

(iv) Staff Car/Vehicle Rules - Amendment
Report of the Committee.

In pursuance of the Executive Council resolution No. EC:89:96:6:7(II), a committee were constituted to examine the existing staff car/vehicle rules as per the Annexure -II. The committee met on 26th November 1996 and submitted its recommendation as per Annexure - I.

The proposed amendment of the existing staff car/vehicle rules as per the minute of the Committee is placed at Annexure -III.

The matter is placed for consideration and approval.

No. 1-2/Adm. II/96-2042
Dt. 11.3.97.

NORTH-EASTERN HILL UNIVERSITY
SHILLONG.

Annexure - I

Minutes of the Meeting held on 26th November, 1996,
in the Office Chamber of Prof. (Mrs) K.S. Lyngdoh
Education Department.

The Committee constituted vide EC:89:4/Conf/96-3934 dt. 29.3.1996, in pursuance of the decision of the Executive Council vide No. EC:89:96:6:7:(ii) to examine the staff car/vehicles Rules controls of Staff Car/Vehicles and responsibility of Controlling Officer met on Thursday, the 26th November, 1996.

Member Present :

1. Prof. (Mrs) K.S. Lyngdoh - (Chairman)
2. Prof. S.N. Bhat - Member
3. Asstt. Registrar (Admn) - (Convener)

After going through the existing staff car/vehicles Rules and responsibility of the Controlling Officer, the Committee recommended the following amendments.

1. Sub rule No. 18 under Part III use of Staff Car/Vehicle for non-duty purposes will stand classified as Rule 10 (iii)
2. Rule 15, 16, and 17 be deleted.
3. The rate of detention charges as provided under rule 20(ii) Part III be enhanced from Rs. 2 to Rs. 10/- per hour.
4. Rule 21 vide Part III be deleted
5. The normal duty hours of drivers under rule 24 Part IV be read as 9.45 a.m. to 5.45 p.m. with lunch break of half an hour from 1.30 p.m. to 2.p.m.
6. Rule No. 25 - The overtime allowance admissible shall be governed by the GOI's instruction from time to time.

Contd. .2/-

However, in case of the emergency duty driver (not ambulance) stationed in the campus, working almost round the clock, the limitation prescribed be waived, as a very special case.

Further, the committee examined the circular No.F.35-1/Admn/87-74 dt 3.4.90 and No.F.35-1/Admn/91-65 dt.6.11.93 regarding the use of vehicles and recommended that :

- (a) only the Vice-Chancellor and Pro-Vice-Chancellor be allotted a vehicle, whereas, all other light vehicles be under the Pool.
- (b) Only the under mentioned statutory Officers be picked up and dropped.
 - (1) Registrar/OSD
 - (2) Controller of Exams.
 - (3) Finance Officer
 - (4) Technical Consultant
- (c) The implementation of the Transport Committee decision No.1. of notification No.F.35-1/Admn/91-65 dt 6/11/93 regarding the facility to stop picking up and dropping of DRs and ARs be adhered to. However, the Vice-Chancellor may order for providing the facility to the Deans and Officer, whenever a need arises and the rule No 8 Sub clause (i),(iii) and (iv) of part II remains.
- (d) The Transport Committee be re-constituted immediately for looking into matters relating to Bus fares, maintenance of buses, implementation of the above recommendations and issuing of tickets, operation of transport system etc. It further recommends that the Chairman of the Campus welfare Committee or his representative be nominated as one of its member. There should be co-ordination between the Vigilance Committee and Transport Committee.

The Committee ended with a vote of thanks from the Chair.

