thereof, mean and  
include its successors in title.

AND

The Governor of Mizoram, through the Secretary, \_\_\_\_\_, Government  
of Mizoram.

The Outsourced vehicle is to be utilised by/as \_\_\_\_\_ ( designation of  
officer/Pool Vehicle) as approved by GAD vide No. \_\_\_\_\_ dt \_\_\_\_\_

Whereas the Government of Mizoram is required to provide Vehicles to entitled Officers and  
Pool Vehicles for various Departments for official purpose and whereas \_\_\_\_\_ has  
offered to the Government of Mizoram competitive rates for providing vehicle(s) of type  
LMV/SUV/MMV (eg Sumo, Bolero, Wagon R, Accent, etc.) \_\_\_\_\_ bearing registration  
No. \_\_\_\_\_ on monthly hiring basis at the rate of Rs \_\_\_\_\_ per month and come out  
successful in tender.

NOW THIS AGREEMENT WITNESSETH AS UNDER and parties to the Agreement have  
agreed to terms and conditions mentioned herein below:

1. In consideration of the Govt. of Mizoram deciding on outsourcing of vehicles to entitled Officials/ pool vehicles, the Car Provider agrees to provide vehicles to the Government of Mizoram on monthly hiring basis for 1 (one) year initially in accordance with the terms and conditions specified in this Agreement which may be extended as felt necessary.
2. The Government of Mizoram agrees to pay monthly hiring charges to the Car provider by ways of Cheque or direct credit to the Car provider's bank account with respect to each vehicle on monthly basis.
3. The Car provider shall furnish the details of vehicle as per format annexed in the Schedule to this Agreement to the Govt. of Mizoram.
4. During the terms of contract, the outsourced vehicle shall be treated as Government vehicle for the purpose of ' The Central Motor Vehicle Rules, 1989' and the Mizoram Passenger & Goods (Taxation) Act, 2005', which shall be classified as Non- Transport vehicles.
5. The outsourced vehicles shall be utilised only for Government purposes, not for commercial / private purposes during the term of contract.
6. In order to assure quality, only vehicles registered not more than two years before the year of application shall be eligible and under no circumstances will they ply for beyond six years of their life.
7. All outsourced vehicles must have valid documents including 'Pollution under Control Certificate and Insurance Policy.
8. The cars must be kept clean and periodically serviced and provided with neat seat covers which should be changed after every 15 days.

9. The Car Provider will provide the vehicle for 10 hours duty daily and the start of duty timing will be as per the convenience of the user official. However, in case of holidays and No Ply Days, the outsourced vehicle must be on stand-by at all times.
10. In case the car breaks down on the way or found missing from duty, the Car Provider will have to pay taxi fare applicable for Taxi, if no immediate suitable alternative arrangements are made by the Car Provider. Further, the Car Provider will arrange another car till the car concerned is repaired. The Car Provider shall do suitable periodical maintenance to avoid breakdowns. The Government may also impose penalty on the Car Provider on repetition of such incidents and to the extent may reject the car or terminate the contract with the Car Provider.
11. In the event of replacement of the vehicle provided due to unavoidable reasons, the authorized make/model of the car should be provided with prior intimation to the official for whom the car is engaged and on consultation with the concerned Department of the Government.
12. Whenever the user official is out of station or otherwise, the car shall be used in the general pool of the Department till the validity of such period as desired by the Government.
13. The car provided to the Government shall be covered by comprehensive insurance policy at the cost of the Car Provider. The Government shall not be responsible for any damage to the car and compensation to anyone in the event of injury/disablement or loss of life as a result of any accident. The Car Provider shall indemnify the Government against any damage/loss as a result of accidents caused by the car.
14. The outsourced vehicles should be in pristine condition at all times.
15. Extra charges @ 500 per day shall be paid on outstation duty to the Car Provider
16. No expenses on rest rooms, meals etc. will be provided by the Government to the drivers.
17. Fuel charges will be determined on the basis of kilometre per litre based on properly maintained log book.
18. The Car Provider has to replenish the fuel up to full tank whenever the fuel level comes down to half tank.
19. The Car Provider shall comply with all the local laws and statutory laws as applicable and will indemnify the Government against all actions, claims, suits etc. for non-compliance of laws.
20. The Car Provider should have a telephone facility or contact point for 24 hours and the telephone/mobile numbers of the concerned person/office shall be given to the user Officer. In addition, the Car Provider should make dedicated arrangement to ensure that all the cars report on time and are kept clean at the start of duty each morning.
21. The Car Provider shall bear the expense in regard to periodic washing of seat covers and general upkeep of the cars.
22. The Car Provider shall change the driver, if not found suitable or desirable by the official and shall make immediate arrangement to provide a substitute. If the driver is unable to attend or proceeds on leave for whatsoever reason, the Car Provider shall provide substitute without delay.
23. The Car Provider should maintain a record of the routing of the car on a daily basis, which should be authenticated by the user official concerned on the log sheet prescribed by the Government.
24. All applicable taxes inclusive those of passenger tax and road tax will be borne by the Car Provider and not the Government. Toll tax and parking charges shall be paid by the Car Provider which will be reimbursed by the Government, along with the monthly bills on production of genuine vouchers.
25. Drivers should have valid driving license, be medically fit and have antecedents, Police verified. The Car Provider shall provide the drivers mobile connection for communication with the user Officer and its capital/recurring cost will be borne by the Car Provider and not the Government. Renewal of Driving License shall be the responsibility of the Car Provider. The drivers should be neatly dressed in uniforms prescribed by the Government to be provided by the Car Provider and also should be courteous and obedient.

