

Orissa Government Vehicles (Control and Use) Rules, 1978

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Rule

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Orissa Government Vehicles (Control and Use) Rules, 1978Published vide Notification No. 41750-Codes-53/78-F., dated 29th July 1978Notification No. 41750-Codes-53/78-F. dated the 29th July 1978. - In supersession of Finance Department Memo No. 27350, dated the 31st October 1957. No. 38550-F., dated the 12th November 1965 and No. 2228-F., dated the 15th January 1973, the Governor of Orissa hereby makes the following rules, namely :

1. Short title and commencement.

- (i) These rules may be called "Rules Regulating Control and Use of Government Vehicles".(ii)These rules are not applicable to vehicles for which special rules have been framed by Government.(iii)They shall come into force immediately.

2.

[In these rules Government vehicles shall mean and include two - wheelers like Mopeds and Motor cycles and Cars, Trekkers, Station Wagons, Pickups, land rovers, buses, trucks, tractors, tankers and trailers placed at the disposal of Departments of Government, Heads of Departments and Heads of Offices for official use] [Substituted F.D. No.19834, dated 30.11.92.].

3.

Government vehicles shall be deemed to be attached to offices and not to officers.

4. Administrative control of Government Vehicles.

- The vehicles attached to Administrative Departments and Heads of Departments, including their subordinate offices, shall be under the administrative control of Secretaries to Government and Heads of Departments concerned, respectively.

5. Office-in-charge of Government Vehicle.

- An officer not below the rank of an Under-Secretary in Government Departments, a Class I Officer under Heads of Departments and a Gazetted Officer under Heads of Offices shall function as Officer-in-charge of vehicles. The Officer-in-charge for each vehicle shall be named by the Secretary to Government Head of the Department or Head of the Office, as the case may be.

6. Log-Book and other Records.

- The following records shall be maintained separately for each vehicle (a) Log-Book - Log-Book shall be maintained in Form 'A' by the Driver of each vehicle and a copy of it shall be retained by the Officer-in-charge. The Driver shall produce his Log-Book before the Officer-in-charge once a week for incorporation of its entries in the copy. The opening page of the Log-Book shall exhibit the following particulars : (i) Registration Number of the vehicle. (ii) Year of purchase (iii) Cost The Log-Book of each vehicle shall be closed at the end of the month and a summary of it prepared in Form 'B' showing the details of duty and non-duty journeys performed during the month. (b) Stock Register - A Stock Register shall be maintained for each vehicle in Form 'C' showing the particulars of spare parts, accessories, tools and equipments and details of repairs and replacements. The opening page of the Stock Register shall contain the following particulars: (i) Make and model of the vehicle (ii) Registration No. (iii) Chassis No. Some pages of the Stock Register shall be kept blank for being used as History Sheet showing the details of purchase of spare parts, servicing, repairs, replacement, etc. in a chronological order. (c) Hire Accounts Register - Hire Accounts Register shall be maintained in respect of each vehicle in Form 'D' showing the details of the use of the vehicle for non-duty purposes. An account of non-duty journeys performed by the vehicle in each month shall be furnished to the Head of Office at the end of the month in Form 'B'

7. Responsibilities of Office-in-charge.

- The Officer-in-charge shall - (i) check the inventory of tools and plants of each vehicle in his charge every month and take steps to recover losses, if any; (ii) scrutinise the Log-Book once a month to ensure that there is no misuse of the vehicle and entries in the Book have been made fully and correctly; (iii) get the vehicle tested every six months and place a report on record; (iv) in the event of any vehicle showing appreciable fall in kilometreage per litre have a test taken and report the result to the Head of Office; (v) work out the average kilometreage per litre and in case of any deviation from the normal kilometreage, record the reasons therefor in the Log-Book; (vi) ensure that the charges for use of vehicles are recovered promptly and credited to Government account; (vii) ensure timely maintenance and repairs of the vehicles in his charge; (viii) furnish a half-yearly report to the

Secretary/Head of Department/Head of Office in January and July regarding-(a)observance of the procedure of maintenance of records prescribed in Rule 6.(b)expenditure incurred on maintenance and repairs; and(c)recoveries effected under Rules 13 and 14 in respect of non-duty journeys.

8.