Sd/-K.S.Lyngdoh
Chairman. 2/12/96

Sd/- S.N.Bhat
3/12/96
Member

Sd/-A.Dkhar
Convener

NORTH-EASTERN HILL UNIVERSITY
S H I L L O N G

Annexure -II

STAFF CAR / VEHICLE RULES

I. CONTROL OF STAFF CARS/VEHICLES AND RESPONSIBILITIES
OF CONTROLLING OFFICERS.

1. The staff car/vehicle will be under the administrative control of an officer not below the rank of Assistant Registrar who will act as a Controlling Officer in respect of the car/vehicle.
2. The Controlling Officer will be responsible for proper use, cars and maintenance of the car/vehicle and for regulating its journeys generally in accordance with these rules :
3. He shall maintain :-
 - (a) a register of vehicle in the form TPT - 1
 - (b) a log book in the form TPT - 2
 - (c) a record of repairs and replacements indicating the cost and the dates on which carried out in form TPT - 3 and of spare parts.
 - (d) a register showing cost of petrol etc., consumed and all incidental receipts and expenditure in form TPT - 4;
 - (e) an inventory of the equipments in form TPT - 1.
- 3-4. The Controlling Officer shall record the following certificates on the contingent bills on support of the expenditure on consumption of petrol -
 - (a) Certified that the quantity of petrol purchased has been entered in the Log Book of the respective staff cars/vehicles.
 - (b) Certified that necessary recoveries under rule 19 and 20 have been made/ or are being made from the parties concerned using the staff car/vehicle for non-duty journeys.
4. He shall personally check the inventory of equipments every month and arrange to recover any loss arising out of negligence or fault from the persons concerned. He should also have the vehicle tested every six months for fitness for journeys and place a report on record.
5. He should report half-yearly to the Vice-Chancellor/ Registrar the expenditure incurred on the maintenance of the car/vehicle.
6. He will be personally responsible for the proper and prompt recovery of charge recoveries for the use of staff cars/vehicles and their credit to University as "Other Receipts".
7. On transfer from his post he will hand over the vehicle to his successor; complete with all spare wheels, tyres, tools etc. and mention the fact in his charge report.

II. USE OF STAFF CARS/VEHICLES FOR OFFICIAL PURPOSES

8. The staff cars/ vehicles may be used for bonafide official duty, for example, by Officers proceeding to places where official meetings are held.

NOTE:- Journeys performed in staff cars/vehicles on the following occasions should be treated as official -

- (i) Journeys performed by Officers, not below the rank of Head of Department, for attending parties, receptions etc. for which invitations have been extended to them by virtue of their office and which, in their discretion, they decide to attend.
 - (ii) Journeys performed by non-officials who are asked to attend an official meeting in public interest, and who, after the meeting is over, have to be dropped at their respective places of business/residence.
 - (iii) Journeys performed when officers have to be picked up from their residence or dropped back in cases, when they are required to attend meetings - (a) during the normal working hours if the meeting have been convened at places outside their normal places of work or (b) outside the normal working hours.
 - (iv) Journeys performed in cases of emergence, when an Officer, on being suddenly taken ill or on meeting with an accident, is removed from his residence. The Officer concerned should place on record certificate indicating the circumstances necessitating such journeys. If he is not an officer, such a certificate should be countersigned by the Controlling Officer.
 - (v) Staff Cars/Vehicles may be used by other members of the staff also for bonafide official purposes with the prior approval of the Controlling Officer for journeys within headquarters.
9. Staff cars/vehicles should not be used for official journeys outside headquarters for which T.A. is admissible except on the written sanction of the Vice-Chancellor.
10. (i) No daily allowance will be admissible to an employee performing local journeys on official duty at headquarters in a staff car/vehicle provided to him free of charge.
- "(Local journey"means a journey within the Municipal limits of the town or city in which the duty points is located. Municipal limits shall also include suburban or other municipalities notified areas or cantonments contiguous to the municipality).
- (ii) Where a staff car is used for journeys exceeding 8 K.M. on official duty beyond the municipal limits of the headquarters the officer will be entitled to draw daily allowance as per T.A. rules of the University.

11. A journey in staff cars/vehicles from the residence of officers to railway station or airport and back will be treated as official only if they are undertaken under the instruction of the Vice-Chancellor in the interest of public service and an entry to this effect is made in the Log book.
12. (i) The Officers may be allowed the use of staff cars/vehicles for the limited purposes of journeys from airport/railway station to residence, office etc. and vice-versa when they are proceeding on or returning from official tours.
- (ii) In the event of diversions of authorised journey for picking up or dropping the officers' family, charges for the extra mileage involved are recoverable from the Officer concerned under Rules 19 and 20 as for non duty journeys,
- (iii) A person invited in connection with affairs of the University may be allowed the use of staff cars/vehicles or local journeys on official duty provided necessary payments is made by him towards hire charge for non-duty journeys if any.
13. The officers on tour may also be allowed the use of staff car/vehicle for local journeys but they should not be allowed to draw the mileage allowance and should be required to give a certificate along with their T.A. Bills wheather or not the staff car/vehicle was used by them.
14. During office hours of the University touring officers may be allowed at the halting station, the free use of staff cars/vehicles for official work within the radius of 8.Km. or the municipal limits whichever is more distant subject to the condition that the touring officers will not be entitled to claim road mileage even the distance travelled exceeds 32 km. No staff car/ vehicle should be placed exclusively at the disposal of the touring officer who would use it occasionally.

