

REGULATIONS
FOR
MOTOR VEHILCLE USE

TRANSPORT REGULATIONS

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CHAPTER 1

GENERAL

SHORT TITLE

1.1 These Regulations will be called "*The National Highway Authority Motor Vehicles Use Regulations*".

DEFINITIONS

1.2 Since establishment of the National Highway Authority in 1991, the use of NHA motor vehicles was managed through orders and instructions issued and amended from time to time. The management felt the need to formalize these orders and instructions into a consolidated Regulations document. The NHA Motor Vehicles Use Regulations are therefore, a compilation of both existing orders/instructions and formalization of acceptable practices.

1.3 For reason of consistency, terms used in these Regulations have been defined below, unless there is anything repugnant to the subject or context: -

- i) "Field office" Means an office other than Head Office and Regional HQ and includes Project/maintenance unit Offices anywhere in Pakistan.
- ii) "In-charge Transport: Shall mean an officer nominated for overseeing proper maintenance and use of vehicles.
- ii) "Official duty" Shall mean a journey performed in public interest from and to the office or residence to a place where the presence of the officer is required for official work.
- iii) "Vehicle(s)" Shall mean motor vehicle(s) of any type maintained by the National Highway Authority.
- iv) "Entitled officers" Shall mean officers as given in Annexure "A" who are allowed the use of Official Vehicles.

CHAPTER 2

FUNCTIONS AND DUTIES

2.1 NHA is an operational organization that is engaged in construction, maintenance, operations and management of roads, bridges and highways as well as strategic roads specially entrusted to it by the Federal Government or by a Provincial Government or other Authority concerned. In view of the operational needs of the assignment, NHA requires the use of a large fleet of motor vehicles. The Regulations therefore caters to facilitate such operational needs.

2.2 While compiling the Regulations, the guiding principles of the NHA Code - 1999 and the fact that the operational needs of the organization have to be facilitated by these Regulations were kept in mind. It is therefore a flexible framework principle that shall allow the most efficient and economical administration of the available vehicles.

FUNCTIONAL RESPONSIBILITY

2.3 Management of the NHA motor transport is the functional responsibility of the Admn Wing. However, all officials who are entitled to use the facility and have custody of allotted vehicles are personally responsible for its safety and upkeep.

2.4 The Admn Wing shall have a Transport Section at the Head Office, which shall be headed by a B-18 officer of the rank of Deputy Director (Transport) under the administrative control of Director (Admn) and DG (Admn). The Deputy Director (Transport) shall be responsible for the proper utilization, management and maintenance of the NHA motor vehicles and upkeep of the auditable record. In the field offices, this responsibility will be assigned to General Manager/Project Director and Regional Deputy Director (Admn and General Services). The Director

(Establishment) shall be the supervisory officer of the Deputy Director (Transport) Assistant Director (Transport) at the Head Office while in case of the Deputy Director (Admn) the Regional or Project General Manager shall be supervisory officer.

2.5 The Deputy Director (General Admn) and Assistant Director (Transport) at the Head Office and Deputy Director (Admn) at other offices shall be required to ensure (as far as transport is concerned) the following (but shall not be restricted to):-

- a) That all vehicles purchased from NHA project funds and other resources are duly registered with the relevant Excise and Taxation Authorities as soon as delivery of vehicles takes place;
- b) That NHA Serial Number is allotted and marked on each vehicle for the sake of identity;
- c) That payment of insurance premium where ever required and motor vehicle taxes of vehicles under his/her charge is made on time;
- d) That vehicle logbook is maintained and kept up-to-date in respect of each vehicle;
- e) That the "fitness" certificates where ever required is obtained from the concerned authority and renewed by due dates;
- f) That each vehicle is maintained in working order and serviced at regular intervals to enhance the economic life of vehicles;
- g) That vehicle use is economical and for bonafide duties;
- h) That demands for repairs are attended to promptly; and
- i) That vehicles declared surplus or beyond economic repair (BER) are disposed off at the earliest as per laid down procedure for maximizing the salvage value.

