



**PUNJAB STATE TRANSMISSION CORPORATION LIMITED**  
(A Punjab Govt. Undertaking)  
(Regd. Office : PSEB Head Office, The Mall, Patiala – 147001, Punjab, India)  
Corporate Identity Number : U40109PB2010SGC033814  
(O/o SE/ Store & Disposal, General Section, Shakti Sadan, PSTCL, Patiala)  
(E-mail: [stores-pta@pstcl.org](mailto:stores-pta@pstcl.org), [dy-secy-g@pstcl.org](mailto:dy-secy-g@pstcl.org), Mob. 96461-17993, 96461-18809)

To:

- 1) Engineer-in-Chief/HIS&D, PSTCL, Patiala.
- 2) Chief Engineer/TS, PSTCL, Patiala.
- 3) Chief Engineer/P&M, PSTCL, Ludhiana.
- 4) Chief Engineer/SLDC, PSTCL, Ablawal (Patiala).
- 5) C.F.O., PSTCL, Patiala.
- 6) C.A.O/Finance & Audit, PSTCL, Patiala.

Memo No. 5843/48 /General-497 Vol. II

Dated: 24.04.2023

**Subject: - Corporate Transport Policy of PSTCL.**

The Board of Directors in its 77<sup>th</sup> meeting held on 24.03.2023 at Kothi No. 33, PSPCL Guest House cum Transit Camp Sector- 10-A, Chandigarh has approved the amendments in existing Corporate Transport Policy of PSTCL. So, copy of Amended Corporate Transport Policy is enclosed for information & necessary action please.

DA/As above

*Dy. Secretary/General,*  
P.S.T.C.L., Patiala

Endst. No. 5849/55 /General-497 Vol. II

Dated: 24.04.2023

Copy of the above is forwarded to the following for information & necessary action please: -

- 1) P.A to CMD, PSTCL, Patiala.
- 2) Sr. P.S. to Director/F&C, PSTCL, Patiala.
- 3) P.A. to Director/Admn., PSTCL, Patiala.
- 4) P.A. to Director/Technical., PSTCL, Patiala.
- 5) All Dy. CEs/SEs under PSTCL.
- 6) All Addl. SEs/Sr. XENs under PSTCL
- 7) Company Secretary/PSTCL, Patiala w.r.t. his office U.O. No. 493/BOD/ 77.14/ PSTCL dated 21.04.2023.

*Dy. Secretary/General,*  
P.S.T.C.L., Patiala

# **Corporate Transport Policy**



**PUNJAB STATE TRANSMISSION  
CORPORATION LIMITED**  
(w.e.f.- 24.04.2023)

Regd. Office : PSEB H.O., The Mall, Patiala-147001

## CORPORATE TRANSPORT POLICY

### I. POLICY FOR DEPARTMENTAL VEHICLES

#### **(A) Procurement of Vehicles**

- i. The departmental vehicles for the official use of CMD, Directors, CEs and other HODs shall be purchased by the office of Chief Engineer/HR & IT, PSTCL, Patiala and Vehicles, Cranes/ Loaders or any other Special purpose vehicle, if any, required by field office(s) shall be purchased by the concerned HOD. The vehicles shall be purchased with the approval of the Committee of Whole Time Directors, preferably at DGS&D Rates. In case DGS&D Rate are not available, the vehicles shall be purchased from open market as per Purchase Regulations.
- ii. The cost of accessories of the new vehicles shall not be more than 3% of the billed amount. The record of the same must be entered in the maintenance register of the vehicle by the concerned JE Incharge.
- iii. Timely registration of new vehicles, insurance, maintenance, service & upkeep, deposit of Road Tax/RC, passing of vehicles, pollution certification and other documents of vehicles shall be the responsibility of the JE Incharge and due record should be maintained. Full insurance (bumper to bumper) of the vehicles shall be taken. The insurance of Drivers and passengers for covering their life risk during travel should also be ensured.

#### **(B) Vehicles in Common Pool**

- i. One No. Vehicle, of the make as per entitlement, shall be kept in the Common Pool for the official use of CMD and Directors for use in emergent situations.
- ii. One No. Staff Car shall be kept in the Common Pool for the official use by entitled Officers of Corporate Offices. However, in case of exigency, it can be used by other officers in Corporate office with the recommendation of the concerned Director.
- iii) In case of non-availability of driver, General Section, PSTCL can hire a driver out of the approved panel of drivers for the vehicles of CMD/ Directors and EIC/CEs/CFO/CAO(F&A)/ HODs respectively on daily basis @ Rs. 800/- per day + Rs. 300/- per day in case of night halt.

