

No.A.60011/26(ii)/2018-GAD(MH)
GOVERNMENT OF MIZORAM
GENERAL ADMINISTRATION DEPARTMENT
Mizoram Secretariat, Mizoram New Capital Complex, Aizawl – 796001
Email: gadmizoram@gmail.com

Aizawl, the 30th October, 2024

OFFICE MEMORANDUM

Subject: Revised and consolidated guidelines for use and maintenance of Government Vehicles attached to Mizoram Houses.

In supersession of all previous memoranda, the following general guidelines for the use and maintenance of Government vehicles attached to the Mizoram Houses in New Delhi, Kolkata, Shillong, Silchar, Guwahati, Mumbai and Bengaluru is hereby issued which will become effective immediately. The main objectives of this Office Memorandum are to regulate the utilisation of Government vehicles and also to minimize expenditure incurred by Mizoram Houses on maintenance of these vehicles.

A. ADMINISTRATION AND CONTROL:

1. Vehicles attached to the Mizoram Houses in New Delhi, Kolkata, Guwahati, Shillong, Silchar, Mumbai and Bengaluru are under the administrative control of the respective Heads of Offices, namely, the Resident Commissioner, the Joint Resident Commissioner and the Deputy Resident Commissioner, as the case may be. The respective Controlling Officers will have the overall responsibility for the proper use, care and maintenance of the vehicles attached under them and shall regulate their uses in accordance with the instructions in this Office Memorandum.
2. The Controlling Officer will maintain:-
 - (a) A car diary for each vehicle in the prescribed form;
 - (b) A record of repair and replacement of parts indicating the cost and the date or dates on which such repair or replacement is carried out;
 - (c) Inventory of the equipment and essential parts.
3. (a) The Controlling Officer will ensure that the vehicles are in good running condition. He should also have the vehicles tested regularly for fitness as per the relevant Acts and Rules in force.
 - (b) As soon as the vehicle returns after a trip, the Controlling Officer will satisfy himself that there was no misuse of the vehicle and that the official/person who used it made proper entries in the car diary, and it will be his duty to scrutinize the car diary at least once a week.
 - (c) The Controlling Officer will be responsible for issue of fuel, lubricating oil, tyres, etc. and purchase of spare parts. He will see to it that none of

these items is purchased without an order in this behalf signed by him after obtaining Government approval, wherever necessary.

(d) The Controlling Officer will ensure that the consumption of POL against mileage performed is checked once a week to ensure economy on the use of fuel and oil and also for timely repairs in case of any defect.

(e) The Controlling Officer will be responsible for proper supervision of the repair works and replacement of spare parts, etc. All repair works and replacement of spare parts, etc. should invariably be done in approved standard workshops or authorised service centres and the labour charges billed in accordance with standard rule of charges.

(f) The Controlling Officer will personally check the inventory of the equipment every month. In case of loss arising out of negligence or fault, he should arrange for recovery of the loss from the person or persons concerned.

B. ENTITLEMENT:

1. Government vehicles attached to Mizoram Houses are meant exclusively for use of dignitaries and officials of Government of Mizoram according to entitlement as per this Office Memorandum for Government duty only in the course of their official tour to the stations where Mizoram Houses are located. It is to be noted that mere inclusion in the Warrant of Precedence issued from time to time by the Government of Mizoram does not entitle anybody to use Government vehicles attached to Mizoram Houses.
2. Apart from the flagged vehicles meant for exclusive use of the Governor of Mizoram and the Chief Minister of Mizoram, the other vehicles may be used by the following dignitaries and officials in order of priority as given below:-
 - (i) Deputy Chief Minister, Government of Mizoram.
 - (ii) Speaker of the Mizoram Legislative Assembly.
 - (iii) Ministers, Government of Mizoram or equivalent status notified by the Government of Mizoram.
 - (iv) Deputy Speaker, Mizoram Legislative Assembly/Ministers of State, Government of Mizoram or equivalent status notified by the Government of Mizoram.
 - (v) Sitting Members of Parliament when on tour to stations other than New Delhi where Mizoram Houses are located. Sitting Members of Parliament may also be provided airport/train station pick up and dropping in New Delhi.
 - (vi) Sitting Members of Legislative Assembly of the State of Mizoram.
 - (vii) Chief Secretary, Government of Mizoram or equivalent status notified by the Government of Mizoram.

