

RULES FOR THE USE OF STAFF CARS 1980

**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
CABINET DIVISION**

(updated up to Oct 2008)

RULES FOR THE USE OF STAFF CARS

The Federal Government is pleased to make the following rules for the use of staff cars, namely:-

1. **Short title, application and commencement:-** (1) These rules may be called the 'Rules for the Use of Staff Cars, 1980'.

(2) They shall apply to the staff cars maintained by various Divisions including the staff cars maintained by the Cabinet Division in the Central Pool and, unless stated otherwise, to operational vehicles.

(3) They shall come into force at once.

2. **Definitions:-** In these rules, unless there is anything repugnant in the subject or context.

- (i) 'Division' means a Division as defined in the Rules of Business, 1973 and includes an attached Department and a Subordinate Office;
- (ii) 'Officer' means an officer of Grade 16 and above and includes a Minister, or any other dignitary or office holder notified as an 'officer'
- (iii) Minister includes a Minister of State and an Adviser having the rank and status of a Minister or Minister of State;
- (iv) 'Officer-in-Charge' means an officer nominated by a Division to be responsible for the proper maintenance and utilization of the vehicles of that Division;
- (v) 'Official duty' or 'Official Business' means a journey performed in the public interest from office or residence to a place where the presence of the officer is required for official work and back;
- (vi) 'Pool Car' means a staff car maintained by the Cabinet Division in the Central Pool;
- (vii) 'Operational Vehicle' means a motor vehicle used by the staff of a technical department for operational duties:
- (vii) It is clarified that operational vehicles have been defined in 2(vii) of the Rules for the Use Staff Cars-1980". These rules are applicable in cases of all the vehicles maintained by Ministries/Divisions, Departments and Subordinate Offices unless stated otherwise. Rule 3(5) of the Rules for the Use of Staff Cars, 1980 lays down that no Division shall purchase a

staff car (means a motor vehicle or any type) unless a NOC is obtained from the Cabinet Division. All the relevant rules of the Rules for the Use of Staff Cars – 1980 regarding repairs and maintenance, up-keep of vehicles their records etc are equally applicable in cases of operational vehicles. (Add. Vide No. 12/8/83-CS, dated 25th July, 1983).

- (viii) 'Staff Car' means motor vehicle of any type maintained by Government;
- (ix) 'Annexure' means Annexure to these rules;
- (x) 'Entitled Officers' means officers of grade 22, 21 & 20 of the Federal Government borne on the sanctioned Establishment of a Division or an Organization under its administrative control.

3. Name of Staff Cars.- (1) Each Division shall normally maintain one staff car for use in connection with official business. However additional staff car can be specially authorized by the Cabinet Division.

Explanation.- Any additional staff car which has already been allowed by the Cabinet Division shall be deemed to have been authorized for the purpose of this sub-rule.

(2) In addition to the staff car (s) provided under sub-rule (1) one staff car shall be provided to each Minister, Minister of State, Advisor and any other dignitary or office holder notified for such facility.

(3) The Division concerned (or for one of the Division in the portfolio) will be responsible for provision of staff cars to Minister and Minister of State and Advisors etc.

(4) The Cabinet Division will arrange for the upkeep and maintenance of a staff cars which becomes surplus to the requirements of Minister, Minister of State, Advisors or any other dignitary or office holder or on completion of project. As soon as such dignitary relinquishes his office, and his successor has already been provided with a staff car under sub-rule (2), the Division concerned shall immediately place the surplus car together with the driver, at the disposal of the Cabinet Division. This will involve no financial adjustment for the cost of the car and the pay and allowance of the driver will continue to be paid by his parent Division till he is posted to some other Division.

(5) No Division shall purchase a staff car unless it has obtained a no objection certificate from the Cabinet Division. In the case of replacement of an existing staff car, it shall first be verified from the Cabinet Division that no surplus car is available.

4. **Administrative Arrangements:-** (1) Each Division having a staff car shall detail an officer to be called 'Officer-in-Charge' who shall be responsible for the proper utilization and upkeep of the car and the maintenance of records of the staff car.