One being relieved of his charge, the Office-in-charge of vehicles shall ensure that a complete check of spare parts and tools supplied to each vehicle is made by his successor and the fact mentioned in the Charge Report and the Stock Book.

9. Use of Government Vehicles.

- Government vehicles shall not be used except for bona fide official purposes. Note - Journeys performed in the following cases shall also be treated as official. (i) Journeys performed by non-official members of Committees/ Commissions who are required to attend official meetings in the public interest and have to be dropped at their usual place of residence/business after the meeting. (ii) journeys performed by officers for attending official functions/ parties/receptions for which invitations have been extended to them by virtue of their office. (iii) Journeys performed by Government officials when they have to be picked up from their residence and/or dropped back after completion of work at places outside their normal place of work or outside the normal working hours. (iv) journeys performed in emergent cases when a Government official on being suddenly taken ill, is required to be removed from his office to a hospital or to his residence.

10.

Subject to the provisions of Rules 13 and 14, Government vehicles may be permitted to be used for non-duty purposes, if they do not interfere with official requirements.

11.

Persons intending to hire a Government vehicle for non-duty purposes shall make a written application for it to the Officer-in-charge of the vehicle indicating the period for which the vehicle is required and agreeing to pay the prescribed hire charges. Use of Government vehicles is not permissible for journeys to places of entertainment, parties pleasure trips, marriage ceremonies, etc.

12.

[Requisition for Government vehicles for the use of State guests shall indicate the manner in which the prescribed charges are to be recovered] [Substituted F.D. No.21315, dated 25.4.1979.]

13.

Hire charges shall be levied at the following rates :

Staff Cars of not more than 18 H.P./jeeps/Land Rovers Rs.2.00 per Km.
Staff Cars of more than 18 H.P. Rs.2.75 per Km.
Pick-up Vans Rs.2.75 per Km.
Trucks Rs.3.75 per Km.

Provided that hire charges may, at the option of the user, be levied at the following rates, in which case the user shall bear the cost of propulsion for the journey :

[Staff Cars/jeeps/Land Rovers/Station Wagons Rs.25.00 per day
Pick-up Vans Rs.30.00 per day]

[Substituted F.D. No.21429, dated 25.5.1988.]Note - The term 'Day' used under the proviso shall mean a period of more than six hours' use of a Government vehicle irrespective of date. For computing the total period of use in terms of 'days' every period of completed twenty-four hours would be counted as one day and fraction exceeding six hours would also be taken as one more day. Use of vehicles for 6 hours or less shall be reckoned as 'half day' and 50 per cent of the hire charge for a day shall be payable.

14.

Where a vehicle is hired under rules 13, detention charges shall be payable in addition to hire charges on kilometreage basis or daily basis, as the case may be, at the rate of Re.1.70 per hour or part thereof allowing one hour detention free of charge for journeys exceeding 16 Kilometers. The period of detention shall be the period for which the vehicle is detained by the user before the commencement of the journey or during or after its completion.

15.

Hire charges/detention charges shall be recovered from the hirers concerned through bills presented to them and the amounts recovered shall be promptly credited to the Treasury.

16.

The normal working hours of drivers shall be-

Winter : 9 A.M. to 7 P.M. ... With break for 2 hours
Summer : 7 A.M. to 8 P.M. ... With break for 5 hours

17. Overtime allowance.

- Overtime allowance at the following rate may be allowed to a driver when he is detained for work within a jurisdiction of 8 Kms. of the headquarters for which on travelling allowance is admissible and the Officer-in-charge certifies that it has been earned. Rs-1.50 per hour of work beyond the normal working hours subject to a maximum of Rs.4.50 per day. Note 1 - The first one hour of overtime work on any working day shall be free. Duty thereafter exceeding half an hour up to one hour shall qualify as one hour. Note 2 - Except as specified in Note 1 overtime work for half an hour or part thereof shall count as half an hour and where the same exceeds half an hour but less than an hour shall count as one hour. Note 3 - When overtime allowance is paid to a driver no other remuneration shall be payable to him in the form of conveyance charges or compensatory leave or otherwise. Note 4 - Over time duty claimed by the driver shall be certified in the following manner. Where Head of Office is a Class-II Officer overtime allowance claimed shall be certified by the Head of Office. In other Offices where Head of Office is a Class-1 Officer, such certificate shall be signed either by the Head of Office or another officer not below the rank of Class-1 Officer of his office whom he (Head of Office) may nominate. In Officers of Heads of Department or Departments of Government the Head of Department or Secretary of the Department shall nominate an officer of his office not below the rank of Class-1 Officer who will certify the claim of overtime allowance. Note 5 - In January and July every year the Officer-in-charge of maintenance of vehicle shall furnish a report about the expenditure incurred on payment of over time allowance to the Secretary of the Department/Head of Department concerned.