26. The drivers will be the staff of the Car Provider and not of the Government. As such, the Government will not be responsible in any way for the driver's injury, disablement or loss of life due to an accident while on duty.
27. The drivers will comply with the orders given by the Security Officers or any other responsible functionary of the Government regarding safety and security when the car is in the Government premises.
28. The vehicles engaged by the Government shall be on Monthly Hiring Basis and unless intimated/terminated otherwise, the Agreement will be for a period of 1 (one) year and will be *reviewed* or extended by the concerned hiring Department from time to time subject to approval obtained from GAD for extension of the period
29. The Government reserves the right of termination of this Agreement without assigning any reason, by giving 30 days' notice to the Car Provider concerned during the contract period. No compensation whatsoever shall be paid by the Government to the Car Provider on such termination. If the termination for any reason happens in the middle of the month, hire charges on pro-rata basis shall be payable by the Government to the Car Provider
30. The Agreement shall be terminated without any notice, if the Car Provider violates any of the terms and conditions of this Agreement at any stage of the contract.
31. It is agreed and acknowledged by the parties that the obligation to pay the monthly hiring bill of the vehicle(s) is subject to the Car Provider ensuring the delivery of the services as per the Agreement.
32. This Agreement constitutes the entire Agreement between the Parties with respect to the subject matter hereof.
33. It is agreed that in respect of any suit touching any matter, claims or disputes arising in any way relating to this Agreement, the court having competent jurisdiction within Mizoram shall have exclusive power of adjudication.

In WITNESS WHEREOF, the party above named to the Agreement puts their signature through authorized signatory on this day \_\_\_\_\_.

Authorized Signatory

Authorized signatory

IN PRESENCE OF WITNESS

1. \_\_\_\_\_

2. \_\_\_\_\_

**SCHEDULE**

The following are the details of the New Car provided to the Govt. of Mizoram on hire basis as per car hiring Agreement dated \_\_\_\_\_ between \_\_\_\_\_ and the Govt. of Mizoram.

|                                                     |  |
|-----------------------------------------------------|--|
| <b>Name of Model and Make</b>                       |  |
| <b>Engine Number</b>                                |  |
| <b>Chassis Number</b>                               |  |
| <b>Registration Number and Date of Registration</b> |  |
| <b>Dealer</b>                                       |  |
| <b>Name and Address of the Delivery</b>             |  |
| <b>Date of Delivery</b>                             |  |
| <b>Invoice Number and Date</b>                      |  |
| <b>Date of Hiring the Vehicle</b>                   |  |

\*\*Copy of Registration paper is to be provided to the Government.

In witness whereof, the Govt. of Mizoram and \_\_\_\_\_

\_\_\_\_\_ have caused this Schedule to be executed by their duly authorized representatives as of date first above written and commit that the terms and conditions of the Agreement for hiring of cars on monthly basis govern this Schedule.

GOVT. OF MIZORAM

CAR OWNER

Authorized Signatory

Authorized Signatory

**ANNEXURE-II****PROFORMA FOR PROPOSAL FOR OUTSOURCING OF VEHICLES**

|   |                                                                                                                                                                                      |  |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1 | <b>Name of Department</b>                                                                                                                                                            |  |
| 2 | Specify for whom outsourcing of vehicle for proposed officer/Pool Vehicle (if outsourcing of vehicle is proposed for officer(s), specify the designation and place of posting)       |  |
| 3 | Number of vehicle to be outsourced with proposed deployment                                                                                                                          |  |
| 4 | Enclose vehicle entitlement of the Department as per Annexure-IIB                                                                                                                    |  |
| 5 | Enclose existing list of vehicles (LMV) under the Department clearly indicating registration number, type/ model, year of registration and deployment of the vehicle as Annexure-IIC |  |
| 6 | Fund position of the department                                                                                                                                                      |  |
| 7 | Justification for the proposal                                                                                                                                                       |  |

**ANNEXURE-IIB****VEHICLE ENTITLEMENT OF THE DEPARTMENT**

Name of the Department:\_\_\_\_\_

| <b>Sl no</b> | <b>Name of post/Pool Vehicle</b> | <b>No. of vehicles</b> |
|--------------|----------------------------------|------------------------|
| 1            |                                  |                        |
| 2            |                                  |                        |
| 3            |                                  |                        |
| 4            |                                  |                        |
| 5            |                                  |                        |
| 6            |                                  |                        |
| 7            |                                  |                        |

**ANNEXURE-IIC****LIST OF EXISTING VEHICLES**

| <b>Sl.No</b> | <b>Registration No</b> | <b>Type of vehicle and model</b> | <b>Year of registration</b> | <b>Deployment of the vehicle</b> |
|--------------|------------------------|----------------------------------|-----------------------------|----------------------------------|
| 1            |                        |                                  |                             |                                  |
| 2            |                        |                                  |                             |                                  |
| 3            |                        |                                  |                             |                                  |
| 4            |                        |                                  |                             |                                  |

**ANNEXURE-III****SAMPLE CERTIFICATE**

(Ref para 20(d))

**Name of Department/Office**  
(Address of Department/Office)

**C E R T I F I C A T E**

I certify that the proposal for outsourcing \_\_\_\_\_ vehicle(s)  
(indicate nos of vehicles proposed to be outsourced) is admissible as per the Vehicle Entitlement  
issued by the Government time to time vis-a-vis the number of the existing vehicles under this  
Department/Office.

In case the information stated above is not correct, I hereby take full responsibility for the  
same.

Date:

Place:

(Signature)  
(FULL NAME IN BLOCK LETTERS)  
Head of Department  
(Seal)