

PROCEEDINGS OF THE GOVERNMENT OF KARNATAKA

Sub:- Repairs and Replacement of Government vehicles including tyres and tubes - Revised Orders - reg.

Read:- 1) G.O. No. FD 5 TCE 84, dated 27.4.1985  
2) G.O. No. FD 6 TCE 87, dated 31.5.1988  
3) Letter No. CE CMO/AE-10/RPR/CMT.3/10-14 dated 1st June 1989, from the Chief Engineer, Central Mechanical Organisation.

PREAMBLE:

Rule 55(40) of the Manual of Contingent Expenditure provides the guidelines to be followed by the Heads of Departments/Controlling Officers for carrying out major overhauls, minor overhauls, petty repairs to vehicles, purchase of vehicles, purchase of fuel and oil, replacement of tyres and tubes, maintenance of log books etc. Further in the G.O. dated 27.4.1985 read at (1) above Government have prescribed revised guidelines for replacing old Government vehicles.

Several proposals were being received from Government Departments to relax the various provisions in the aforesaid rule stating that the limits are not possible to be adhered to and hence the Government felt it necessary to re-examine and revise the norms for carrying out repairs to Government vehicles and other related matters. As this cannot be done in an Adhoc manner, a Technical Committee under the Chairmanship of the Chief Engineer, Central Mechanical Organisation was constituted vide G.O. dated 31.5.1988 read at (2) above.

The Committee was asked to review the existing provisions in the Manual of Contingent Expenditure for carrying out Major/Minor repairs/overhauls, replacement of tyres and tubes, condemnation and replacement of Government vehicles and such other related matters and to recommend modifications wherever necessary.

The Chief Engineer, Central Mechanical Organisation and Chairman of the Technical Committee in his letter dated 1st June 1989, read at (3) above has submitted the report of the Committee for consideration of Government.

The report submitted by the Technical Committee has been examined in detail and the same has been accepted. Based on the recommendations of the Technical Committee Government propose to revise the existing provisions of Rule 55(40) of the Manual of Contingent Expenditure and related orders issued thereon.

ORDER No. FD 6 TCE 87, BANGALORE, DATED 15TH DECEMBER 1992

In the circumstances explained above and in supersession of provisions under Rule 55(40) of the Manual of Contingent Expenditure and connected orders issued thereon, Government hereby prescribe the following revised guidelines to be followed by the Heads of Departments/Controlling Officers, for carrying out Major overhauls, Minor overhauls, petty repairs, condemnation and replacement of motor vehicles, purchase of fuel and oil, replacement of tyres and tubes, maintenance of log books etc:-

40. Motor Vehicles and Earth Moving and Heavy Haulage Equipments

A. Motor Vehicles

1. Driving Licences

Drivers of Govt. vehicles other than those of the Police Department and Fire Force Department should provide themselves with licenses at their own cost. In the case of Drivers of the Police Department and Fire Force Department, such licenses will be provided at the cost of Government.

NOTE (a) Drivers of Government vehicles shall be entitled to reimbursement of the fees paid by them for renewal of their driving licenses. The Heads of Departments shall be competent to sanction reimbursement on production of receipts for payment. The expenditure on this account shall be

debitable to the contingencies of the office concerned.

2. Purchase of Motor Vehicles

The purchase of motor vehicles requires the sanction of Government.

3. Maintenance and running of Motor Vehicles

Expenditure under this head shall be regulated as follows:- For this purpose vehicles above 20 Horse power are treated as heavy vehicles and the vehicles having the Horse Power upto 20 and including 20 H.P. are treated as light vehicles. In the case of cars, jeeps allotted to officers for their exclusive use in tour, the expenditure on their maintenance and running would be debitable to Government.

NOTE: Any officer to whom a Government vehicle is attached for official work is permitted to use the vehicle for private purposes also, if he so desires, subject to payment of such charges prescribed by Government from time to time.

(a) Renewal of tyres and tubes and retreading of tyres

Expenditure on these items may be sanctioned by the controlling officers after the vehicles have covered not less than the following distance, since their purchase or since last renewal of tyres or tubes or retreading of the tyres as the case may be. Retreading of tyres should be resorted, wherever it is more economical than their ordinary renewal.