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**(C) Average of the Vehicles**

- i. The drivers shall be required to maintain the minimum average of departmental vehicles as per norms which shall be monitored by the concerned office. The concerned office shall also be required to maintain strict surveillance so that no pilferage of petrol/diesel or theft of parts of vehicles takes place. The average of the vehicles shall be fixed as per instructions issued by the State Transport Commissioner, Punjab from time to time or as adopted by PSTCL, in that order. The existing norms for average of vehicles are reproduced below: -

Sr. No.	Make of Vehicle	Fuel Average during first three services		Fuel Average after first three services	
		Without AC	With AC	Without AC	With AC
1	Toyota Innova 2.5 (Diesel)	11	10	12	11
2	Ambassador, MPFI Euro-II (Petrol)	8.5	7.5	10	9
3	Gypsy King Model (Petrol)	7	-	8.5	-

In case of low average of the vehicles or where average is not specified by the Punjab Govt./ PSTCL, the average be got checked/ certified from an authorized agency of the vehicle. In case, it is not possible to get the certification from the authorized agency, the concerned Officer Incharge of the vehicle along with one Accounts Officer and concerned JE Incharge shall physically check, certify and fix the average of the vehicle.

**NOTE: Guideline for taking disciplinary action/ recovery of amount of excess fuel consumption by the Drivers.**

- i) The case of excess fuel consumption upto 50Ltr./100 Ltr. (only for Innova Vehicles) in a year may be exempted with the approval of concerned HOD/Director Incharge.
- ii) In case of excess fuel consumption above 50Ltr./100 Ltr. (only for Innova Vehicles) and up to 100Ltr./ 200Ltr. (only for Innova Vehicles) in a year the concerned Drivers may be issued a letter of warning to be careful in future with the approval of concerned HOD/Director Incharge.
- iii) In case of excess fuel consumption above 100Ltr./ 200Ltr. (only for Innova Vehicles) in a year, recovery may be made from the concerned Drivers but before effecting recovery of the amount, the explanation of the concerned



Drivers may be called for and decided with the approval of concerned HOD/Director Incharge.

**(D) General**

- i. Officer incharge of the vehicle shall ensure that only authorized Driver having valid driver's license, drives the vehicles & required documents are kept in order. Validity of Driver's license should be ensured from time to time. However, in case of official emergency and non-availability of driver, controlling officer may drive the departmental vehicle himself or authorize any other employee, provided he has a valid driving licence.
- ii. All the entries of each journey like Date, Place ('from' as well as 'to'), Time of departure & arrival, Initial/final Kilometers readings along with KMs run, Purpose (along with additional details required in case of transportation of store material), Signatures of official/officer performing journey (along with his designation) etc. should invariably be made in the vehicle's log book.
- iii. In case of an accident, the same shall be immediately reported to the concerned HOD, who shall submit the report along with his comments to General Section, PSTCL.
- iv. The repair of the accidental departmental vehicles should be got done at the Headquarter of the vehicle under the supervision of the vehicle Incharge so as to have a proper check for repair of the vehicle. If it is not economical to bring the vehicle from the site of accident to headquarter, then the repair may be got done at the nearest point with the approval of Controlling Officer. In case of major repair, Vehicle Incharge shall ensure that the damaged parts replaced at the cost of the Corporation (i.e. which are not covered under insurance) are returned to the store.
- v. Quarterly return of all the vehicles on prescribed proforma must be sent to the office of General Section, PSTCL by the concerned HODs.
- vi. In case, any Officer/Official is found misusing the vehicle, disciplinary action shall be taken against him.
- vii. PESCO drivers attached with CMD and Directors are allowed Rs. 1000/- per month skill allowance, only if one driver from PESCO is attached with CMD and Directors PSTCL.

