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PART II

Statutory Notifications (S. R. O.)

GOVERNMENT OF PAKISTAN

MINISTRY OF PRIVATISATION

(Privatisation Commission)

NOTIFICATION

Islamabad, the 17th June, 2002

S. R. O. 392 (I)/2002.—In exercise of the powers conferred by article 41 of Privatisation Commission Ordinance 2000 (Ordinance No. LII of 2000), the Privatisation Commission hereby makes the following regulations to provide for purchase and use of staff cars and ancillary matters, namely:—

1. **Short title and application.**—(1) These regulations may be called Privatisation Commission Staff Car Regulations, 2002.

(2) They shall come into force at once.

2. **Definitions.**—Unless there is anything repugnant in the subject or context.—

(i) 'Driver' includes Staff Car Driver;

(ii) 'Entitled Officer' means an employee in PC pay scale PC-20 or above and equivalent officers on deputation to the Commission who is permitted free use of staff car both for official as well as private purposes;

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- (iii) "Officer" means an officer of PC pay scale PC-16 and above.
- (iv) "Officer-in-Charge Transport" means Deputy Director (Admn) and if there be no Deputy Director (Admn), the Director (Admn);
- (v) "Official duty" or "Official Business" means a journey performed in the interest of the Commission from office or residence to a place where the presence of the officer is required for official work and back;
- (vi) "Staff Car" means a motor vehicle of any type maintained by the Commission;

3. Maintenance--(1) The Commission shall normally maintain such number of staff cars as may be determined by the Chairman for use in connection with official business.

(2) No car for use as staff car shall be purchased unless funds for purchase are available and prior approval of the Chairman for such purchase has been obtained.

4. Use of Staff Cars--(1) Staff Car may be provided for the use of members of foreign delegations and other dignitaries visiting Pakistan as a guest of the Commission.

(2) Except as otherwise provided in these regulations, a staff car shall only be used by the officers of PC pay scales PC-16 to PC-18 for official business subject to its availability.

(3) An officer in PC pay scale PC-19 may use the staff car for journey from his residence to office and back provided he foregoes conveyance allowance admissible under regulation 14.25 of the Privatisation Commission Employees (Appointment and Terms and Conditions of Service) Regulations, 2002. Other officers may use the staff car for journey from office to residence if this is performed beyond the normal office hours.

(4) An Advisor, Special Consultant or a Consultant may use the staff car for official business subject to its availability.

(5) An officer of PC pay scale PC-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) Officer-in-Charge Transport may allow an officer to use the staff car locally subject to its availability for private purposes in exceptional circumstances on payment of the rate as fixed by the Federal Government from time to time

and the overtime allowance to the staff car driver, if payable to the staff car driver.

(7) The use of staff cars may be permitted to cashier for journeys from office to bank or treasury and back whenever he is required to handle money belonging to the Commission exceeding four thousand rupees and such use of staff car shall be treated as on official business.

(8) The use of staff cars by the other officials may be permitted for official duty.

(9) An officer requiring a staff car for official duty or for private purpose shall fill Part I of the Requisition form at annex-1 and send it to the officer-in-charge of transport, who will, subject to availability of a car, detail a driver for the specific duty vide Part II of annex-1. The entries in Part III will be filled in by the requisitioning officer before he leaves the car.

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

(i) Only one staff car shall be used both for official as well as private use.

(ii) Monthly petrol limits :—

Executive Director 270 liter per month.

Director-General 200 liter per month.

The above limits shall be subject to review from time to time in accordance with Government policy.

(iii) Where the staff car is driven by the entitled officer permitted by regulation 7, the instructions laid down for staff car driver will be observed by the said officer.

5. Use of Staff Cars in contravention of regulations.—For any journey made in contravention of sub-regulation (3) of regulation 4 the officer using the staff car shall be charged at the rate as fixed by the Federal Government from time to time and the overtime allowance to the staff car driver, if payable to the staff car driver, as provided in sub-regulation (6) of the said regulation.

6. Borrowing of staff cars. When a staff car belonging to some other organisation is borrowed by the Commission, the Officer-in-Charge Transport shall be responsible for proper utilisation of the staff car and for the due compliance of these regulations in the same manner as if the staff car belonged to the Commission.

7. **Staff Car Driver.**—(1) Staff cars shall be driven by the authorised official drivers. However, entitled officers possessing a valid driving licence may drive the staff cars allotted to them in the absence of the authorised staff car driver.

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

8. **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 :

Provided that the Secretary may permit the official use of staff car beyond municipal limits for reasons to be recorded. The private use of staff car beyond municipal/cantonment limits by officials, including the entitled officers, serving in the Commission may be permitted only in exceptional circumstances and on payment.

9. **Recovery of charges for private use.**—(1) The Officer-in-Charge shall cause 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 appropriate section concerned with recovery of charges for the recovery of charges from the officer who used the staff car for private purposes. The bill shall cover the entire mileage/kilometers done for private purposes and the officer-in-charge Transport 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 section concerned 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 and employee. Recoveries on account of private use of staff car shall not be delayed beyond one 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 regulation 9.

10. **Hiring of taxi for official business.**—In view of the provision of staff cars, strict control shall be exercised over the hiring of taxis for official business. The Director General (PP & A) may give permission, where necessary, to hire a taxi, if he is satisfied that hiring of a taxi is necessary.

11. Categories of staff cars and their entitlement for use.—(1) Staff cars for use in the Commission may be categorised as under:—

- (a) Small cars Upto engine power not exceeding 1000 cc.
 (b) Medium cars Cars with an engine power ranging from over 1000 cc to 1300 cc.

(2) The use of staff cars as categorised in sub-regulation (1) shall be restricted as follows:—

- (a) all official duties Small cars.
 (b) entitled officers Small/Medium cars.

12. Replacement of Staff cars.—(1) No staff car shall be replaced save in the manner as provided below:

(2) A replacement committee hereinafter, referred to in these regulations as Committee, should be constituted in Privatisation Commission for determining further usefulness of various vehicles in the Commission. The Committee shall consist of the following members:—

- (a) Director General (PP & A) Privatisation Commission. *Chairman.*
 (b) Financial Adviser of the Privatisation Division. *Member.*
 (c) Commandant of 501 Central Workshop, EME, Rawalpindi. *Technical Member.*

(3) The Committee shall meet in the Commission 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 Commission.

(4) Before the staff car is examined by the Committee, it shall be got inspected from 501 Central Workshop EME, Rawalpindi by the Privatisation Commission.

Note.—In case of vehicles which reach their laid down life/mileage, Deputy Secretary Incharge (Transport) in the Cabinet Division will replace the Technical Member as provided in Regulation 12 (2) (C) of the Privatisation Commission Staff Car Regulations, 2002.

(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.