18.

Except the Departments which have their Departmental work-shops repairs of Government vehicles shall be entrusted to Garages at District and Sub-divisional Headquarters to be selected by the Inspector of Motor Vehicles (Tech.) and approved by the Deputy Commissioner, Transport (Technical) and communicated to all concerned before end of April each year. Approved garages should be registered in the Office of the R.T.O., Departments having their own workshop shall get repairs done Departmentally.

19.

Repairs/replacements of parts other than Tyres, Tubes and batteries shall be regulated in the manner as follows : (i) A standard cost against each item of the repairs work is to be fixed which would be approved by the Transport Commissioner, Orissa and circulated to all concerned positively before end of April every year. The standard cost prescribed shall remain valid till end of April of the next financial year. (ii) Spare parts should be purchased from authorised dealers of the manufacturer wherever such dealers are available. For places where such authorised dealers of the manufacturers are not available, list of shops selling genuine parts should be circulated by the Inspector of Motor Vehicles from whom such purchases are to be made. The Officer-in-charge of the vehicle should purchase the parts from any such approved shop. When spare parts are purchased from shops other than the authorised dealers and approved shops the same should be got checked by the Inspector of Motor Vehicles who after check should record his findings. An undertaking should be obtained by

Inspector of Motor Vehicles from the approved firms/shops that he should be liable for damage in case the supplies are proved to be spurious.(iii)Selection of the repairers, garages and shops (for purchase of spare parts) is to be done by the M.V.I. (Tech.) on the basis of competitive Tenders keeping in view the efficiency of performance of the tenders in all respects.(iv)In case of minor repairs of urgent nature, the officers-in-charge of the vehicles may do it without consulting the Inspector of Motor Vehicles (Technical). The total cost of such minor repairs during a financial year shall not exceed Rs.1,000.00 for vehicles, Rs.300.00 for two-wheelers like motor cycles and scooters and Rs.150.00 for mopeds. In all other cases estimates for repair/replacement of parts other than tyres, tubes and batteries be framed or checked by the Motor Vehicle Inspector or a Technical Officer of equivalent rank before such repairs/replacements are undertaken.(v)The Motor Vehicle Inspector (Technical) should check the vehicle after repair and should specifically record that all the spare parts purchased have been fitted in the vehicle. A certificate shall be furnished by the garage repairing the vehicle to the effect that it has received the parts and has actually fitted those in the vehicle. In case of any lapse in this regard, the garage should be blacklisted.(vi)The Inspector of Motor Vehicles should also indicate the period by which the repair should be completed by the garage while giving his report for repair of the vehicle.(vii)The bills of the Garage/Shop./Repairer should be cleared complying all formalities within 15 days of performance. This means that the Officer-in-charge of the vehicle should not take up repair work, etc. if he does not have or is not likely to have sufficient funds by the time that work is complete.(viii)The M.V.I. (Technical) should review performance of Garage/ Shops concerned every year and shall report to Collector and Deputy Commissioner, Transport (Technical). Supervise check on garages should be done by the representatives of Commissioner of Transport.

20.

The expenditure on maintenance and repairs of Government vehicles shall not exceed the ceilings specified in Annexure-I and I-A. Replacement of tyres/tubes and batteries shall be regulated by the norms fixed in Annexure-II and II-A. For replacement of tyres, tubes, batteries, specific recommendation of the Motor Vehicle Inspector or a Technical Officer of equivalent rank shall be necessary only where such replacement is considered necessary by the Officer-in-charge of the vehicle before expiry of the life-span fixed in Annexures-II and II-A. The norms and guidelines as laid down in Annexure-III shall be followed for maintenance affecting the over all life of Government vehicles except the two wheelers referred to in Rule 19 (iv).