**(E) Life of the Vehicles**

- i. The norms for life of vehicles shall be as per the norms specified by State Transport Commissioner (STC), Punjab, from time to time. Norms as per STC letter No. 4169-75 dated 11.02.2010 and letter no. 51051-51057 dated 11.11.2011 are as under: -

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S. No.	Type of Vehicle	Life Norm
1	Toyota Corolla 1.8G Altis/ Toyota Camry w/ Toyota Innova Top Model (Diesel)	4.0 Lac KMs or 5 years, whichever is earlier
2	Tavera (Diesel, Non-AC)/ Toyota Innova 2.5G(Diesel/AC/8 Seater)	3.5Lac KMs or 5 years, whichever is earlier
3	Ciaz	4.0 lac Kms or 7 years, whichever is earlier
4	Honda City 1.5 VMT/ SMT(Petrol)	4.0 Lac KMs or 7 years, whichever is earlier
5	Swift Dzire LDI/ VDI (Diesel)	3.5 Lac KMs or 6 years, whichever is earlier
6	Toyota Qualis (Diesel Non-AC)	3.0 Lac KMs or 5 years, whichever is earlier
7	Ambassador (Petrol, AC/Non-AC)/ Maruti Gypsy (Petrol, Non-AC)	2.5 Lac KMs or 5 years, whichever is earlier.
8	Trucks/Commercial Vehicles	07 years

In case the make/model of the vehicle is neither specified above nor contained in any other instructions of Punjab Govt./PSTCL, the life of such Cars/LCVs and other such vehicles shall be considered as 5 years and 7 years respectively. Age of the vehicle shall be taken from the date of its First Registration.

**ii. Life of Vehicles as per Government of Punjab for Vehicles procured in future**

Pb. Govt life norms (Issued by Special Secy. To Govt. of Pb. Deptt. of Transport (Transport-2 Branch) Chandigarh vide No. 9/1/2016-3T2 (P.F.)/13 dated 06.01.2021) as under: -

The life norms to all the Government vehicles (Petrol) attached with the officers in view of the improved road conditions and improved technology in the vehicle manufacturing shall be 4 lakhs Kilometer or 10 years, which is earlier.

The Head of Departments can take a decision to continue using a vehicle even after completion of their life norms fixed by Motor Vehicle Board depending upon the condition of vehicle and intended use on year-to-year basis, till validity of the registration certificate of the vehicle.

**iii. Survey off/Condemnation of departmental Vehicles**

1. The concerned Chief Engineers/HoDs shall be competent to survey off/ dispose off the departmental vehicles as per latest approved norms.



2. If any departmental vehicle is found un-economical before completing its life as per norms, the same could be disposed with the approval of WTDs.
3. The vehicles should be disposed off within six months from the date of survey off report by the Sr. Xen/ Store & Disposal, PSTCL. The vehicles may be disposed off on 'As is where is basis' through e-auction. The survey off reports may also be sent to General Section, PSTCL.

**(F) Limits of Journey**

The norms for fixation of limits of journeys and other conditions for various officers/offices shall be as under: -

Sr. No	Designation	Type of Vehicle	* Kms. Limit (Per Month)
1	CMD	Innova or equivalent in price	Unlimited
2	Directors	Innova or equivalent in price	Unlimited
3 (a)	CE/TS, P&M	Honda City/ Maruti Ciaz or equivalent in price	3000
3 (b)	CE/ HIS&D, SLDC/ CFO/HOD & equivalent in Rank	Honda City/ Maruti Ciaz or equivalent in price	2000
4	Dy. C.E./ S.E. (P&M/TLSC/Grid Const./Communication/Civil Works Circle (TS)/Civil Mtc. Circle (P&M))	Toyota Etios/ Maruti Suzuki Brezza or equivalent in price	2500
5(a)	Addl. SE/ Sr. XEN (P&M without having charge of AEE/TL)	Scorpio/Xylo/Mahindra Bolero/TUV 300 or equivalent in price	1000
5(b)	Addl. SE/ Sr. XEN (TLSC/Grid Const./CO&C/Civil Works Divn. (TS)/Civil Mtc.Divn.(P&M)/Hotline)	Scorpio/Xylo/Mahindra Bolero/TUV 300 or equivalent in price	2000
6(a)	Common Pool Vehicle for office team of Protection, Technical Audit, P&M with charge of AEE/TL	Scorpio/Xylo/Mahindra Bolero/TUV 300 or equivalent in price	3000
6(b)	Common Pool Vehicle for office team of SAP, T&C, ODTL, Protection offices looking after more than eighteen 220 KV/132 KV Sub Stns.	Scorpio/Xylo/Mahindra Bolero/TUV 300 or equivalent in price	4000