CHAPTER 3

PROCUREMENT AND VEHICLE INVENTORY

3.1 The general guidelines for procurement of durable goods including motor vehicles as provided in Chapter-3 of the NHA Code 1999 shall be followed. All possible efforts shall be made to follow the principles set forth in the Code i.e., to procure standardized vehicles, possibly of ones that are wholly or partly manufactured in Pakistan. Purchase of such imported vehicles shall be made which have sufficient sources of supply of spare parts in Pakistan, provided that the government of Pakistan does not impose a ban on such purchases.

3.2 To regulate vehicle purchase, proposals seeking administrative approval for motor vehicles purchase shall be submitted to the Chairman after obtaining financial concurrence of Member (Finance). No project vehicle shall be purchased unless there is a provision in the approved PC-I of that project.

3.3 In case the type and make of vehicle is manufactured wholly or partly by some local manufacturer, direct orders shall be placed on that local manufacturer. In case the vehicle is to be imported, preference shall be given to government-controlled organizations if they are designated as authorized dealers for concerned make and type of vehicle. Purchase from local dealers and other vendors shall only be resorted to in exceptional cases only, where it is not possible to purchase the particular type of vehicle from the local manufacturer or from a government controlled authorized dealer.

3.4 Whenever, a particular vehicle is purchased complete details regarding its type, make, purchase price, registration number, engine number, chassis number, insurance coverage etc. shall be provided to the Director (Establishment) Head Office within a fortnight of taking possession of vehicles who will maintain such record for all vehicles.

3.5 All vehicles those are required for purchase by Contractors/ Consultants from project funds under the contract terms to meet operational needs of the project are NHA vehicles and shall revert to NHA on completion of the Project. The Project Director shall maintain proper inventory of such vehicles. Project Director shall also ensure that these vehicles are taken on charge on completion of project as per laid down procedure and shall ensure that contractor/consultant carries out major maintenance and pays up to date duties and taxes before the final handing/taking over.

3.6 The NHA Code requires that purchase of vehicles should be made through a purchase committee. In order to facilitate the procurement process, two types of such committees have been constituted in the NHA Code. Following is the composition of the committees:-

a) **At Head Office**

Composition	Official Concerned
Chairman	DG (Admn)
Member	General Manager (Finance)
Member/Secretary	Director (Establishment)

b) **At Regional / Project Office**

Composition	Official Concerned
Chairman	General Manager (Region/Project)
Member	Director (Accounts)
Member/Secretary	Dy. Director (Admn)

3.7 The laid down procedure for invitation of tenders and evaluation of bids and the working of the purchase committee shall be followed.

CATEGORIES OF VEHICLES

3.8 The need for provision of operational vehicles is dependent on the number of construction projects and major maintenance works on hand. Different types of vehicles are required at different stages of each project. Standardization of the vehicles into specific categories shall ensure that unnecessary purchase of luxury vehicles is avoided. Following categories of vehicles and their limited sources of purchase are given below:

Type of Vehicle	Sources of purchase
i) Heavy Duty Jeeps	If not manufactured in Pakistan, then to be imported through government controlled authorized dealers; if no such dealership exists then through local dealer otherwise through open tender
ii) Light duty jeeps and Vans	Through local manufacturers.
iii) Sedan cars	Through local manufacturers.
iv) Buses	Through local manufacturers
v) Motorcycles	Through local manufacturers

Insurance of Vehicles

3.9 As required under the Motor Vehicles Act 1939, Third Party insurance is required for all types of vehicles. All NHA vehicles shall therefore have Third Party insurance cover if specific exemption is not allowed to NHA being a local body established under an Act of Parliament.

3.10 It would be preferable to have full comprehensive insurance cover for all NHA vehicles. However, for the sake of economy, comprehensive insurance coverage shall be restricted to all new vehicles upto a minimum period of three years. Thereafter, special sanction of the

Member (Finance) shall be obtained with due justification for extension of comprehensive insurance cover beyond three years.