(2) Each staff car shall immediately after its purchase, be registered by the designation of the Officer-in-Charge of the Division for which it has been purchased and it shall not be required to be insured.

(3) A trained licensed driver shall be engaged for the staff car in accordance with the recruitment policy laid down in Rule 12(2) and garage accommodation shall be arranged.

(4) A small semi-circular metal disc shall be fixed on Govt. transport near number plates of the staff car. It shall have the words "Government of Pakistan" painted along with the curve, and the name of the Division to which the staff car belongs, in the space within the curve:

Provided that such disc need not be fixed on the staff car of a Minister or an entitled officer placed at his disposal for both official and private use.

5. **Use of Staff Cars.-** (1) Staff car may be provided for the use of State Guests, members of foreign delegations and other dignitaries visiting Pakistan.

(2) If staff cars are available these may also be provided to Provincial Officers of Grade 18 and above on request provided the official tour is outside their normal jurisdiction.

(3) Except as otherwise provided in these rules, a staff car shall only be used by the officers of Grade 16 and above for official business subject to availability.

(4) An officer may use the staff car for journey from office to his residence if this is performed after working in the office for not less than two hours beyond the normal office hours.

(5) An officer of Grade 19 and above may use the staff car for attending diplomatic and official functions in his official capacity whether during or outside office hours.

(6) Officers of Grade 18 and 19 who live in Rawalpindi but work in Islamabad and vice versa may make use of staff car for going to office and back on pooling arrangements provided they surrender their car maintenance allowance. This facility will be provided only if a number of three officers are available to utilize the staff car. However, the Secretary / Additional Secretary incharge of the Division may relax this sub-rule in favour of a minimum of two officers of the same Division. Staff Car on pooling arrangements shall not be available for the executive use of any

officer availing this facility and will report for normal duties in the Division during office hours, as well as after reaching pooling officers home.

(7) Officer-in-charge of the Department may allow an officer to use the staff car for private purposes in exceptional circumstances on payment of Rs.1.5, Rs. 3.00, Rs. 4.00, Rs. 12.00, Rs. 20.00 and Rs. 4.00 for Motorcycle, Car / Jeep / Van (up to 5 seaters), Van / Station Wagon (6-14 seaters) Toyota Coaster Air conditioned or equivalent bus and other heavy duty vehicles used for carrying passengers / trucks for transporting luggage respectively and the overtime allowance if payable to Drivers.

(8) The use of the staff cars may be permitted to cashiers for journeys from office to bank or treasury and back whenever they are required to handle Government money exceeding four thousand rupees and such use of staff car shall be treated as on official business.

(9) The use of staff car shall not be allowed to an officer who is in receipt of conveyance allowance under Supplementary Rule 25.

(10) An officer requiring a staff car for official duty shall fill Part I of the Requisition Slip at Annexure 'C' and send it to the Officer-in-Charge of Transport, who will, subject to availability of car, detail a driver for the specific duty vide Part II of Annexure 'C'. The entries in Part III of Annexure 'C' will be filled in by the requisitioning officer, before he leaves the car.

(11) Entitled Officers who forego the car maintenance allowance shall be permitted to free use of staff car for official and private purpose subject to the following conditions:-

- (i) Only one staff car shall be used both for official as well as private use.
- (ii) Such staff car shall not be used during earned leave, leave preparatory to retirement, or any other kind of leave except casual leave and medical leave up to one month.
- (iii) Private use of staff cars beyond municipal limits shall not be permitted save on payment as provided under rule 5(7).
- (iv) Where the staff car is driven by the entitled officer as permitted by rule 12, the instructions laid down for staff car drivers under clauses (ii), (iv), (vii) of rule 20(1)(a), 20(1)(c) and 20(1)(d), will be observed by the said officer.
- (v) It is the responsibility of Ministries / Divisions / Departments / Organizations concerned, where the officer was last posted, to provide official transport to the entitled officers during training or

in capacity as OSD from within its existing resources of transport.

