

# **The Rajasthan Urban Improvement Trust (Use of Vehicles) Rules, 1967**

RAJASTHAN

India

## **The Rajasthan Urban Improvement Trust (Use of Vehicles) Rules, 1967**

### **Rule**

### **THE-RAJASTHAN-URBAN-IMPROVEMENT-TRUST-USE-OF-VEHICLES of 1967**

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The Rajasthan Urban Improvement Trust (Use of Vehicles) Rules, 1967Published vide Notification No. F. 8(6)TP/63, dated, March 20, 1967, Published in the Rajasthan Gazette Extraordinary Part 4-C, dated 20-3-1967 at pages 893 to 897In exercise of the powers conferred by clauses (m) and (n) of sub-section (1) of section 74 of the Rajasthan Urban Improvement Act, 1959 (Rajasthan Act 35 of 1959), the State Government hereby makes the following Rules the same having previously been published in Rajasthan Gazette Part III (B), dated 18-2-1965 as required by sub-section (2) of the said section, namely:-

#### **1. Short title and commencement.**

- These rules may be called the Rajasthan Urban Improvement Trust (Use of Vehicles) Rules, 1967.(2)These rules shall come into force after one month from the date of their publication in the Official Gazette.

#### **2. Definition.**

- In these rules, unless the context otherwise re-quires:-

#### **1. Trust' means an Improvement Trust;**

**2. 'Chairman' means the Chairman of the Improvement Trust;**

**3. 'Secretary' means the Secretary of the Trust; and**

**4. 'Form' means a form appended to these rules.**

### **3. Scope.**

- These rules regulate the control and use of Vehicles, such as Motor cars. Jeeps, Station Wagons, Pickups Trucks & tractors etc. at the disposal of the Trusts, for the performance of journey on duty.

### **4. Controlling Officer.**

- Vehicles provided for the use of the trust (whether staff car or otherwise) will be under the control of the Chairman who will be controlling officer in respect of the vehicles. The controlling officer shall be responsible for the proper use, care and maintenance of the Vehicles and will regulate the journeys generally in accordance with these rules.

### **5. Restriction for use of Vehicles.**

- The vehicles of the Trust are intended for use on bonafide official duty within the jurisdiction of the Trust and shall not be used for journeys on official duty or otherwise out side the jurisdiction of the Trust and shall not be used for journeys on official duty or otherwise out side the jurisdiction of the Trust without the special sanction of the Government.

### **6. Condition for the use of Trust Vehicles.**

(1)The Trust may prescribe the conditions under which vehicles of the Trust can be used by the Chairman and its Trustees, and employees for bonafide use.(2)The vehicle of the Trust shall not be used by any officer or servant of the Trust for any purpose if the said officer or servant is in receipt of conveyance allowance.Explanation. - (1) For the purpose of this rule journeys of the Chairman, Trustees, Secretary and other officials of the Trust from their residence to the usual place of office and vice-versa, if not otherwise so authorised by the Government, will not be treated as journeys on duty.(2)in case of doubt, the Government will decide whether a particular journey should be treated private or official; and if the Government funds that such a journey was undertaken for a private purpose, it shall order recovery of the charges therefore at the following rates, namely:-

- |   |                           |
|---|---------------------------|
| (i) Motor car/Jeep.   | 50 Paise per Kilometer.   |
| (ii) Truck/Tractor, Station Wagon, Pickup and other Vehicles. | 1.50 Paise per Kilometer. |
| (iii) Motor cycles, Scooters, Auto-Cycles                     | 0.25 Paise per Kilometer. |

(3)The trust may prepare a list showing the purposes which may be considered official duty for use of vehicles within the jurisdiction of Trust and obtain approval of Government.

## **7. Delegation by the Controlling Officer.**

- The duties and responsibilities of the Controlling Officer may be delegated with the approval of the Trust and the Government to the Secretary or the Executive Engineer of the Trust.

## **8. Maintenance of Vehicles and accounts.**

- All vehicles of the Trust should in addition to the number plate carry prominent plates in front and at the rear indicating the name of the Trust to which they belong.