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7	AEE-TLSC	Balero or equivalent in price	2000
8	<b>Staff Vehicles for offices of:-</b>		
(a)	Mobile Gangs of P&M / CO&C	Mahindra Genio Twin Cabin or equivalent	2000
	400 KV Protection Hub Team	Scorpio/Xylo/Mahindra Bolero/TUV 300 or equivalent in price	4000
b)	Hot Line P&M	LCV(Canter/Tata-407) or equivalent	2500
		MCV (Tata LPT 1109) 5Ton or equivalent	2000
c)	Grid. Const./TLSC/AEE/TL	LCV(Canter/Tata-407) 2.5Ton or equivalent	3000
		MCV (Tata LPT 1109) 5Ton or equivalent	2000
d)	Grid Const. Sub Divisions	HCV Trucks 8/9 MT or equivalent capacity of trucks	4000
9	Cranes, Loaders or any other Special purpose vehicle	As per requirement with the approval of concerned Director Incharge	

*\*The above mentioned journey limits shall be applicable for both departmental and outsourced vehicles and shall include all type of official journeys except Private journeys.*

**NOTE:-Powers for regularizing the excess journeys beyond the prescribed limit shall be as under: -**

HODs be and hereby authorized to approve Journey by official/ private vehicles for official purpose up to 25% beyond the prescribed limit for the officers under their control and beyond this limit of 25% the journey shall be approved by the Director Incharge.

All the cases of approval of journey by official/private vehicles for official purpose, as mentioned above, will be submitted for approval within period of 6 months from the date of event and thereafter, these cases will not be regularized/ entertained.

## **2. POLICY FOR HIRING OF OUTSOURCED VEHICLES**

In case, department vehicle has been either condemned off or not provided to the entitled officer(s)/ office(s), vehicles as per entitlement can be hired/ outsourced from the market subject to the maximum of following rates. If vehicle is required for any other officer/ office, the case for the same shall be put up to the BOD with the recommendation of the HOD.





(A) Monthly Basis

Sr. No	Designation	Type of Vehicle	Total Limit	Kms. included in Fixed Charges	Variable Kms.^	*Monthly Fixed Charges (Rs.)	Rate Per KM (Rs.)#
1	CMD	Innova or equivalent in price	Un limited	2000	-	75000/-	10.00
2	Directors	Innova or equivalent in price	Un limited	2000	-	65000/-	10.00
3 (a)	CE/TS, P&M	Honda City/ Maruti Ciaz or equivalent in price	3000	1000	2000	39500/-	6.50
3 (b)	CE/HIS&D, SLDC/ CFO/HOD or equivalent in Rank	Honda City/ Maruti Ciaz or equivalent in price	2000	1000	1000	39500/-	6.50
4	Dy. C.E./ S.E.(P&M/TLS C/Grid Const./Communication/Civil Works Circle (TS)/Civil Mtc. Circle (P&M))	Toyota Etios/ Maruti Suzuki Brezza or equivalent in price	2500	1000	1500	31600/-	6.50
5(a)	Addl. SE/ Sr. XEN (P&M without having charge of AEE/TL)	Scorpio/Xylo/Mahindra Bolero/TUV 300 or equivalent in price	1000	1000	-	36000	9.00
5(b)	Addl. SE/ Sr. XEN (TLSC/Grid Const./CO&C/ Civil Works Divn.(TS)/Civil Mtc. Divn.(P&M)/ Hotline)	Scorpio/Xylo/Mahindra Bolero/TUV 300 or equivalent in price	2000	1000	1000	36000	9.00
6 (a)	Common Pool Vehicle for office team of Protection, Tech. Audit, P&M with charge of AEE/TL	Scorpio/Xylo/Mahindra Bolero/TUV 300 or equivalent in price	3000	1000	2000	36000/-	9.00