21.

Powers of Heads of Departments and Administrative Departments to sanction expenditure on repairs of vehicles which have completed the total kilometreage/years prescribed for their full life or have outlived their prescribed Life-span or both shall be as follows :

Head of Departments...	(i)	Rs. 150 (For Mopeds)
	(ii)	Rs. 300 (For Motor cycles and Scooters)
	(iii)	Rs. 1,000 (For all other vehicles)

Administrative Departments... Full Powers subject to the conditions that the expenditure is not uneconomical.

For the purpose of this rule, expenditure on repairs exceeding 20 per cent of the cost of the vehicle shall be treated as uneconomical.

22.

Powers of Heads of Departments and Administrative Departments to condemn vehicles which have completed the total kilometre age prescribed for their full life or have outlived their prescribed life-span or both shall be as follows :

Head of Departments	...	Full Powers in respect of vehicles of the Department and those of subordinate and attached offices (not under a Head of Department).
Administrative Departments	...	Full powers in respect of vehicles of his own office and subordinate offices.

23.

The procedure for condemnation and disposal of condemned vehicles, shall be as follows

(i) Proposals for condemnation shall be supported by recommendation of the Motor Vehicle Inspector certifying that the vehicle is not fit for economic repairs. The criteria for determination of economic repairs shall be the same as under Rule 21. (ii) The authority competent to order condemnation under Rule 22, shall on the basis of the recommendation of the Motor Vehicle Inspector determine the minimum price at which the vehicle can be disposed of by public auction. (iii) The auction shall give publicity in the manner prescribed under the Orissa General Financial Rules. (iv) The auction shall be conducted by an officer not below Class-II level authorised by the competent authority in that behalf. The conducting officer shall record the proceedings of the auction in his own hand. (v) The competitors shall be required to pay earnest money deposit amounting to Rs. 1,000 (Rupees one thousand) in terms of cash in public auction and in shape of Bank draft in case of sealed tenders which shall be subject to refund immediately except in case of the highest offer accepted by competent authority. (vi) Bids at or above the price fixed by the competent authority shall be confirmed by the conducting authority. The highest bidder shall deposit 25 per cent of the bid amount immediately after the bid and the rest within 7 days from the date of confirmation of the bid. Bids below that price shall be referred to competent authority. (vii) For cases where the auction does not fetch the minimum price fixed, the authority competent shall call for sealed tenders. Offers received within 15 days from the date of announcement shall be opened and considered in the presence of tenderer or their authorised agents. The highest offer at or above the minimum price shall be approved by the competent authority then and there. The highest tenderer shall deposit 25 per cent of the offered amount immediately after the announcement and the rest within 7 days of the approval of the offer. (viii) If minimum price is not available either through auction or sealed tender the competent authority may dispose of the vehicle through negotiation so as to obtain the minimum price failing which the vehicle may be disposed of at a price not less than the highest price offered by the highest bidder or

tenderer.(ix)On failure to make payment, as aforesaid, the deposits (including earnest money) shall be forfeited and the vehicle put to fresh auction or tender as the case may be.(x)The vehicle shall not be delivered to the bidder/tenderer until after full payment and compliance with the requisite formalities. Tools, implements and spare parts shall not be delivered with the vehicle.(xi)Sale-proceeds shall be deposited in the Treasury under the appropriate head of account as soon as practicable.(xii)The bidders/tenderers shall remove the vehicle from the site within 7 days from the date of depositing the full amount of bid/tendered money. Custody and safeguard of the vehicle shall be the responsibility of the bidder/ tenderer and no claim or complaint on that account shall be admissible.(xiii)On failure to remove the vehicle within the time, as aforesaid, ground rent at the rate of one per cent of the bid/tendered money shall be charged for each day or part of the day till the removal of the vehicle, from the site.(xiv)Where the ground rent, so charged, exceeds the sale price deposited, the bidder/tenderer shall cease to have any right on the vehicle. The amount deposited by him shall be adjusted towards the ground rent and the vehicle shall become absolute property of Government free from encumbrances and disposed of by fresh auction or tender as the case may be.

24.