Sl. No.	Type of vehicle	Renewal of tyres or retreading of tyres in kms.	Renewal of retreaded tyres	
			1st retreading in kms.	2nd retreading in kms.
1	Cars	28,000	16,000	12,000
2	Jeeps	25,000	15,000	10,000
3	Vans & Mini Buses	25,000	15,000	10,000
4	Lorries & Water tankers	24,000	12,000	10,000
5	Tippers	24,000	12,000	10,000
6	Buses	33,000	24,000	16,000
7	Motor Cycles	20,000	10,000	-

Note-1: Heads of the Department may be authorised to relax the above limits by 10%.

Note-2: The officers who have the powers to replace tyres and tubes or to get them retreaded will also have the powers to purchase stepney tyre and tube with flap for the vehicles.

Note-3: Retreading shall invariably be resorted to before providing new tyres. In exceptional cases where it is not possible, the Heads of the Departments may be authorised to relax the above conditions.

b) Major overhauls of vehicles

1) This includes dismantling, checking up, replacement or reconditioning of almost all parts of assembly or assemblies of a vehicle. Renewal of Piston, Sleeves, Main and connecting rod bearings, Valves, Valve guides etc., grinding of crank shaft to the next permissible under size, reconditioning of Cylinder head, calibration of fuel pump, renewal of flywheel, ring gear, truing of pressure plate or its renewal, renewal or reconditioning

of various gears and shafts of transmission, renewal of differential crown and pinion, U.J. crosses, renewal of wheel bearings etc., repairing/rebuilding of the body, painting wherever necessary.

ii) Expenditure on major overhauls may be authorised by Heads of Departments/Controlling Officers provided the vehicles have run the following kilometerage.

Sl. No.	Type of vehicle	Prescribed Kilometerage to be covered	
		Normal	Relaxation by Head of Deptt.
1.	Light vehicles otherthan Motor Cycles	96,000	20%
2.	Motor Cycles	60,000	20%
3.	Heavy vehicles otherthan Water Tankers	1,28,000	20%
4.	Water Tankers	1,00,000	20%

c) Minor Overhauls of Vehicles:

i) This includes opening out of the engine, decarbonising, changing of piston rings, changing of valves, rings, tappets etc., valve grinding, changing of wornout parts of steering, clutch, clutch fingers and linkage, truing of pressure plate, adjustment of linkages etc. Renewal of clutch disc, release bearing, changing of wornout parts of brakes suspension, changing of parts in gearbox, such as oil seal, shaft linkages, counter shaft, intermediate shaft, thrust washer, needle or roller bearings, synchroniser, assembly etc., servicing and overhauling of radiator, body repairs, painting wherever necessary.

ii) Expenditure on minor overhauls may also be authorised by Heads of Departments/Controlling Officers provided the vehicle has covered the following kilometrage.

Sl. No.	Type of Vehicle	Prescribed kilometrage to be covered	
		Normal	Relaxation by Head of Deptt.
1.	Light vehicles other than Motor Cycles	50,000	50%
2.	Motor Cycles	30,000	50%
3.	Heavy vehicles other than water tankers	64,000	50%
4.	Water Tankers	50,000	50%

d) Petty repairs including replacement of missing or wornout parts except tyres and tubes:

This includes routine maintenance and replacement/renewal of spare parts to the various systems that may be generally required in running a vehicle for about 20,000 to 35,000 kms. Replacement of radiator hoses and clamps, fan belt, wiper blades, carbon brushes, changing of bearings and bushes of dynamo and starter, renewal of spark plugs, servicing of nozzles, renewal of fuses, bulbs, battery terminals etc., renewal of clutch linings, release bearings and linkages etc., renewal of brake hoses, brake liners, wheel and M.C.kit etc. Recambering of springs, minor bearing and welding of mounting brackets soldering of radiator core, minor repairs to upholstery and body and similiar other such repairs and renewals, renewal of wind shield, doorglass, renewal of rear view mirror, repairs/rebuilding of body and painting wherever necessary.

Note-1(i) The terms used for various systems in classifying various types of repairs must be understood and applied in a comprehensive manner.