## **9. Record of Vehicles.**

- The Controlling Officer shall be responsible for the proper maintenance in respect of each vehicle under his control of: (a) a log book in Form No. 1. (b) a register to show the cost of petrol or powerine etc, consumed incidental receipts and expenditure in Form No.2. (c) an inventory of equipment in Form No.3.

## **10. Precautions in respect of consumption of petrol.**

(1) The petrol or powerine tanks of vehicles should be fitted with locks and the keys thereof should be kept in the possession of a responsible officer who should be present when petrol or powerine is put into the tank, the log book should be examined and signed by a responsible officer once a month, when the balance should be struck showing the total fuel consumed for the month. The Officer should satisfy himself that the consumption is reasonable. A report of the above shall be made at least once a month by such officer to the Controlling Officer. (2) The registered number of the vehicles should be painted clearly.

## **11. Inspection of Inventory.**

- The Inventory shall be checked by the Controlling Officer, or on his behalf by a responsible officer deputed by him for the purpose, every month and any loss arising out of negligence or fault shall be recovered from the person concerned. A report of the inspection shall be prepared and kept on record. If the inspection is carried out by the deputed Officer, the report shall be placed immediately after inspection before the Controlling Officer.

## **12. Testing of vehicles by the Controlling Officer.**

- The Controlling Officer will have each vehicle tested every sixth month regarding fitness for journeys and place a report on the record. He will also submit a half-yearly report to the Trust above the Mileage covered and the expenditure incurred on the maintenance of each vehicle.

### 13. Handing over on vacation of office.

- In the event of the Controlling Officer vacating the office, the vehicles shall be handed over to his successor with complete equipment and full component spare parts, spare wheels, tyres and tools. The list of the articles handed over shall be prepared and signed by the relieved and relieving officer.

### 14. Motors.

- Each vehicle shall be fitted with a milometer (hour meter in case of tractors etc.) and it will be the responsibility of the Controlling Officer to see that the meters are kept in proper working order. As soon as the meter fails out of order, immediate steps should be taken to it repaired or replaced, as the case may be. The Controlling Officer should ensure that suitable lock is provided so that meter cannot be tampered with.

### 15. Entry in the log book.

- Persons using the vehicles should note in the log book in their own handwriting the mileage at the start and at the completion of their trips and certify personally that journeys undertaken were on official business. The intention is that the entries in the log book should be made by those who use the vehicles after personally checking the milometer. Explanation. - It will not be sufficient merely to state the word "official duty". Brief mention of the business should be made to indicate the nature of duty. Form No. 1 (See rule 9) Log Book

Motor Vehicle No. .... Station at.....

Date Time From To Details of journey Total Run

Out In Route Milometer

Out In

1 2 3 4 5 6 7 8 9

Purpose of journey	Name of persons or Particulars of articles carried	Authority for making the journey	Signature of use
10	11	12	13

Petrol	Oil	Greases	Petrol consumed	Signature of Driver	Clerk
14	15	16	17	18	19

Recoveries to be effected, if any	Signature of responsible Officer	Remarks
Rate	Amount	
Rs.	Paisa	
20	21	22 23

Form No. 2(See rule 9)Stock BookDescription of articles

Date	Opening balance	Number of quantity received	Cost of petrol or powerine	Total	To whom issued and for what purpose
1	2	3	4	5	6

Quantity issued	Balance	Signature of issuing Authority	Signature of receiving authority	Remarks
7	8	9	10	11

Form No. 3(See rule 9)Inventory of equipment in respect of Vehicle No.

S. No. Name of description of article Date of acquirement Quantity Cost

1	2	3	4	5
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Reference No. of stock book and No. and date ofthe bill in which charged for	Details of Officer incharge	Date of disposal	Manner of disposal
6	7	8	9

No. and date of disposal	No. and date of order	Cost realised if sold or recovered	Initials of the Officer incharge	Remark
10	11	12	13	14

Form No. 4

S. No.	No. of vehicle	Repairs	Overhauling	Expenditure	Spare parts	Total	Bill No.	Signature of Acctt.
1	2	3	4			5	6	7