New vehicles in replacement shall not be purchased until after condemnation of old vehicles. Where purchase of a new vehicle is sanctioned in replacement, sale-proceeds of the condemned vehicle shall be deposited in the Treasury latest within one month from the date of purchase of the new vehicle.

25.

All Government vehicles shall carry plates at the front and in the rear showing prominently the name of the Department to which they belong.

26.

Old and unserviceable vehicles shall be disposed of to the best advantage of Government in accordance with the provisions of the Orissa General Financial Rules and/or any other rule/order for the time being in force.[Form - A] [F. D. Notification No. 49834-F., dated 20.11.1992.][Rule 6(a)]Log-Book

Date	Place of departure and time	Place of arrival and time	Kilometre age/ Hours done	Purpose of journey	Name and designation of officer using
1	2	3	4	5	6
Petrol/Diesel	Signature of the Driver	Signature of the officer	Total	Remarks	

Petrol/Diesel in tank	Petrol/Diesel supplied		Petrol/ Diesel consumed	Balance in tank	
7	8	9	10	11	12 13 14

Form-B[Rule 6(a)]Summary of Log-BookFor the month of.....

Sl. No.	Registration No. of vehicle	Kilometres/ hours covered for	Total	Time-spent on non-duty journeys	Amount due for non-duty journeys including detention charges and overtime allowance, if any
Duty	Non-duty	With normal duty hours	Outside normal duty hours or on Sundays and closed holidays		
1	2	3	4	5	6
					7 8

Details of bills and amounts realised (by Cash/Cheque)	Particulars of credit to Government account (Chalan No. and date)	Total quantity of Petrol/ Diesel consumed (Litres)	Reading of Mile/ meter/ hour	Average kilometre age/ Hour per litre (Col. No. 5-11)	Remarks
On 1st duty	On last duty				
9	10	11	12	13	14 15

* F. D. Notification No. 49818-F., dated 20.11.1992. Form-C[Rule 6(b)]Stock Register

Date of receipt	Quantity of articles purchased	Description of articles purchased	Price of articles	Date of issue	Quantity of issue with the details of repairs done	Quantity in hand	Signature of the Driver	Signature of Officer-in-charge	Remarks
1	2	3	4	5	6	7	8	9	10

Form - D[Rule 6(c)]Hire Accounts Register

Date	Officer, Department or Government servant requisitioning the vehicle	Purpose of requisition	Requisition number and date	Date and time of taking the vehicle on hire	Date and time of returning the vehicle
1	2	3	4	5	6

Number of kilometer age	Charges levied for	Charges realised	Date of realisation and	Signature of the party	Signature of the Officer-in-charges	Remarks
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done	hire		chalan number			
7	8	9	10	11	12	13

Annexure-I[Rule 20]Expenditure on Maintenance and Repair of Government Vehicles-Annual Ceiling

	Class of Vehicles	Line in Kms. assumed	Annual ceiling in Rs./per kilometer expenditurein paise per Kilometer Cumulative			
1st	2nd	3rd	4th			
	1	2	3	4	5	6
(A)	Cars and Light Petrol vehicles	2.0 lakh kms.	Rs.1.340	2.590	5.590	2.590
Average 20,000 Kms.	7.0PPK	13.0PPK	28.0PPK	13.0PPK		
(B)	Jeeps/Trekkers and similar decrelised lightvehicles for rough use per year	2.0 lakh kms.	Rs.1.800	3.050	6.550	3.050
Average 20,000 kms.	9.0PPK	15.0PPK	33.0PPK	73.0PPK		
(C)	Vans and Pick-up, Medium Motor vehicles,(Standard) 20, Matador, Toyota, (Tata-407, etc.)	2.5 lak kms.	Rs.2.500	5.100	7.100	5.100
Average 22,500 kms. Per year	12.0PPK	25.0PPK	35.0PPK	25.0PPK		
(D)	Heavy Motor Vehicles, Buses and Trucks	4.8 lakh kms.	Rs.6.500	13.300	13.300	13.300
Average 40,000 Kms. Per year	16.0PPK	33.0PPK	35.0PPK	33.0PPK		
	Annual ceiling in					