(ii) Different types of repairs shall be classified as major overhaul, minor overhaul and petty repairs and replacements depending upon the merits of each case, and no other terms shall be used.

(iii) The expenditure to be incurred for various types of repairs will be as per the delegation of financial powers to the Heads of Departments, Divisional level officers and District level officers issued separately from time to time.

e) Purchase of Petrol and Proportionate Engine Oil including lubricating oil for running the vehicles

(i) Heads of offices may themselves purchase oil as and when required, provided the quantities purchased do not exceed those admissible for the distance run, on the basis of standard rate of consumption as laid down in sub-clause (ii) INFRA. The fact that the quantities purchased are within the permissible limits should be certified by the drawing officers on the bills concerned indicating the period covered, the meterage run, and the standard rate of consumption so fixed. Any excess over the said limits upto 10% should be covered by sanction of the controlling officers. Excess beyond 10% over such limits require the sanction of Head of Department.

(ii) After purchase or overhaul every vehicle should be examined by the officer in charge as to the number of kilometers it gives per litre of petrol or diesel

after an initial run of 1,000 kms. in case of four wheelers and 250 kms in case of two wheelers, and that fact should be recorded in the log book of the vehicle under his attestation. The rate of consumption so recorded shall be treated as the standard rate of consumption for the purpose of sub-clause (i) and that rate will hold good till it is revised under the provisions of sub-clause (iv).

(iii) A vehicle should not be considered for condemnation unless it has undergone two major overhauls and three minor overhauls and has run the prescribed kilometers after last overhaul. After this period the vehicle may be reconditioned for further service if the total expenditure on earlier repairs/overhauls including estimated expenditure on present repairs of the vehicle, does not exceed the present replacement cost of the vehicle.

(iv) The recorded rate of consumption should be reviewed by the concerned officer, once a year or earlier if the condition of the vehicle warrants it or if the circumstances in which the rate of consumption was fixed have changed. The controlling officer may also at his discretion get the fuel consumption of any vehicle examined and have it recorded in the log book.

f) Officers in charge of vehicles may replace the wornout batteries, subject to the condition that such purchase are got ratified from the Heads of Departments. Such purchases should invariably be made from the firms recognised by the Stores Purchase Department.

4. Log Book of Motor Vehicles:- (a) Heads of Departments/Controlling Officers should see that the log books of Motor vehicles are written up properly and upto date according to Article 174 of Karnataka Financial Code. In the case of every vehicle, particulars of the meterage done with the quantity of oil consumed, spare

parts purchased, major and minor overhauls and petty repairs effected and the charges incurred in respect of each of the above items should be systematically and correctly recorded in the log book, indicating the dates in each case invariably. The entries should be attested by the officer in direct charge of the vehicle.

(b) The log book entries should be arranged to be verified by the Controlling Officers not less often than once in six months. The log books should also be made available for inspection by the audit parties of the Accountant General's office.

5. Transactions with Recognised Dealers

The purchase of tyres, tubes and other spares should be made from reputed dealers only recognised by Government. Petty repairs and overhauls may be got done as far as possible through Government workshops. In other cases they may be got done either through the dealers workshops recognised by Store Purchase Department.

6. A. Certificate of Charges: In bills in which expenditure on account of renewal of tyres or tubes, retreading of tyres or overhauls is recouped, a certificate to the effect that the prescribed minimum meterage has been done by the vehicle should be recorded.

B. Earth Moving and Heavy Haulage Equipments

Annual maintenance/petty repairs, special repairs to heavy earth moving equipments and purchase of spare parts may be done according to the financial powers delegated to the officers of individual Department.

C. When the vehicle to which Drivers, Cleaners etc., are attached are under repair and it is likely that the repair may take some time i.e., less than a month,


the services of such driver etc., should be utilised either as machanic in the workshops of department concerned, if there is one at that place or in any other capacity deemed fit depending upon his qualification and experience.

All cases where the services cannot be made use of as above should be reported to the Heads of Departments concerned.

In all cases necessary notes should be made in the log book.

The relevant provisions under Manual of Contingent Expenditure will be amended separately.

By Order and in the name of the  
Governor of Karnataka

  
(K.R. NIJALINGAPPA)

Under Secretary to Government  
Finance Department (Inv.)

To

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