3.11 In pursuance of clause-10 of the National Insurance Cooperation Act, 1976 all vehicles belonging to NHA shall be insured with National Insurance Cooperation. This condition shall henceforth apply to new vehicles purchased by Contractors/Consultants out of project funds.

Registration of Vehicles

3.12 According to government requirement, all NHA vehicles shall be registered with the Excise and Taxation Department in the name of NHA. Such registration shall be made with the Excise and Taxation Officer, which is most convenient to the Project.

3.13 In case where vehicle is purchased directly by Contractor or Consultant from project funds (as provided in contract agreement), the Project Director shall ensure that all formalities pertaining to payment of taxes and dues are fulfilled at the time of registration. Where purchase of vehicle has been made at the NHA Head Office or Regional/Project Office, the Deputy Director (General Admn)/Assistant Director (Transport) for Head Office or Deputy Director (Admn) for Regional/Project Office, as the case may be, shall be responsible for ensuring the above requirements.

3.14 The official designated for safe custody of the registration books shall complete registration formalities within four weeks of physical delivery of the vehicle. The Transport Section shall provide a copy of the registration book and letter of authority for vehicle use to the official to whom the vehicle is allotted.

3.15 The safe custody of the vehicle registration books and timely payment of annual taxes shall be responsibility of the following officers: -

- a) Registration books of all the vehicles detailed with NHA entitled officers shall be in the safe custody of Superintendent (Transport Section) at the Head Office and Deputy Director

(Admn and General Services) at the Regional Office. Same officer to ensure timely payment of taxes and dues of registration; and

- b) Where a vehicle is purchased out of NHA project funds and is in possession of Contractor or Consultant for use at project site, the Project Director shall hold registration book of such vehicles in his/here custody. Same officer to ensure timely payment of taxes and dues of registration.

Allotment of Control Number

3.16 The large number of construction contracts scattered all over the country has resulted in unchecked growth of the vehicular population of NHA. A deliberate effort shall be made to ensure that the vehicles purchased out of NHA project funds are all placed on record for ease of third party verification. With a view to ensure that NHA assets are all recorded in the Authority's books, a system of allotting control numbers for each vehicle has been devised. NHA Transport Section shall be responsible to ensure that all vehicles purchased from NHA's project funds and other resources are allotted the control number positively within three months of the approval of these Regulations for effective inventory control.

3.17 The Deputy Director (General Admn)/Assistant Director (Transport) at the Head Office shall be responsible for allotment of the vehicles control number for all existing and new NHA vehicles, which shall be marked clearly on the vehicle for ease of identification.

3.18 To make the system of issuing control numbers to NHA vehicles successful, the Finance Wing shall be required to ensure that no payment for purchase of any vehicle (from own resources or project funds) be allowed only if NHA control number is first allotted by the Head Office Transport Section. In case of the existing fleet of vehicles, all Members shall ensure that all motor vehicles purchased out of project funds or otherwise are properly identified and their control numbers are obtained from the Head office Transport Section.

Vehicle Allotment

3.19 Allotment of vehicles is the sole prerogative of the Admn Wing as they have been made the custodian of NHA Assets. All initial requisitions on projects or at static offices, vehicle allocation and inter-project/inter-office transfer of vehicles etc. shall henceforth be processed through the Transport Section. DG (Admn), and in his absence Director (Admn) shall be the competent authority for deciding issues related of NHA motor vehicles.

3.20 In cases where motor vehicles are purchased out of projects funds for direct use of the contractor's/consultant's employees directly associated with project work, following practice shall be henceforth be observed. The contractor/consultant shall obtain the vehicle control number from the Director (Establishment) through the General Manager/Project Director (Concerned). Accounts Section shall henceforth ensure that such control number is issued before release of payment.

