



GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

VEHICLES – Guidelines for purchase of vehicles in the Government/Public Sector Undertakings/Autonomous bodies / Cooperative Societies / Universities and other eligible officers / hiring charges for the hired vehicles – Orders – Issued.

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FINANCE (HR.VI-TFR-VA) DEPARTMENT

G.O.MS.No. 87

Dated: 01-06-2017

Read the following:-

1. G.O.Ms.No.5, Finance & Planning (FW-W&M.I) Department, dt. 04-01-1994.
2. Cir.Memo.No.30692/1116/A2/W&M/2002, dt. 22-04-2003 of Finance (W&M) Department.
3. G.O.Ms.No.170, Finance (W&M) Department, dated 06-07-2005.
4. Cir.Memo.No.1320/659/A2/W&M/2007, dt. 11-12-2007 of Finance (W&M) Department.
5. Cir. Memo.No.10783-C/321/DCM.II/2010, dt.13-06-2012 of Finance (DCM.II) Department.
6. Cir.Memo.No.995-A/59/A1/DCM.I/2014, dt. 23-07-2014.
7. G.O.Ms.No.50, Finance (EBS.I and GAD.I & II) Department, dt. 05-05-2015.
8. Minutes of the meeting held in the Chambers of the Special Chief Secretary to Government, TR&B Department on 27-12-2016 at 4.00 p.m.

ORDER:

In the references 1<sup>st</sup> to 6<sup>th</sup> read above instructions were issued on hiring of vehicles from time to time.

2. In the references 7<sup>th</sup> read above, Government have constituted a committee on purchase of vehicles, eligibility, hiring of vehicles etc., The committee recommended the following:

- a. All Secretaries to Government/Head of Departments/ Collectors/District Judges/Joint Collectors/Superintendent of Police / Revenue Divisional Officers / Deputy Superintendent of Police, who are performing law enforcing duties be provided with Government vehicles.
- b. Other eligible officers, if they are not provided with Government Vehicles, may hire vehicles.
- c. The Public Sector Undertakings (PSUs)/Autonomous Bodies / Cooperative Societies / Universities may use their own vehicles if already available. In case they intend to buy new vehicles, they must take the approval of Government.
- d. Laying down eligibility criteria and revising cost of vehicles to be provided to officers / rates for hiring vehicles.

3. Government have examined and accepted the recommendations and it is hereby ordered that:

- a. All Secretaries to Government / Head of Departments / Collectors / District Judges / Joint Collectors / Superintendent of Police / Revenue Divisional Officers / Deputy Superintendent of Police, who are performing law enforcing duties be provided with Government vehicles. In case they intend to buy new vehicles, they must take the approval of Government.
- b. Other eligible officers, if they are not provided with Government Vehicles, they may use hire vehicles with the approval of the Government and concurrence of Finance Department.

c. The Public Sector Undertakings (PSUs)/Autonomous Bodies / Cooperative Societies / Universities may use their own vehicles if already available. In case they intend to buy new vehicles, they must take the approval of Government.

4. Government further order that the following rates of hiring charges for hiring vehicles, which includes the cost of vehicles to be provided to officers, fuel, driver batta and maintenance charges.

Sl. No	Cost of Vehicle	Hire Charge recommended	Eligible category of employees
1	More than Rs.15.00 lakhs	Rs.60,000 p.m. (Rs.15/- per KM over and above 2,500 KMs.	All Secretaries All persons holding post equivalent or higher than Secretary to Government. Heads of Departments District Judges District Magistrate & Collector Joint Collector Superintendent of Police
2	Rs.10.00 lakhs to Rs.15.00 lakhs	Rs.45,000 p.m. (Rs.12/- per KM over and above 2500 KMs in case of officers who extensively tour).	Middle level officers i.e., Joint Directors and above; Secretariat Officers - Deputy Secretaries and above RDOs/DSPs.
3	Less than Rs.10.00 lakhs	Rs.35,000 p.m. (Rs.10/- per KM over and above 2500 KMs. In case of officers who extensively tour).	Officers of the rank of MROs and up to and inclusive the level of Deputy Directors.

5. The following instructions have to be necessarily followed at the time of hiring of private vehicles.

- a. The private vehicles, which are registered as a taxi can only be hired for Government duty.
- b. The owner of the vehicle hired for Government duty should produce the pollution control certificate for every six months.
- c. The owner of the vehicle hired for Government duty should produce valid documents like permit, fitness certificate, insurance, tax etc., while applying to Government for providing the vehicle for hire purposes.
- d. The owner of the vehicle hired for government duty should also produce the Professional Driving License with badge of the Driver proposed to be engaged.

6. The instructions issued earlier which are not contrary to the above orders shall continue to apply.

7. The hiring of vehicles should be done through competitive tender process.

8. All the Departments of Secretariat and Heads of Departments / Public Sector under takings / Autonomous bodies / Universities etc., shall follow the above instructions scrupulously.

9. These orders are come into force w.e.f. 01-06-2017.

10. This orders is available in the internet and can be accessed at the address <http://aponline.gov.in>.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**MUDDADA RAVI CHANDRA**  
**SPECIAL CHIEF SECRETARY TO GOVERNMENT (FAC)**

To  
The Principal Accountant General (Audit – I), A.P., Hyderabad.

The Principal Accountant General (Audit – II) AP, Hyderabad.  
The Accountant General (A & E) A.P., Hyderabad  
The Director of Treasuries & Accounts, AP, Ibrahimpatnam.  
The Director of State Audit, A.P., Ibrahimpatnam.  
The Pay & Accounts Officer, A.P., Ibrahimpatnam..  
The Director of Works Accounts, A.P., Ibrahimpatnam.  
The Principal Secretary to Governor of Andhra Pradesh, Hyderabad.  
The Principal Secretary / Secretary to the Chief Minister and Private Secretaries to all Ministers.  
All Special Chief Secretaries / Principal Secretaries / Secretaries to Government with a request to communicate to all concerned  
All Departments of Secretariat.  
All Heads of Departments including Collectors, Superintendents of Police and District Judges.  
The Registrar, A.P. High Court, Hyderabad.  
The Registrar, A.P. Administrative Tribunal, Hyderabad.  
The Secretary, A.P. TRANSCO, A.P. GENCO, Vidyuth Soudha, Hyd.  
The Secretary, A.P. Public Service Commission, Hyderabad.  
The Vice Chairman and Managing Director, A.P. State Road Transport Corporation, Vijayawada.  
All the Joint Directors of Works Projects.  
All the Deputy Directors O/o. District Treasury Officers in the state.  
All the District Treasury Officers in the state.  
All the Chief Executive Officers of all Zilla Parishads.  
All the District Educational Officers.  
All the Secretaries to Agricultural Market Committees through the  
Commissioner and Director of Agricultural Marketing, A.P.  
All the Secretaries of Zilla Grandhalaya Samsthas through the Director  
of  
Public Libraries, A.P.  
All the Commissioners / Spl. Officers of the Municipalities / Corporations.  
The Registrar of all the Universities in the state.  
All Public Sector Undertakings / Autonomous Bodies / Cooperative Societies in the state.

Copy to:

Finance (BG) Department for obtaining Supplementary Grant if necessary.

The General Administration Department.

This G.O is available on the Internet at <http://www.aponline.gov.in> and  
<http://www.apfinance.gov.in>.  
Copy to S.F./S.Cs.

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