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6 (b)	Common Pool Vehicle for office team of SAP, T&C, ODTL, Protection offices looking after more than eighteen 220/132 KV Sub Stns.	Scorpio/Xylo/Mahindra Bolero/TUV 300 or equivalent in price	4000	1000	3000	36000/-	9.00
7	AEE-TLSC	Balero or equivalent in Price	2000	1000	1000	34000/-	10.00
8	<b>Staff vehicles for offices of :-</b>						
a)	Mobile Gangs of P&M/ CO&C	Mahindra Genio Twin Cabin or equivalent	2000	1000	1000	34000/-	10.00
	400 KV Protection Hub Team	Scorpio/Xylo/Mahindra Bolero/TUV 300 or equivalent in price	4000	1000	3000	36000/-	9.00
b)	Hot Line P&M	LCV (Canter/ Tata-407) or equivalent	2500		2500	32000/-	11.00
		MCV (Tata LPT 1109) 5Ton or equivalent	2000		2000	33000/-	13.00
c)	Grid Const./TLSC AEE/TL	LCV Canter/ Tata-407 2.5 Ton or equivalent	3000		3000	32000/-	11.00
		MCV (Tata LPT 1109) 5 Ton or equivalent	2000		2000	33000/-	13.00
d)	Grid Const. Sub Divisions	HCV Trucks 8/9 MT or equivalent capacity of trucks	4000	1200	2800	1,18,103/- including loading and Unloading by 4No. Unskilled Workers)	16.44
9	Cranes, Loaders or any other special purpose vehicle	As per requirement with the approval of concerned Director Incharge					

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**(B) Daily Basis**

Sr. No.	Type of Vehicle	Kms.	*Rates for Diesel AC Model	Extra per KM #
1.	Honda City/ Maruti Ciaz or equivalent in price	40 Kms.	1800	12.50
		160 Kms.	2600	12.50
		250 Kms.	3400	12.50
2.	Maruti Brezza or equivalent in price	40 Kms.	1650	11.50
		160 Kms.	2400	11.50
		250 Kms.	3100	11.50
3.	Toyota Etios/ Swift D-Zire or equivalent in price	40 Kms.	1600	10.50
		160 Kms.	2300	10.50
		250 Kms.	3000	10.50

#The Monthly rate are Proposed rate on base price of Diesel rate @ 90.25 as on 01.04.2022.

# The Daily Basis rate on base price of Diesel rate @ 86.97 as on 01.07.2022.

\* The fixed rates for monthly & daily basis vehicle may be appreciable by 7.5% per year.


^ Variable KMs. will be allowed as per entitlement in 1(F) as per KMs rates specified above.

**NOTE-** The officers of Corporates offices or stationed at Patiala (ASEs/Sr. XENs or equivalent) entitled for Balero or equivalent may be provided Swift Dzire or equivalent only, whenever requisitioned as per their job requirement.

Outstation Night halting charges from 10.00pm to 06.00am shall be Rs. 300/-

**(C) General Guidelines for hiring of outsourced vehicles:**

- i. Limited tenders/ open tenders (as the case may be) as per relevant Purchase Works Regulations and Delegation of Powers for hiring of vehicles on monthly/daily basis for official purpose shall be floated by HOD/Dy. CEs/SEs concerned. The open tenders shall be invited through Newspapers in brief only. The other detailed terms, conditions and specifications of Limited tenders/open tenders shall be uploaded on PSTCL website to avoid any financial burden on the Corporation. The competency to approve the rates shall lie with concerned HODs up to upper limit of rates fixed as per policy.
- ii. HODs shall be competent to allow variation up to +10% of the rates already fixed for hiring outsourced vehicles for official purpose.
- iii. Concerned Director shall be competent to allow variation beyond \*10% of the rates already fixed for hiring outsourced vehicles for official purpose.
- iv. The Work Order for out-sourcing of vehicles, for the vehicles not more than 4 years old, shall be initially for a period of one year and the same shall be

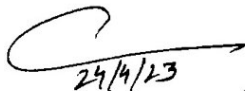
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extendable on year to year basis, for a further period of two years, subject to the performance of the Vehicle/ Service Provider. Hence the maximum period for which a vehicle can be hired is 3 years. After a period of 3 years, a new tender needs to be floated.