- (viii) Additional Chief Secretary/ Principal Secretaries/ Commissioners and Secretaries to the Government of Mizoram or equivalent status notified by the Government of Mizoram.
 - (ix) Any other persons permitted to use the vehicles by written order from General Administration Department, Government of Mizoram.
3. Ex-Chief Minister, Ex-Speaker, Ex-Deputy Chief Minister will be provided with transportation during their stay.
 4. Ex-Minister, Ex-Deputy Speaker will be provided with transportation during their stay.
 5. Ex-MLA will be provided with 'pick-up-and-drop' service upon their arrival and departure.
 6. Subject to availability, Government vehicles may also be used by Gazetted Officers not below the rank of Joint Secretary, Head of Department or their equivalent status, for performing their official duties in the station. Senior Officers will get preference over officers junior to them.
 7. Providing of vehicles to dignitaries and entitled officials while on duty will be subject to availability only, and Mizoram Houses under Government of Mizoram are not obligated to provide any other hired vehicles beyond the existing available vehicles.
 8. If, under very special circumstances, hiring of vehicle is required for entitled dignitary or official due to shortage of Government vehicles, the concerned Controlling Officer may hire vehicles at prevailing local rates; Provided that expenditure for hiring of such vehicles for entitled officials in the Directorate may be borne by the Department concerned.

C. CONDITIONS FOR USE:

1. Vehicles are meant for the use of touring dignitaries and entitled officials of Government of Mizoram for discharging their official duties in the station concerned. Dignitaries and officials of Boards, Corporations and Autonomous Bodies are excluded from the entitled category unless they are included by virtue of their position in the list under paragraph B above.
2. Vehicles can be used by entitled dignitaries and officials for conveyance in the stations concerned only in connection with the discharge of their official duties and also for journeys between the station (i.e. concerned Mizoram House) and airport/ train station concerned in the course of their tour on duty.
3. Requisition for the use of the vehicles should be given to the Controlling Officer concerned well in advance to the extent possible, stating time/duration of use, places A to visit and purpose. Such requisition may be given at the time of sending the approved tour programme.

4. All officials requesting requisition of vehicles should produce official tour programme duly approved by the competent authority, and no vehicle will be provided without such tour programme or documentary proof.
5. The dignitary or officer using the vehicle must sign in the car diary immediately after use mentioning the exact time of release of the vehicle.
6. The use of vehicles for performing duties within the "station area" means within the limits of the City or Urban Area concerned. In the case of Delhi, it shall include Old Delhi and NCT areas, and, in the case of Kolkata, it shall include Howrah.
7. Use of vehicles for discharging official duties will normally be restricted to the use during office hours.
8. Vehicles will be shared by two or more officers whenever necessary, especially for transfers between Mizoram Houses and airports/ train stations and while attending the same official events, meetings, etc.
9. The vehicles should not be used for purposes other than official duty, like shopping, sightseeing and other personal errands, etc.
10. Non-officials and spouses/children of officials are not entitled to be provided government vehicles.
11. Officials on leave are not entitled to use the Government vehicles. Officials who are combining official tour with leave of any kind will not be entitled to Government vehicles during the period on leave.
12. Use of Government vehicles will normally be for a short period and for specified duties, and no vehicle should be detained by the user for prolonged periods. Vehicles will be provided on dropping and pick up basis whenever feasible.
13. Prior permission of the General Administration Department, Government of Mizoram will be required for use of Government vehicles beyond the station limit as defined in sub-para 6 of Paragraph C above.
14. The above conditions for use of vehicles may be relaxed by specific orders from the General Administration Department, Government of Mizoram.

Sd/- VANLALDINA FANAI

Commissioner & Secretary to the Govt. of Mizoram
General Administration Department

Memo No.A.60011/26(ii)/2018-GAD(MH) : Aizawl, the 30th October, 2024

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, MIC/MLA/MPSC/MSEC, MSCPCR 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) Website Manager, GAD for uploading on the website.
- 14) Guard File.



(V. ZAITHANMAWIA)

Deputy Secretary to the Govt. of Mizoram
General Administration Department