6. **Use of Staff Cars in contravention of rules :-** For any journey made in contravention of rules 17(3) and 28(2)(e) the officer using the staff car shall be charged at the rate of Rs. 3.60 per kilometer (Rs. 2.88 per mile) and also the late duty allowance, if any, paid to the staff car driver.

7. **Details of journey to be given:-** (1) The details (specific places from which and to which journey is performed) and purpose (whether official or otherwise) of each journey shall be stated in the Movement Register maintained for the purpose.

Provided that the staff cars, in the exclusive use of a Minister or any officer referred to in Rule 3(2) and the entitled officer under rules 5(11) shall be exempt from the provision of this rule. Journeys made by them shall be recorded as 'running duty' by their Private Secretaries / Personal Assistants.

(2) For cars detailed on official duty beyond municipal limits details of point to point duties shall be recorded.

8. **Entries in Movement Register to be signed:-** The Movement Register shall be personally signed by the officer using the staff car except that where the Private Secretary attached to the Officer is in Grade 16 or above, he may sign the Movement Register on behalf of the officer.

9. **Unsigned Entry in Movement Register:-** An unsigned entry in the Movement Register shall be treated as Private journey and shall be chargeable as per rule 5(7).

10. **Borrowing of staff cars:-** When a staff car belonging to one Division is borrowed by another Division. The Officer-in-Charge of staff car in the borrowing Divisions shall be responsible for proper utilization of the staff car and for the due compliance of these rules in the same manner as if the staff car belonged to his own Division and shall while returning the staff car to the lending Division give the following certificate :-

“Certified that the staff car was actually used for the purposes indicated in column 5 of the Movement Register and that it was not used in contravention of Rules for the Use of Staff Cars, 1980”

11. **Use of Staff Car of a Department by Administrative Division:-** A staff car belonging to an Attached Department or a Subordinate Office of a Division shall not be used by the Administrative Department except (as provided) under rule 10 and every Department or office shall be responsible for any mis-use or irregularity committed in this behalf.

12. **Staff Car Driver:-** (1) Staff Cars shall be driven by the authorized official drivers who will always be in the livery officially issued to them. However, entitled officers possessing a driving license may drive the staff cars allotted to them in the absence of authorized staff car drivers.

(2) Staff car drivers shall be recruited by the Division / Department concerned after examining the candidates skill in driving and knowledge about the mechanism of the car engine. A committee shall be set up by the Division / Department concerned for recruitment of drivers.

13. **Overtime Allowance to drivers:-** The staff car drivers shall, for duty performed beyond office hours be entitled to an overtime allowance at such rate as may be allowed by the Government from time to time.

14. **Areas within which staff cars are to be used:-** The staff car shall be used for duty within the Municipal and Cantonment areas of the city where they are maintained and shall not be used for long distance tours save in exceptional circumstances and in the case of journeys made by the State Guests or the Members of Foreign delegations visiting Pakistan provided that:-

- (a) A Minister, Minister of State, Advisor and any other dignitary or office holder may use the staff car beyond the municipal limits.
- (b) A Secretary / Additional Secretary of a Division may permit the official use of staff car beyond municipal limits for reasons to be recorded in writing and such relaxation shall invariably be reported to the Cabinet Secretary.
- (c) The private use of staff car beyond municipal limits by government officials, including the entitled officers, may be permitted only on payment.

NOTE I.- In the case of Karachi, the term Municipal and Cantonment Areas shall mean the area which comprised the "Federal Capital Area" before the 1st July, 1961 : and in case of Rawalpindi, the term municipal and cantonment areas shall include the Federal Capital;

NOTE II.- An officer using the staff car for a journey upto and from the point of embarkation or disembarkation shall not claim mileage allowance in his traveling allowance bill.

15. **Maintenance of Record:-** The following registers shall be maintained for each staff car namely :-

- (i) Movement Register - A Movement Register shall be maintained in the form as set out in Annex 'A' and shall remain in the custody of the staff car driver. On the cover of this register shall be indicated the name of

the Division, the number of staff car, the designation of the Officer-in-Charge with his office telephone number. A copy of these rules shall also be pasted inside the Movement Register.