Responsibility for Safe Custody of NHA vehicle

3.21 Motor vehicles are a valuable NHA asset, which need to be closely guarded against damage or loss to maximize utility. All entitled officers allotted NHA vehicles; field staff of contractors and consultants deployed on projects and other authorized users shall be fully responsible both for safe custody and proper upkeep of the vehicles placed at their disposal. Any type of casualty occurrence shall be reported to the controlling officer Assistant Director (Tpt) within twenty-four hours of its happening. The controlling officers Assistant Director (Tpt) shall be required to forward a full report of the casualty to the Director (Admin) through Deputy Director (Admn) within seventy-two hours of occurrence of casualty.

3.22 DG (Admn)/Director (Admn)/GM (Regional/Project) may order inquiry of all major accidents, thefts and other losses to NHA motor vehicles immediately through a standing committee comprising the following officers: -

At Head Office

Composition	Official Concerned
Chairman	A Director (BS-19)
Member	A Deputy Director (Accounts)
Member/Secretary	An Asstt: Director (Admn)

c) **At Regional / Project Office**

Composition	Official Concerned
Chairman	Director (Maintenance)
Member	Dy. Director (Accounts)
Member/Secretary	Superintendent (Admn)

3.23 A comprehensive report on major accidents, thefts and other losses reported to the Director (Establishment) during the period and findings of the standing committee for inquiries shall be submitted to the Chairman on quarterly basis through the DG (Admn).

PROCEDURE TO BE FOLLOWED IN CASE OF AN ACCIDENT/THEFT OR ANY MISHAP INVOLVES NHA VEHICLE.

3.24 Since there will be no comprehensive insurance for majority of NHA vehicles, therefore, proper upkeep and safe custody of valuable NHA vehicles needs to be closely guarded against damage or loss. All entitled officers allotted NHA vehicles with or without driver, field staff of contractor/consultant deployed on projects and other authorized users shall be fully responsible both for safe custody and proper upkeep of the vehicles placed at their disposal.

3.25 To deal with any type of Motor accident/theft cases etc. inquiries committees have been constituted at NHA, HQ as well as Regional offices vide para-3.22 of Motor Vehicles Use Regulations. The inquiry committees have to investigate the casualty/any mishap in the light of under mentioned SOP (Standing Operating Procedures).

3.26 Any type of casualty occurrence shall be reported to the controlling office, i.e. Director (Establishment) at Head office and Officer Incharge Admn in case of Region/Project office, immediately (not later than by 24 hours) by the officer/driver concerned.

3.27 The officer/driver concerned shall be responsible to lodge an FIR, Police Report etc. of the incident and immediately inform to the officer Incharge Transport i.e. Director (Establishment) at NHA, Head Office and Officer Incharge Admn in Region/Project offices about the incident. The controlling officers, along with his technical staff shall do the following: -

- a. Shall go and visit the site immediately and draw a sketch of the incident.
- b. Shall collect evidence and record statements of witnesses (if any).
- c. Shall take the Photographs of accidental vehicles at site.
- d. Shall make a preliminary report of the incident along with his recommendations, for onward submission to respective inquiry committee.
- e. Only those cases shall be referred to inquiry committee in which cost of repairs is more than Rs.2500/-. Minor casualty upto Rs.2500/- shall be inquired/disposed off at the level of controlling officer with the approval of Director (Establishment) at NHA Head office, whereas, in the case of Regions/Project offices, Regional GM/PD will be competent to inquire and settle the case accordingly.
- f. Shall process/complete the above-mentioned formalities within 48 hours of the incident.