- v. Only Commercial Vehicle with yellow number plate, entry in Registration Certificate should be hired. No Corporation employee or his family member/relative can participate in the tendering process. In case of any violation, the contract shall be cancelled and such employee shall be liable for disciplinary action. If the contractor does not supply yellow number plate vehicle then his security will be forfeited and he will black listed.
- vi. Vehicles shall be available for use round the clock, for utilization at our offices in Punjab, Chandigarh, Delhi and also for deputation to the neighbouring States of Haryana, Himachal Pradesh, Rajasthan and J&K.
- vii. The vehicle shall be insured comprehensively, including insurance for driver and passengers, during the period of engagement with PSTCL. Insurance premium shall be paid by the service provider. In case of any eventuality, lodging insurance claims with the insurance company shall be the responsibility of the service provider.
- viii. Road tax for the vehicle shall be paid regularly and kept updated by the service provider.
- ix. Service Provider shall have valid pollution certificate for the vehicles and the same should be available with the driver to be produced on demand.
- x. The service Provider shall obtain the passing/ fitness certificate and update Registration of vehicle from the concerned authority at his own cost.
- xi. Expenses towards fuel, Mobil oil, service charges and other repairs and maintenance of vehicles shall be borne by the Service Provider and the vehicles shall be always kept in good running condition. In case of breakdown of vehicle, alternate vehicle shall be made promptly available by the service provider.
- xii. Cost of vehicle's registration, insurance, service/repair, road tax, salary/ emoluments/allowances of the driver or any other charges will be borne by the service provider. Only Fixed amount and variable charges for extra running kilometres, if any, shall be paid by PSTCL.

- xiii. Any Halt charges, penalty including challan, damages, court case, police case, etc. shall be the sole responsibility of the service provider and PSTCL shall not be party in such cases.
- xiv. Vehicles shall possess an Valid Permit. No liability for the Inter-State permit charges would be borne by PSTCL.
- xv. Toll Tax/Parking charges, etc. wherever paid, shall be reimbursed as per actual, subject to the production of its receipts.
- xvi. Total liability including third party, if any, in case of the accident of the vehicle or due to any kind of act of omission shall be of the service provider. PSTCL, directly or indirectly, shall not be responsible.
- xvii. The service provider shall provide a reliable spare tyre, tools, spares and consumables, with every vehicle, in order to attend to minor repairs while travelling.
- xviii. Service Provider shall also ensure that the Drivers possess valid driver's license. Validity of Driver's license and fitness of driver should be ensured from time to time.
- xix. The driver shall be punctual and polite and shall not be under the influence of any intoxicating drink or drug. The service provider shall be responsible for the conduct of the driver. In case of any complaint regarding the conduct of the driver, he shall be replaced immediately.
- xx. In case any driver proceeds on leave or is not available on medical grounds or any other ground, alternate replacement shall be the responsibility of the service provider.
- xxi. Maximum up to 4 days off in a month shall be allowed including for service and upkeep of the vehicle, without any deduction of payment, provided the vehicle has been regularly in use prior to the service. This would be permitted on prior intimation to the concerned officer/office. Service shall be planned on Saturday/Sunday or public holidays. In case of non- availability of vehicle due to breakdown/ servicing on any working day, alternate vehicle shall be provided.



  
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- xxii. In case of non-deputing of vehicle on receipt of requisition from the requisitioning officer or delay in sending the vehicle, a penalty of Rs.1000/- per default shall be leviable.
- xxiii. In case of non-availability of vehicle on daily basis, the same can be hired from the market by the concerned officer(s)/ office(s) subject to the maximum of rates as per 2(B) above.
- xxiv. Service provider shall ensure mobile facility to the driver at its own cost.
- xxv. Log book should be maintained by the service provider.
- xxvi. All the entries of each journey like Date, Place ('from' as well as 'to'), Time of departure & arrival, Initial/final Kilometers readings along with KMs run, Purpose (along with additional details required in case of transportation of store material), Signatures of official/officer performing journey (along with his designation) etc. should invariably be made in the vehicle's log book.
- xxvii. Monthly return of all the vehicles shall be submitted to the HoD concerned and Quarterly return of vehicles on the prescribed proforma shall be sent to General Section, PSTCL by concerned HOD.
- xxviii. It shall be the responsibility of the officer-in-charge of the vehicle to ensure timely payment to the service provider, not later than 30 days after submission of bill by the service provider.
- xxix. Payment shall be made by cheque on monthly basis on the basis of Log Book, duly certified by the concerned officer. No advance payment on any account shall be made.
- xxx. Variation of 05 Paisa for cars and 08 paisa for other vehicles, for every Rs. 1/-variation in diesel cost, taking the base rate of diesel Mention on Page No. 9 (marked#), shall be applicable on actual kilometers run, effective from the 1<sup>st</sup> day of the subsequent month.
- xxxi. GST shall be payable by the service provider and service receiver as per the instructions issued by the Central Govt. from time to time.