- (ii) Vehicle Log Book .- A bound register in the form as set out in Annex 'B' shall be maintained as the vehicle Log Book by the Officer-in-Charge of the staff car which shall form a permanent historical record of the staff car including all brief description accidents etc. during its life which shall be entered therein.

PART I

Specification - Details should be copied out from the registration book of the vehicle.

PART II

Transfers - Entries should be made under this part when a particular vehicle is transferred permanently or temporarily to any other Ministry or Division and also from one Officer-in-Charge to another.

PART III

Summary of repairs .- The details of periodical repairs as well as other repairs including normal servicing and recharging of battery shall be entered under this part.

PART IV

Petrol Account and Record of Mileage. - Petrol and Average account of kilometers / miles per liter on the last day of each month shall be maintained under Part. IV.

PART V

Record of Tyres and tubes and other consumable stores (Apart from petrol) connected with the car, e.g. dusters, chamois leather, etc. shall be entered in this part.

PART VI

Schedule of vehicle tools and equipment.

16. **Checking of the Movement Register:-** (1) The Officer-in-Charge shall ensure that the staff car in his charge is not misused or neglected by the driver and that the petrol of the staff car is not wasted. He shall scrutinize the Movement Register at least once a fortnight to see that all journeys made were properly authorized and that avoidable journeys were not made by the staff car. The Officer-

in-Charge shall also record a certificate of checking in the Movement Register in the following form under his full signature :-

"I have examined all the entries since this register was last checked and have no observations to make except the following:-

- 1.
- 2.

Signature

Designation of the Officer

Date.....

(2) A Deputy Secretary shall be designated in each Division to scrutinize the entries and the certificate of the Officer-in-Charge in the Movement Register and attest his signatures to that effect.

17. Recovery of charges for private use:- (1) The Officer-in-Charge shall come to be prepared a bill on the last working day of each month in respect of private use of the staff cars made during the month and shall pass on the bill to the cashier of the Division for the recovery of charges from the officers who used the staff car for private purposes. The bill shall cover the entire mileage done for private purposes and the Officer-in-Charge shall record a certificate after the final entry for each month in the Movement Register that the register has been examined and that necessary bills have been prepared and sent to the cashier for recovery of charges.

(2) All recoveries of charges for the private use of staff car shall be made at the end of each month through the salary bills of the officers. Recoveries on account of private use of staff car shall not be delayed beyond one month and the Section Officer / Superintendent / the Assistant In-charge of the Branch dealing with the staff cars shall be responsible for scrutinizing the Movement Register at the close of each month and making recoveries if any remaining outstanding from officer for more than a month.

(3) Where reasonable indication of the nature of the journey made by the staff car is not available or where an officer has not signed the register or not supplied the particulars, it shall be assumed that the journey was made on private account and shall be charged accordingly as per rule 6 above.

18. Audit.- (1) Audit of accounts relating to staff cars shall be conducted periodically by the staff of the Accountant General of Pakistan Revenues.

(2) It shall be the responsibility of the auditing staff to ensure strict observance of these rules and to treat all expenditure made in contravention of these rules as unauthorized.

(3) The auditing staff shall ensure that the use of staff car after its becoming surplus under sub-rules (1) and (2) of rule 3 is treated as unauthorized and charges from the individual using such staff car are recovered in accordance with rule 6.

(4) The Cabinet Division, in consultation with the Finance Division may detail special audit team composed of officer drawn from other Divisions for special audit of certain Divisions having a sizeable fleet of staff cars.

19. Hiring of taxi for official business:- (1) In view of the provision of staff cars in each Division, strict control shall be exercised over the hiring of taxis for official business and a Deputy Secretary shall be named in each Division for the purpose of granting permission, where necessary to hire a taxi.

(2) Six monthly reports showing expenditure on the hiring of taxis as on the 31st March and the 30th September each year shall be sent by the Officer-in-Charge of each Division to the Ministry of Finance and a copy thereof shall be endorsed to the Cabinet Division.