3.28 The inquiry committee shall review the case of major accident/ theft and give its recommendations/findings keeping the nature of case in view: -

- a. If an officer/driver is found responsible for the incident, or any incident has accrued due to the negligence of the officer/driver, the responsibility shall be fixed accordingly and the cost of loss/repair of vehicle shall be charged to the defaulter.
- b. In exceptional cases where it is determined that the incident was caused by factor totally beyond the control of the officer/driver, the said recovery shall be waived off with the prior approval of the competent authority i.e. DG (Admn)/Chairman, NHA. Whereas, in regard of Regions/Project offices, the case will be submitted by the respective inquiry committee to DG (Admn) for disposal through Director (Establishment) NHA, HQs.
- c. The inquiry committee shall finalize the case within 7 days positively.

3.29 If it is proved that an un-authorized person drove the vehicle, to which loss is received, or it was taken without approval of the competent authority, total loss will be born by responsible officer/official in any case.

CHAPTER 4

AUTHORIZATION AND SERVICES

4.1 The use of NHA vehicles is to facilitate the smooth functioning of project works at site and Head Office/Regional Offices. The Exigencies of service require presence of NHA officials and contractors/consultants staff, at odd times both at project sites and the camp/main offices. The entitled officers shall therefore, be allowed the use of vehicles around the clock and shall be authorized to park vehicles at homes. In all other cases, NHA vehicles shall be parked overnight at the official car park. The transport Section shall issue a daily list of vehicles that require to be parked in the official car park. The night duty Officer shall be required to verify the status and record it in his report.

APPROVED AUTHORIZATION

For Type of Vehicle to Entitled Officers:

- 4.2 (1) The authorization of vehicles is categorised as under:-
- a. Entitled Officers (BS-19 and above).
 - b. Field staff (Actually working on maint./projects field works Sites.
 - c. Officers performing ministerial job duties at Regional Headquarters/NHA Main Headquarters.
 - d. Special Delivery/dispatch Riders.
- (2) While allocating vehicles, the Member/DG (Admn) at NHA HQ, Regional General Managers in Regions and projects shall adhere to this authorization as given in Annexure-A. Deviation if any, shall have to be properly justified and approved by the Chairman, NHA.
- (3) For field and operation duties, transport can be used on as required basis by the field staff in the best interest of the authority.

- (4) Transport/Administration will not be involved in formation of groups of BS-18/17 officers.
- (5) A group of two or three BS-18/17 level officers performing ministerial duties at NHA Main Headquarters/Regional Headquarters shall be provided one vehicle for attending office. The senior most of them will be responsible for parking and safety of the vehicle.
- (6) In maintenance units and projects, suitable areas shall be fixed as a "REACH" and each reach Incharge Officer shall use one vehicle for all duties of his reach along with his supporting staff/officials in the field.
- (7) On transfer/posting from one to an other place no one will carry any official vehicle with him to his/her new place of posting.

For Fuel Consumption to Entitled Officers:

4.3 In order to regulate use of NHA vehicles, a monthly quota of fuel for each month has been fixed for each category of officials as given in Annexure-A to this Chapter. This fixation of quota shall ensure control over expenditure. All entitled officers shall use NHA vehicle within the prescribed monthly fuel limit fixed by the Competent Authority. Only in exceptional cases, fuel consumption in excess of the quota shall be allowed. Such excess use of vehicle shall have to be properly justified for necessary sanction by the DG (Admn) and in his absence by Director (Admn).

For driving the official vehicle:

4.4 (1) The entitled officer having bonafide driving license and the official driver attached shall be allowed to drive the vehicle at the station of his/her posting. No entitled officer or official driver shall perform journey on the vehicle allotted to him/her 50 KMs out side the municipal limits of station of duty without the prior approval of the Director (Establishment) at the Head Office or Regional/Project General Manager in the field office. Entitled official shall be responsible for proper maintenance of vehicle logbook on daily basis indicating the distance traveled and purpose of visit.

4.4 (2) All columns of Logbooks of all vehicles will be completed in all respects. The following committee will check Logbooks periodically (at least once a month) by giving three days prior notice to the officers concerned for checking: -

1. Assistant Director (Transport)
2. Assistant Director (Accounts)
3. Assistant Director (Engineer)

The committee will record its observation/certification in the logbook with signature and date.

