



**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

Vehicles – Ban on Purchase of new vehicles – Hiring of private vehicles instead of buying new vehicles – Orders – Issued.

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**FINANCE AND PLANNING (FINANCE WING – W&M.I) DEPARTMENT**

**G.O. Ms. No. 5.**

**Date. 4-1-1994.**

**ORDER:**

In order to contain the growing expenditure on the purchase and maintenance of vehicles, Government hereby ban the purchase of vehicles by Government Departments and by Government affiliated organizations as defined in the annexure to this order. Instead, in case of extreme necessity, vehicles could be hired from the market, the cost of which has been proven to be decidedly lower than that on purchase and maintenance of vehicles.

2. In order to operationalise the above decisions, the following instructions are issued.

(i) No Government department or Government affiliated organization, as defined in the annexure to this order, will hereafter purchase any new vehicle.

(ii) In the event of need/justification, a vehicle could be hired after obtaining the express approval of the Government in the administrative department as well as in the Finance Department. Such approval will be given after carefully evaluating the justification provided by the department/organization for hiring the vehicle.

(iii) Under no circumstances should advance hiring be resorted to. Seeking post facto ratification for hiring of vehicles is prohibited.

(iv) After obtaining the approval of the Government, the concerned department/office will obtain information/quotations from the market for hiring of vehicles along with the rates. The proposal for hiring along with the quotations should be sent to the Committee specially constituted for this purchase for scrutiny and concurrence.

(v) The scrutiny and concurrence for hiring vehicles will be given by a standing committee with the Transport Commissioner as the chairman and the Joint Secretary (Budget) in the finance department and the Superintendent of the P.W.D. workshop, Hyderabad as members.

(vi) Vehicles should be hired on quarterly, half-yearly or yearly basis.

(vii) The concerned office/officer using the hired vehicles will maintain a register indicating the vehicle number, number of kilometers run, number of days in the month the vehicle has been used, the amount to be paid and name of the firm/company which has supplied the vehicle.

(viii) Vehicles must be hired only after entering into a agreement with the firm/company supplying the vehicle providing for all terms and conditions.

(ix) The expenditure towards payment of hired charges shall be debited to “040-Office Expenses, 045-maintenance of motor vehicles” under the administrative sub-heads. The expenditure on hiring of vehicles has to be subsumed within the overall budget available for office expenses.

(x) Resort to hiring of vehicles cannot be made during the breakdown or repairs to any existing vehicles.

(xi) The existing vehicles which are condemned should not automatically be replaced by hired vehicles. The need for replacing a condemned vehicle should be evaluated denovo and in case hiring of a vehicle is considered necessary, the procedure prescribed above should be followed scrupulously.

(xii) The posts of drivers should be abolished as and when vehicles are condemned. All officer are advised to draw up a phased programme for abolishing the posts of drivers through vacancies arising after the condemnation of the vehicle, due to retirement/resignation/death of incumbents or any other reason. A department/organization should be treated as one unit for this purpose.

(xiii) In order to ensure that existing vehicles are not run beyond their useful economic lives to avoid their condemnation and the consequential abolition of the posts of drivers, the Transport Commissioner will issue guidelines governing condemnation of vehicles. The committee constituted at 2 (v) above will also check the data in regard to the existing owned fleet of each department/office/organization to ensure that all vehicles are being run at economical rates. The committee will, in the first instance, concentrate on vehicles which are over 7 years old (i.e., bought during or before 1985).

(xiv) The heads of office will be held personally responsible for hiring of vehicles in contravention of this order.

3. The committee constituted in para 2(v) above will design appropriate guidelines and procedures for the scrutiny of proposals and for according concurrence.

4. Receipt of this order may kindly be acknowledged.

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

D. SUBBA RAO,  
SECRETARY TO GOVERNMENT.

To

All Collectors.

//FORWARDED BY ORDER//  
Sd/- SECTION OFFICER

/TRUE COPY/

SUPERINTENDENT.

## ANNEXURE

- (a) All Government Departments:
- (b) All local authorities:
- (c) All corporations or undertakings wholly owned or controlled by the state Government.
- (d) All bodies established under any law made by the Legislature of the State whether incorporated or not, including a university and.
- (e) Any other body established by the State Government or by a society registered under any law relating to the registration of societies for the time being in force, and receiving funds from the State Government either fully or partly for its maintenance or any educational institution whether registered or not but receiving aid from the Government.

Sd/-  
Section Officer.

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