20. Instructions for staff car drivers.- (1) The driver of each staff car shall observe the following instructions namely :-

- (a) He shall be responsible for:-
 - (i) The proper upkeep and cleanliness of the staff car;
 - (ii) Petrol consumption;
 - (iii) Careful driving;
 - (iv) Taking precautions against accidents;
 - (v) Accession for servicing;
 - (vi) Repairs;
 - (vii) Avoidable damage to the staff car; and
 - (viii) Ensuring the road worthiness of the vehicle before proceeding on duty and repairing or getting repaired any fault or mechanical defect;
 - (ix) Speed limit of 80 k.m./50 miles per hour.
- (b) He shall always be in possession of his valid driving licence, registration papers, tax token and a copy of the Highway Code in his staff car.

- (c) He will not smoke while driving.
- (d) He will ensure that the staff car is not loaded beyond its prescribed capacity.
- (e) He will get himself medically checked up for general fitness, eye sight and night and colour blindness, once every six months.
- (f) He shall get entries recorded in the Movement Register before the officer or other authorized person leaves the staff car.
- (g) He shall strictly observe driving and traffic regulations and speed limits laid down for different areas.
- (h) He shall not leave the staff car unattended or park it in a manner which violate traffic rules in force.
- (i) That the official vehicles, except staff cars issued to the entitled officers for official / private use are parked in the garages of the concerned offices.

(2) If any officer refuses to cooperate in regard to the observance of these rules the staff car driver shall not argue with him but carry out the orders of the officers and report the details of incident to the Officer-in-Charge.

(3) Any contravention of the provisions of sub-rules (1) and (2) above shall be considered as an offence and disciplinary action shall be taken against the staff car driver.

21. **Periodical Maintenance of Staff Cars:-** The following schedule of checking and servicing of staff cars shall be observed for their proper upkeep and maintenance, namely:-

- (1) Daily Maintenance.- A driver of staff car shall carry out the following tasks daily :-
 - (i) Checking the level, cleanliness and temperature of water, if required;
 - (ii) Checking of engine oil and petrol for ensuring that there is no leakage from any part;
 - (iii) Checking tightness of wheel nuts, bolts linkages, pressure, and cleanliness of tyres to ensure that there are no flints, stones etc. which may cause deep abrasions or cuts in a tyre;

- (iv) Checking of all attachments and fittings, controls gauges, lights and brakes; and
 - (v) Cleaning by dusting or wiping both the interior and the exterior of the staff car.
- (2) Weekly Maintenance.- A driver of a staff car shall carry out the following tasks once a week:-
- (i) Cleaning by washing of the entire vehicle (from inside and outside) including washing of wheels;
 - (ii) Removal of battery for cleaning of corrosion from the terminals and their coating with petroleum jelly; checking of vent-plugs, vent-holes and body replenishing with distilled water in the battery if required.

(3) Periodical Maintenance.- Officer-in-charge of the staff car shall see that repairs / servicing / oil change / tuning of the staff cars is always got done from a garage specifically nominated by the manufacturer for the purpose. However, if such arrangement are not available staff cars may be sent to approved automobile workshops for repairs etc. Each Division / Organization shall maintain a pre-approved list of such garages / workshops. If an authorized agent provides unsatisfactory service or the charges are exorbitant, work may be got done from other approved garage with the special permission of the Head of the Division / Department.

22. Any fault in a vehicle discovered by the driver while on duty or performing the tasks under Clauses (1) and (2) of rule 21 shall be reported immediately to the Officer-in-Charge.