III. USE OF STAFF CARS/VEHICLES FOR NON-DUTY PURPOSES

15. The staff cars/vehicles may be permitted to be used on non-duty journeys to a limited extent by Heads of Departments provided official requirements are not interfered within any way.
16. The journeys for non-duty purposes like urgent visit to hospitals are permissible.
17. The use of staff car/vehicle is not permissible for journey to places of entertainment, public amusement parties, and pleasure trips etc.
18. The Vice-Chancellor may decide whether a particilar journey may be treated as private or official provided that duty journeys shall have preference over non-duty journeys.

19. A rate of Rs.4/- per km. for small staff cars/vehicles of not more than 10 horse power by Royal Automobile Club rating and a rate of Rs.8/- for big cars/vehicles of more than 18 horse power will be charged for the use of staff cars/ vehicles on non-duty journeys. Charges at this rate would be recoverable for distance covered by a staff car/vehicle from the time it leaves Office/Garage till it returns to Office/Garage.
- 20.(i) Officers should not normally use staff cars/vehicles outside the normal hours of duty of the drivers save on exceptional occasions, e.g. when officers are required to be dropped at their residence after attending a meeting.
- (ii) Detention charges at the rate of Rs.2.00 per hour will, however, be leviable if a staff car/vehicle is detained for a non-duty purpose irrespective of the detention of the staff car//vehicle being within or outside normal working hours of the vehicle . The period of detention will be noted by the officer concerned in col. 7 of the Log Book and detention charges will be recoverable on the basis thereof. Fraction of an hour will be charged on the basis of actual period. The detention charges recovered will be indicated separately in Col.7 of the Monthly Summary of the Log Book in addition to the charges recoverable on mileage basis.
- (iii) In all cases of use of staff cars/vehicles and their detention for non-duty purposes during period when it gives rise to the claim of overtime allowance, the actual amount payable as overtime allowance to the driver shall be recovered from the officer using the staff car/ vehicle in addition to the flat rate prescribed in rule 19 above and the detention charges prescribed in Clause (ii) of the rule.
21. An Officer, proceeding on tour in a staff car/vehicle with the approval of the authority specified in rule 9, shall not take his family members with him unless permitted to do so in exceptional cases by Vice-chancellor. In such case, the officer concerned shall pay for the use of the staff ca/ vehicle at the rate prescribed in rules 19 and 20 as amended from time to time.
22. Staff cars/vehicles should not be allowed to be used by officers on leave.

IV. PAY AND ALLOWANCES OF STAFF CARS/VEHICLES DRIVERS.

23. The Drivers of staff cars/vehicles will be treated as members of the regular establishment of the University.
24. The normal working hours of the drivers will be from 9.30a.m. to 6.30 p.m. with Lunch break of half an hour from 1.30 p.m. to 2.p.m.
25. Overtime allowance will be admissible to drivers at the following rates on a certificate from the Controlling Officer that it has been earned :-

Emoluments (excluding house rent allowance T.A. Uniforms allowance).	Overtime allowance: per hour	
	upto the first one hour in excess of the prescribed hours of work (Rule 24).	Thereafter
Below Rs.275/-	Nil	0.95
275 and above but below Rs.325/-	Nil	1.25
325 and above but below Rs.375/-	Nil	1.55
375 and above but below Rs.425/-	Nil	1.80
425 and above but below Rs.475/-	Nil	2.05
475 and above but below Rs.525/-	Nil	2.35
525 and above but below Rs.575/-	Nil	2.60
575 and above but below Rs.625/-	Nil	2.90

NOTE :- (1) When overtime allowance is paid to a driver for overtime work performed by him, he shall not be entitled to receive any other remuneration (whether in the form of conveyance charges or compensatory leave or otherwise) in respect of such overtime work.

Provided that here a driver has been recalled from his residence to perform overtime work, the Controlling Officer may allow conveyance charges to him in addition to the overtime allowance admissible to him.

(2) The first one hour of overtime work on a working day shall be free only where the driver performs work immediately prior to or in continuation of the prescribed hours of work. Such a deduction of one hour shall not be made then the driver is recalled from his residence to perform overtime work and there is a gap between the overtime duty performed and the prescribed hours of work.