xxxii. In case services of service provider are not satisfactory on any account, the contract can be terminated by giving 15 days' notice.

xxxiii. If at any time any question, dispute or difference, what so-ever, shall arise between the Vendor and PSTCL, upon or in relation to, or in connection with the Order/Contract, he may go for arbitration as per Arbitration clause contained in Works Regulations 1997, as amended from time to time.

xxxiv. In case of lockdown or any other such type of situation, the rate of extra Kilometers will be charged (recovered) for less Kilometers run from the monthly Minimum Kilometers.

"This condition will be Part of NIT at the time of Tender."

xxxv. The Head of the office, for which the outsourced vehicle has been hired and the officer/official in-charge of the vehicle shall be held directly responsible for non-compliance/ non-implementation of these instructions.

xxxvi. Outstation Night Halting charges from 10:00pm to 06:00am shall be Rs. 300/-

xxxvii. In the future if the Indian Govt. imposes ban on Diesel Vehicles, in such situation, if the Contractor provides the equivalent Petrol vehicles at the same Diesel rate and same Terms & Conditions as mentioned in the Policy, then it shall be acceptable.

### **3. USE OF VEHICLES FOR PRIVATE JOURNEYS**

(A) The rates for the private journey by officers of the rank of CMD/ Whole Time Directors/HODs who are entitled for the staff car (Departmental/ Outsourced) shall be at the rates specified by the Punjab Govt. issued from time to time. Existing rates are reproduced below: -

i. The officer shall be allowed to choose either of the following two options, opted only once in a financial year which cannot be changed during that financial year: -

Up to 200 KMs @ Rs.300/- per month.

or

Up to 400 KMs @ Rs.600/- per month.

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Adjustment/calculation of private journey shall be done on yearly basis. The unutilized accumulated private journey of the officer, if any, at the end of 31st March would be carried forwarded to the next financial year to the extent of journey admissible in the last quarter only i.e. from Jan. to March of the year.

ii. Any KMs exceeding above limits shall be charged @ Rs.5/- per KM.

(B) Private journey to officers not covered as per (A) above, to whom the out-sourced vehicles have been provided, shall be allowed at the per KM rate of variable Kms.

(C) During Pvt. Journey all other financial Charges shall be borne by the officer/user.

NOTE:- ADJUSTMENT/ CALCULATION & UTILIZATION OF PRIVATE JOURNEYS.

1) Adjustment/ calculation of private journey will be done on yearly basis.

2) The unutilized accumulated private journey of the officer, if any at the end of 31<sup>st</sup> March would be carry forwarded to the next financial year to the extent of admissible journey to the officer in the last quarter only i.e. from Jan to march of the year on the basis of amount deducted from the salary of the officer in lieu of private journey.

3) The year should be construed as financial year i.e. from 1<sup>st</sup> April to 31<sup>st</sup> March.

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ਮਹਿਕਮਾਨਾ ਗੱਡੀਆਂ ਦੀ ਮਹੀਨਾਵਾਰ ਸਾਰਣੀ ਬਾਬਤ ਮਹੀਨਾ-----