23. **Weekly Inspection by Officer-in-Charge.-** The Officer-in-Charge shall be responsible to see that the staff car driver is given sufficient time to carry out the weekly maintenance and shall himself carry out weekly inspection to ensure that the tasks to be performed by the driver under clause (2) of rule 21 have actually been carried out and the vehicle is fit for duty in all respects. The results of his inspection shall be recorded in a bound register in the following proforma:-

Date of Inspection	Name of the Officer-in-Charge who carried out the inspection	Remarks by the Officer-in-Charge	Initials of the Officer-in-Charge
1	2	3	4

24. **Categories of Staff Cars and their Entitlement for use:-** (1) Staff cars for government use may be categorized as under:-

- | | | | | |
|-----|---|-----|-----|---|
| (a) | Small Cars | ... | ... | Up to engine power not exceeding 1300 CC. |
| (b) | Medium Cars | ... | ... | Cars with an engine power ranging from over 1300 CC to 1600 CC. |
| (c) | Big Cars | ... | ... | Engine power exceeding 1600 CC. |
| (d) | All cars earmarked for foreign dignitaries and Federal / Provincial Ministers, Hon 'able Judges of Supreme Court and Chief Justices of the High Court will be air conditioned.
(Add. vide No. 12/65/81-CS, dated 4 th August, 1983) | | | |

(2) The Prime Minister of Pakistan has been pleased to approve the following revised entitlement of staff cars:-

- | | | |
|----|---|---------|
| a. | Federal Ministers / Ministers of State / Advisors / Special Assistants to the Prime Minister with status of Minister / Minister of State. | 1800 CC |
| b. | Secretaries General / Secretary / Parliamentary Secretaries and Officers equivalent to BPS-22. | 1300 CC |
| c. | Additional Secretaries / Senior Joint Secretaries / Officers in BPS-21 / 20 and equivalent. | 1000 CC |

(3) The Senior government functionaries holding Staff Car with engine capacity above the entitlement will continue to use the existing vehicles till they are due for replacement as per rules subject to the condition that the vehicle is of older model than 2003.

(4) The Prime Minister has further been pleased to approve the responsibility of providing Staff Cars to various government functionaries as indicated below:-

- | | | |
|----|---|---------------------|
| a. | Federal Minister / Minister of State | Respective Ministry |
| b. | Advisors to the Prime Minister / Parliamentary Secretaries allocated a portfolio. | Respective Ministry |

- c. Advisors / Special Assistants to the Cabinet Division
Prime Minister without portfolio.

(5) The petrol / CNG ceiling of entitled officers are as under :-

S.No.	BPS	Petrol Ceiling Per Month	CNG Ceiling
1.	BPS-20	180 lit	20 lit petrol + 125 Kg CNG
2.	BS-21	180 for 1000 CC Car 270 for 1300 CC Cars of model older than 2003	20 lit petrol + 125 Kg CNG
3.	BS-22	360 lit petrol per month	35 lit petrol + 250 Kg CNG

25. **Replacement of Staff Cars:-** (1) No staff cars shall be replaced save in the manner as provided below:-

(2) **Composition of Vehicle Condemnation Committee:-** Ministry / Division will have Vehicle Condemnation Committee constituted as under:-

- | | | |
|----|--|------------------|
| 1. | Joint Secretary of the Ministry / Division or Head of the Department (not below BS-20) | Chairman |
| 2. | DFA of the Ministry / Division / Department concerned. | Member |
| 3. | A Grade-19 officer from parent Ministry / Division dealing with Motor vehicles of the Ministry and its subordinate offices | Technical Member |

(3) The Committee shall meet in the Division on an appointed date and time to examine the staff car proposed to be replaced and shall make its recommendation, in writing, to the Secretary of the Division.

5. **Conditions for Replacement of Staff Cars:**

- (a) No vehicle will be replaced before the completion of the prescribed life fixed on the basis of mileage / number of years used.
- (b) Prescribed life and mileage laid down for condemnation of various vehicles, in the staff car rules 1980 is as under:-

			<u>K. Ms.</u>
1)	Motorcycle	5 years	100,000
2)	Suzuki Car / Van	6 years	160,000
3)	Car 1300 CC	6years	200,000
4)	Car 1600 CC	7 years	250,000
5)	Jeep, Station Wagon, Bus Truck, 2000 CC and above.	8 years	200,000

- (c) If a vehicle is required to be replaced before reaching the life fixed a special procedure given under rule 25(6)(b) will be followed.

Exemption.- No life is fixed for big cars. Car who meet a serious accident can proposed for condemnation at any time as per following procedure.