- (3) The total duration of all overtime work rendered in one or more spells during a day shall be first computed and then a deduction of one hour in terms of (2) above made to arrive at the duration of overtime work put in on the day for which overtime allowance will be admissible. The deduction is not to be made from each spell of overtime duty performed during the day.
- (4) For the purpose of sub rule (2) the overtime work in excess of one hour up to half hour may be reckoned as an hour and hereafter every period upto half an hour may be reckoned as half an hour c.g. a driver working for 2 hours and 10 minutes in excess of one hour beyond the prescribed hours of work will get overtime allowance for 2½ hours.
- (5) The overtime allowance payable to a driver shall be calculated to nearest multiple of five paise the fractions of three paise and more being rounded off to the next higher multiple of five paise and fractions below three paise being ignored.
26. A driver who is outside his headquarters and is entitled to draw daily allowance, will not be eligible for any overtime allowance in addition, if he is required to work overtime. However, the time spent by him on driving duty from headquarters station to the outstation and from outstation to headquarters may be reckoned for purposes of computing his entitlement to overtime allowance for the day of departure and the day of arrival, respectively. In addition he would be entitled to draw daily allowance also for those days as admissible to him under the rules.
27. The overtime allowance payable to a driver in respect of the working days in a month and the first three of the Sundays/holidays on which he performs overtime duty will be limited to fifty percent of his monthly emoluments. The overtime allowance in respect of overtime work performed on Sundays/holidays subsequent to the first three of such days will not be included in the amount which is subject to the fifty percent limit. Overtime allowance may be claimed in the form TPT - 5.
28. No overtime allowance is admissible if the drivers are required to be on duty during lunch interval as their duties are intermittent. This applies to all days including Sundays and other Holidays.
29. In cases where the driver is designed for only at odd hours and has hardly any time left to rejoin duty in time after going home and finishing his meals, the driver may be granted the normal overtime allowance, if the intervening period is less than 1½ hours.
30. No Special Allowance is admissible to drivers for cleaning and washing staff cars/vehicles, as such services form a normal part of their duties.

31. No cleaners should be separately appointed for keeping the staff cars/vehicles clean and washed.

V. MAINTENANCE OF LOG BOOK

32. Log Books shall be maintained in the prescribed form for each vehicle to be used for alternative months.
33. Entries in Log Books should be made in ink.
34. Officers using staff cars/vehicles should note in the Log Book in their own handwriting the kilometers covered at the start and at the completion of their ~~trips~~ after verifying the kilometers and give sufficient particulars to indicate that the journeys were on official business.
35. In the case of Vice-Chancellor, entries in the Log Book may be made and signed by his Private Secretary/Personal Assistant. However, he will be responsible for the certificate regarding the purpose of the journeys performed which will be noted by the Private Secretary/Personal Assistant in consultation with him.
36. It may be left to the discretion of the Vice-Chancellor to describe any particular journey performed by him as Official or Private.
37. The Controlling Officer should scrutinise the Log Book once a month to ensure that there is no mis-use and that all officers who used the staff cars have made the necessary entries. A certificate to this effect should be recorded in the Log Book by him.
38. The Log Book in respect of each staff cars/vehicles should be closed at the end of the month and summary prepared in form TPT - 4 showing details of duty and non-duty journeys performed during the month as in proforma enclosed TPT - 2
39. The Log Books may be preserved for a period of five years from the date of last entry in then or one year after their examination by statutory audit whichever is earlier, provided, however, that no Log Book becoming due for destruction after the stipulated period should be destroyed until the settlement of all audit objection relating to any entry therein.

VI. SERVICE AND REPAIRS

40. The Registrar will be the coordinating agency for arranging servicing and repairs of staff cars/vehicles and would certify the bills for servicing and repairs. All events of maintenance and repairs (including Consumption of petrol) and their cost should be recorded in a Register of maintenance and repairs and progress of expenditure watch against budget provision available for the purpose.

VII. MISCELLANEOUS

41. (i) Staff cars/vehicles should carry prominently plate in front and at the rear indicative of the fact that they are staff cars/vehicles of the University, in addition to the usual plates carrying the Registration No. The plates should bear the description 'North-Eastern Hill University' and should be of reasonable size and readable from a distance.
42. (ii) The Plates should be fixed on the left hand side of the front bumper and on the right hand side of the rear bumper.
43. Purchase of staff cars/vehicles should be made through the D.G.S. & D.
44. The replacement of staff cars/vehicles will be considered after a certificate has been obtained from a Committee Constituted for the purpose to the effect that the car is not fit for any further economic use.
45. Old and unserviceable staff cars/vehicles will be disposed off to the best advantage of the University with reference to the rules which may be prescribed and brought into force from time to time.