1	ਦਫਤਰ ਦਾ ਨਾਂ	
2	ਜਿਸ ਦਫਤਰ ਨਾਲ ਗੱਡੀ ਅਟੈਚ ਹੈ।	
3	ਗੱਡੀ ਨੰ/ਮੋਕ/ਮਾਡਲ	
4	ਡਰਾਇਵਰ ਦਾ ਨਾਂ(ਰੈਗੂਲਰ/ਆਉਟਸੋਰਸ/ਆਥੋ ਰਾਈਜ਼ਡ)	
5	ਮਹੀਨੇ ਦੇ ਅੰਤ ਤੱਕ ਕਿੰਨੇ ਕਿ.ਮੀ ਗੱਡੀ ਚੱਲੀ	
6	ਮਹੀਨੇ ਦੌਰਾਨ ਗੱਡੀ ਦੀ ਔਸਤ	
7	ਫਿਕਸ ਕੀਤੀ ਔਸਤ	
8	ਐਵਰੇਜ਼ ਘੱਟ ਹੋਣ ਦਾ ਕਾਰਨ	
9	ਮਹੀਨੇ ਦੌਰਾਨ ਵਾਪਰਿਆ ਘਾਤਕ/ਗੈਰ ਘਾਤਕ ਹਾਦਸਾ	
10	ਮਹੀਨੇ ਦੌਰਾਨ ਰਿਪੇਅਰ ਦਾ ਖਰਚਾ ਵੇਰਵੇ ਸਹਿਤ (ੳ) ਮਾਈਨਰ ਰਿਪੇਅਰ ਦਾ ਖਰਚਾ (ਅ)ਮੇਜ਼ਰ ਰਿਪੇਅਰ ਦਾ ਖਰਚਾ	
11	ਵਿਸ਼ੇਸ਼ ਕਥਨ	

ਤਸਦੀਕ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਉਪਰੋਕਤ ਗੱਡੀ/ਗੱਡੀਆਂ ਨਾਲ ਸਬੰਧਿਤ ਸਾਰੇ ਦਸਤਾਵੇਜ਼(ਆਰ.ਸੀ, ਪ੍ਰਦੂਸ਼ਣ ਸਰਟੀਫਿਕੇਟ, ਬੀਮਾ, ਪਾਸਿੰਗ ਆਦਿਕ)ਸਮੇਤ ਗੱਡੀ ਦੇ ਡਰਾਇਵਰ ਨਾਲ ਸਬੰਧਿਤ ਦਸਤਾਵੇਜ਼(ਡਰਾਇਵਿੰਗ ਲਾਈਸੈਂਸ ਆਦਿ) ਹਰ ਪੱਖੋਂ ਮੁਕੰਮਲ ਹਨ।

ਦਫਤਰ ਦੇ ਮੁੱਖੀ ਦੇ ਮੋਹਰ ਸਮੇਤ ਹਸਤਾਖਰ

ਬਾਹਰਲੇ ਸੋਮਿਆਂ ਤੋਂ ਲਈਆਂ ਗਈਆਂ ਗੱਡੀਆਂ ਦੀ ਮਹੀਨਾਵਾਰ ਸਾਰਣੀ ਬਾਬਤ ਮਹੀਨਾ-----

1	ਦਫਤਰ ਦਾ ਨਾਂ	
2	ਜਿਸ ਦਫਤਰ ਨਾਲ ਗੱਡੀ ਅਟੈਚ ਹੈ।	
3	ਆਊਟਸੋਰਸ ਏਜੰਸੀ ਦਾ ਨਾਂ	
4	ਗੱਡੀ ਦਾ ਨੰਬਰ, ਮੋਕ/ਮਾਡਲ, ਰਜਿਸਟਰੇਸ਼ਨ	
5	ਮਹੀਨੇ ਦੌਰਾਨ ਗੱਡੀ ਕਿੰਨੇ ਕਿ.ਮੀ ਚੱਲੀ	

ਤਸਦੀਕ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਉਪਰੋਕਤ ਗੱਡੀਆਂ/ਗੱਡੀਆਂ ਜੋ ਕਿ ਪ੍ਰਾਈਵੇਟ ਨੂੰ ਸਬੰਧਿਤ ਸਾਰੇ ਦਸਤਾਵੇਜ਼(ਆਰ.ਸੀ, ਪ੍ਰਦੂਸ਼ਣ ਸਰਟੀਫਿਕੇਟ, ਬੀਮਾ, ਪਾਸਿੰਗ ਆਦਿ) ਸਮੇਤ ਗੱਡੀ ਦੇ ਡਰਾਇਵਰ ਨਾਲ ਸਬੰਧਿਤ ਦਸਤਾਵੇਜ਼(ਡਰਾਇਵਿੰਗ ਲਾਈਸੈਂਸ ਆਦਿ) ਹਰ ਪੱਖੋਂ ਮੁਕੰਮਲ ਹਨ।

ਦਫਤਰ ਦੇ ਮੁੱਖੀ ਦੇ ਮੋਹਰ ਸਮੇਤ ਹਸਤਾਖਰ