(6) Replacement Procedure of Staff Cars:-

- (a) Staff cars when due for replacement as per their fixed life may be replaced at the discretion of the Secretary / Additional Secretary in charge of the Division concerned.
- (b) In the case of a vehicle required to be replaced under clause 25(5) (c) the matter shall be referred to the Cabinet Division together with necessary justification. In such case of replacement the vehicle need not be pre-inspected as required for normal replacements. After agreement of that Cabinet Division the case would be referred to the authorized workshop of the Cabinet Division for their technical opinion. Finally the Vehicles Committee in the Finance Division will give its recommendation and also bring out any adverse reflections to the notice of the concerned Secretary where necessary. On a positive recommendation of the Committee the Staff Car may be replaced.
- (c) All cases of replacement of cars would continue to be referred to the Cabinet Division for obtaining "No objection certificate"

26. **Disposal of Cars:-** All vehicles shall be disposed of by Ministry / Division concerned through public auction.

27. **Registration Number etc. to the Communicated.-** Whenever a new staff car is purchased by a Division, its registration number together with the registration number of the car going to be replaced shall be communicated to the

Accounts Officer concerned, who shall admit expenditure of such staff car, under intimation to the Cabinet Division.

28. **Central Pool of Cars.-** (1) Cabinet Division shall maintain a Central Pool of Staff Cars, consisting of cars of different categories as per requirements.

(2) **Availability of Pool Cars.-** Subject to availability the following will be eligible for the use of staff cars in the Central Pool :-

- (a) Ministries / Divisions for the use of State Guests, Members of foreign delegations and VIPs visiting Pakistan;
- (b) Federal Ministers, Minister of State, Adviser and any other dignitary or office holder when their staff cars are temporarily off the road for repairs for a period not exceeding fifteen days.
- (c) The Provincial Governors, the Chief Ministers, Provincial Ministers and other officers with similar rank and status.
- (d) Officers of Grade 18 and above of the Federal Government and Provincial Governments while on tour to Rawalpindi / Islamabad;

Provided that officers serving in Rawalpindi / Islamabad shall not be entitled to the use of Pool cars in connection with their journey to and from the Airport or the local Railway Stations.

- (e) Journeys performed in contravention of sub-rule (2) shall be chargeable as private journey under rule 6.
- (f) Details of Journeys performed by the State Guests, and VIPs etc. referred to in clause (a) of sub-rule (2) may not be noted in the Movement Register but recorded as 'Running Duty' provided it is signed by an official of the requisitioning Division.
- (g) Pool cars shall not be made available for normal use of a Division or for use under Rule 5(8). However a Pool car can be provided to a Division subject to availability if its own staff car is temporarily out of order or in an emergency.
- (h) Ministries / Divisions and their allied offices, etc. desiring to retain Central Pool vehicles for more than seven days will bear all operational expenditure on these vehicles beyond this period. Moreover, fresh requisition by the same Division / office within fifteen days of the first requisition will be considered to be an extension of the previous requisition and POL requirements will be met by the requisitioning Ministry / Division / etc.

(3) **Pool Cars for Specific Duty Only:-** Except as otherwise provided in these rules, pool cars shall be made available for specific duties only and shall not be provided for an indefinite period in lieu of a staff car of a Division which is sent for repairs etc. After performance of each specific duty the staff car shall be returned to the Central Pool.

(4) **Request for Staff Cars from Central Pool:-** (a) When the Staff car of a Division is to be sent for repairs which may keep it off the road for more than two days and a pool car is required, the Cabinet Division shall be informed and confirmation regarding the availability of pool car shall be obtained before a formal requisition of pool car is made.

(b) The officer-in-charge of the borrowing Division shall on each such occasion, furnish the following information:

- (i) Designation of officer and name of the Division requiring the staff car.
- (ii) Date and time for which required, and
- (iii) The purpose for which required.

(c) All demands for the pool cars will be registered chronologically in the Cabinet Division in the form as given in Annexure 'D' priority in allotments of pool cars shall normally be assigned in the order of registration.