VI. SERVICE AND REPAIRS

40. The Registrar will be the coordinating agency for arranging servicing and repairs of staff cars/vehicles and will certify the bills for servicing and repairs. All events of maintenance and repairs (including consumption of petrol) and their cost should be recorded in a Register of maintenance and repairs and progress of expenditure watch against budget provision available for the purpose.

Annexure - III

Part III, Use of staff cars/vehicle for duty purposes.

1. Sub rule No.18 will stand classified as Rule 10(iii) of Part II
2. Rules 15,16 17 and 21 be deleted
3. The rate of detention charges as provided in rule 20(II) be enhanced from Rs.2/- to Rs.10/- per hour.

Part IV - Pay and allowances of staff car/vehicle drivers.

1. Rule 24 - The normal duty hours of Drivers be read as 9.45 a.m. to 5.45 p.m. with lunch break of half an hour from 1.30 to 2.00 p.m.
2. Rule 25 - The overtime allowance admissible shall be governed by the Government of India's instruction from time to time.

However, in case of the emergency duty driver (not ambulance) stationed in the campus, working almost round the clock, the limitation prescribed be waived, as a very special case.

.....

6:7 - Others -

(i) Timings at the Health Centre at Permanent Campus.

No: EC: 92: 97: 6: 7: (i): The Council considered the revised timings for the University Health Centre at the Permanent Campus as suggested by the Senior Medical Officer In-Charge and RESOLVED to approve the same.

(ii) Allotment of land by NEHU to CIEFL.

No: EC: 92: 97: 6: 7: (ii): The Council considered the request for allotment of land by the CIEFL and RESOLVED to regret the same.

(iii) The Allotment of Stalls in the University Premises-Report of the Committee.

No: EC: 92: 97: 6: 7: (iii): The Council considered the allotment of stalls in the University Premises and RESOLVED that such allotments may be made for a period of one year only.

(iv) Staff Car/Vehicle Rules-Amendment Report of the Committee.

No: EC: 92: 97: 6: 7: (iv): The Council considered the recommendations of the Committee appointed by it to go into the Staff Car Rules and RESOLVED to accept the recommendations of the Committee. The Council, further RESOLVED that all matters pertaining to Transport may be looked into by a Transport Committee consisting of the following members which is authorised to appoint Sub-Committees for Vigilance etc.

- 1. Prof.S.K.Mishra (Representative of the E.C.) Chairman
- 2. Shri J.M.S.Khongwir (Representative of the Officer) Member
- 3. One Representative of:
 - (a) Teachers' Association Member
 - (b) Non-Teaching Staff Association -do-
 - (c) Post-Graduate Students -do-
 - (d) Research Scholars -do-
 - (e) Campus Welfare Committee -do-
- 4. Assistant Registrar(Transport) Convener

Contd/.../-

The term of the Committee is for two years with effect from the date of Notification.

(v) Others-

No. EC: 92: 97: 6: 7: (v): The members of the Council congratulated the Vice-Chancellor on being re-appointed for the second term.

Item No. 8 Items from the Chair -

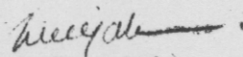
No: EC: 92: 97: 8: (i): The Chairman apprised the Council about the High Court decision on the case of Ms. Zodinpui which will be placed before the Academic Council on the 3rd of April, 1997 and the Council authorised the Chairman to take action as per the Academic Council's decision and report back to the Council.

No: EC: 92: 97: 8: (ii): The Chairman also informed the Council that the Space Committee appointed by it had requested for some more time.

No: EC: 92: 97: 8: (iii): The Chairman informed the Council that a Legal Adviser was urgently required for the Mizoram Campus and Shri S. Sailo, Advocate may be appointed as the University's Legal Adviser on a monthly remuneration of Rs. 2000/- per month and a charge of Rs. 20,000/- per case while drafting advice etc. will be free of charge. The Council approved the same.

The meeting ended with a vote of thanks from the Chair at 5:30 P.M.

Sd/-Prof. B. Pakem,
Chairman,
Executive Council.


(Mrs. S. Rynjah)
Secretary
Executive Council