	Rs./per kilometer expenditurein paise per Kilometer Cumulative	5th	6th	7th	8th	9th	10th	11th	12th	Total
		7	8	9	10	11	12	13	14	15
(A)	15.590	3.090	6.090	10.590	6.090	4.590	Rs.58.150
	78.0PPK 16.0PPK	80.0PPK	53.0PPK	30.0PPK	23.0PPK	29.5PPK	
(B)	14.950	3.450	6.950	3.750	7.250	5.250	Rs.56.150
	73.0PPK 17.0PPK	65.0PPK	19.0PPK	36.0PPK	29.0PPK	28.0PPK	
(C)	7.100	15.100	7.100	5.100	7.100	7.100	Rs.68.400
	35.0PPK 75.0PPK	35.0PPK	25.0PPK	35.0PPK	35.0PPK	30.0PPK	
(D)	13.300	40.300	13.300	13.300	25.300	13.300	13.300	13.300	13.300	Rs.1,91,800
	35.0PPK 1.0PPK	33.0PPK	35.0PPK	35.0PPK	63.0PPK	35.0PPK	35.0PPK	40.0PPK	...	

Annexure - I-A[Rule 20]Expenditure on Maintenance and Repair of Government Vehicles

Class of vehicles	Life in Kms. (Assured)	Annual ceiling in rupees	4th year	5th year	6th year	7th year	8th year	9th year	10th year	11	12
1st year	2nd year	3rd year	4th year	5th year	6th year	7th year	8th year	9th year	10th year	11	12
1	2	3	4	5	6	7	8	9	10	11	12
	49,000 kms.7 years of life(7,000 kms./year)	240	430	260	460	1,430	840	280
Moped	1,05,000 kms.7 years of life(15,000 kms./year)	640	1,290	715	1,380	4,340	2,640	840
Motor-cycle/ Scooters	10,000 hrs.(10 years of life)	3,060	5,710	5,210	6,710	5,710	16,650	5,210	6,710	5,710	5,210
Tractors											

* F. D. Notification No. 49834-F., dated 20.11.1992.Annexure-II[Rule 20]

Sl. No	Type of Vehicles	Minimum life Tyres/Tubes	Batteries
1	2	3	4
1.	Cars, Jeeps, Station Wagons, Trekkers, pickups, Vans and LeyLand Rovers	40,000 kms.	3 years
2.	Trucks and Buses including Mini Buses	60,000 kms.	1½ years

Note - (i) Minimum life of tyres means "Scrap Life" which includes one or two retreads, till scrapped.(ii)Un-retreaded tyres should ordinarily be used in front wheels. Annexure - II-A[Rule 20]

Sl. No.	Type of Vehicles	Minimum life Tyres/Tubes	Batteries
1	2	3	4
1.	Moped	25,000 kms	
2.	Motor Cycles/Scooters	25,000 kms	2½ years
3.	Tractor	Rear-300 hrsFront-1500 hrs	1½ years

* F.D.Notification No. 49834-F, dated 20.11.1992. Annexure-III[Rule 20]

of Maintenance Affecting Overall Life of Government Vehicles

- 1.1 Engine and vehicle servicing of all categories of vehiclesbarring heavy, motor vehicles ... Every 5, 000 kms.
- 1.2 Engine and vehicle servicing of heavy vehicle ... Every 8, 000 kms.
Every 3 servicing in heavy vehicles and
- 1.3 Gear Oil change ... every 4 servicing inother classes of vehicles.
- 1.4 Under carriage painting ... Annually before rains, starting from second year.
- 1.5 Overhauling Dynamo/alternator and self starter ... Every 50,000 kms.
- 1.6 Overhauling Brake and Steering system. ... Every 50,000 kms.
Vehicle Log-Book should reflect when and what kilometreagethese maintenance were done.
2. Major Body/upholstery repair (Welding/Painting, etc.) ... 6th year
3. Life expectancy from engines before major overhauls. ...
- 3.1 Light petrol engine ... 1.2 lakh kms. O.E.0.8 lakh kms. R.C.
- 3.2 Light Diesel engine ... 2.0 lakh kms. O.E.1.0 lakh kms. R.C.
- 3.3 Heavy vehicle ... 2.5 lakh kms. O.E.1.25 lakh kms. R.C.
4. Minimum life of Jeep hood ... 2 years

* F. D. Notification No. 49834-F, dated 20.11.1992.