(5) **Emergency Demands.-** In case of an emergency demand for a pool car for any specific duty telephonic request may be made to the incharge of pool cars in the Cabinet Division who shall try to meet the same subject to verification of such emergency and availability.

(6) **Claim for Taxi Hire for Non-Provision of Pool Cars.-** All demands for the provision of staff cars from the Central Pool shall be attended to subject to the availability of staff cars and non-provision of a staff car shall not entitle an officer to claim taxi hire from the Government.

(7) **Replacement of Pool Cars.-** The procedure laid down for the replacement of staff cars of a Division shall be followed in the Cabinet Division in the case of pool cars also.

29. **Repeal.-** Rules for the Use of Staff Cars, 1975 are hereby repealed.

SPECIMEN OF THE MOVEMENT REGISTER

Date	Time from 8 to	Name and designation of the officer	Details of journey i.e. from _____ to	Purpose of journey i.e. private or official
1	2	3	4	5
Meter reading before journey	Meter reading after journey	Mileage / kilometer covered	Signature of the Officer	Remarks shown in 1. Petrol issued. 2. Car sent for servicing etc. 3. Any other events.
6	7	8	9	10

NOTE:- The Movement Register would be bound and its pages numbered.

LOG BOOK
(OUTER COVER)

Staff Car No.

Vehicle Log Book.

Ministry of _____

PART I.- Specification (Page)

1. Make Number.
2. Chassis No.
3. Year of manufacture.
4. Type of Body.
5. Seating Capacity.
6. Number of Cylinders.
7. Horse Power.
8. Petrol Tank Capacity (Main/Reserve).
9. Tyres Size
 Front. Pressure
 Rear

Signature of officer who certified
Correctness of the above entries

PART II.- Transfers (2 pages)

Date of Transfer	Signature of officer and the name of Division by which transferred	Signature of officer and the name of Division by whom received	Date
1	2	3	4

PART-III.- Summary of Repairs executed and Purchases made (20 pages).

Date in Workshop Out	Particulars of repairs executed, purchases made	Cost of repairs	Conti-gent vouchers number	Signature of Officer-in-Charge Staff Car
1	2	3	4	5

PART-IV.- Records of Petrol and Mileage (40 pages)

Date and Month	Opening balance in tank on the first day of the month	No. of litres of petrol obtained	Voucher No. and date	Balance in tank or the last day of the month	Total petrol consumed during the month columns 2+3-5
1	2	3	4	5	6
Opening mileage/milometer reading	Closing mileage kilometer reading	Mileage/kilometer performed during the month	Average mileage/kilometer per liter for the month	Signature of the Officer-in-charge of Staff Car	Remarks
7	8	9	10	11	12

NOTE :- On closing of each month, the following certificate should be recorded by the Officer-in-Charge of the staff car:-

“Certified that the petrol obtained during the month of _____ was consumed in Car Number _____ and in no other vehicle in the best of my knowledge and belief”.

REQUISITION SLIP FOR STAFF CAR

PART I

A staff car is required for _____ on _____ from _____ to _____ for going to _____ in connection with official / private business.

Signature of the
Requisitioning Officer

Officer-in-Charge
Transport.

Part II.- To be used in Transport Section Government Transport Duty Slip.

Staff Car No. _____ with Mr. _____ Driver, is directed to report for duty to _____ at _____ on _____ for _____.

Signature of Officer-in-Charge
Transport

Part III.- To be completed by the Requisitioning Officer at

Released at place _____ time _____ on _____ Actual kilometer reading at the time of release _____.

Signature of Requisitioning Officer

DEMAND OF STAFF CAR FROM CENTRAL POOL

- (a) Serial Number
- (b) Date of Registration
- (c) Designation of Officer and name of the Division requiring the Pool Car
.....
.....
- (d) Date and Time at which required
- (e) Petrol for which required.....
- (f) Purpose for which required
- (g) Signature of the official registering the demand.....
- (h) Registration number of Pool Car provided
- (i) Signature of driver detailed on duty