Use of Central Pool Vehicles:

4.5 The central pool vehicles shall be used sparingly. The vehicles shall be divided into two distinct categories (a) General Pool Vehicles and (b) Ordinary Operational Pool Vehicles. The General Operational Pool Vehicles shall be meant for exclusive use of the senior management such as, Chairman, Members and BS-20 officers of the government and the authority, VIP guests of the authority and foreign consultants and technical advisors, arbitrators, who have not been provided with NHA transport. Use of such General Pool vehicles shall be authorized with the prior approval of DG (Admn) and in his absence Director (Admn) at the Head Office and Regional/Project General Managers at Regions/ Projects.

4.6 (1) Ordinary Operational Pool vehicles shall be provided on written requisition on temporary basis, subject to availability, in case an allocated vehicle of entitled officer is out of order or it is required for local duties out of office for a section and for audit/inquiry parties. The Director (Admn) at Head Office and Regional/Project General Managers at Regions/Projects shall approve allotment of vehicles in such cases.

4.6 (2) The vehicles earmarked for pool duties of an office shall be parked at night in office M.T. Park under proper entry of In-out and meter reading in the vehicle movement register to be maintained by security staff.

Hiring of Vehicles

4.7 (1) Subject to availability, NHA Pool/allotted vehicles shall be allowed for hiring/private use on payment to the employees at the rental charges duly fixed by the Chairman, NHA. Such hiring on payment shall be approved by the authorities as under:-

<u>S.No</u>	<u>Type of Vehicle</u>	<u>With in 200 KMs of posting Station</u>	<u>Beyond 200 KMs of Posting Station</u>
1.	1600 CC and above from pool	DG (Admn)/Regional GM in Region	Chairman, NHA Regional GMs in Region
2.	Less than 1600 CC from pool and all type of allotted vehicles of the entitled officers	Regional GMs in Regions/Director (Admn) HQ	DG(Admn)HQ/ Regional GMs in Region

4.7 (2) During hiring on payment for private use, the employee concerned will be responsible for safety and security of vehicle. Expenditures/maintenance of vehicle up to Rs.2500/= will be paid by the employee at his own.

4.7 (3) The entitled officers may take their allocated vehicles out of stations of posting for a period not more than fifteen days by written intimation to Regional GM/Director (Admn) at HQ in case of an emergency subject to the conditions that: -

- i) They will bear normal repairs/maintenance of vehicle during that period up to Rs.5,000/-.
- ii) Petrol/Diesel will be purchased by them.
- iii) Nothing will be reimbursed to them against the repair/maintenance expenditures up to Rs.5,000/-.

4.8 (1) Those officials who cannot be provided official transport may be allowed the use of staff buses/vans for pick and drop facility out of NHA transport lot or through hiring of private buses on nominal cost sharing basis as a Welfare measure for improving the overall office efficiency with the approval of DG (Admn) at NHA HQ and Regional/Project GMs in the field.

4.8 (2) In general, vehicles allocation will be as per availability, however, it will be insured that junior grade officers should not be allowed vehicles better than the senior. Status, grade and nature of job should be considered while allocation of vehicle is considered.

Free Use of NHA Ambulance

4.9 (1) Provision of facility of Ambulance is a welfare measure. It shall normally be ready at stand by so that it may be used locally for medical emergencies. It shall also be used for conveyance of dead bodies of NHA employees and their immediate dependents to their native villages/towns. Free use of ambulance shall be allowed for transportation of the dead bodies of NHA employee's upto a limit of 200 KMs. Thereafter, half the usual rate of private hiring shall be charged. In case of entitled persons as defined in the Medical Attendance Regulations, use of ambulance shall be allowed sparingly in extreme emergencies at prescribed rate of private hiring. Such measures shall be applied to maximize the life of the vehicle.

4.9 (2) Ambulance for local and upto 200 KMs use shall be allowed by Director (Admn) otherwise it will be permitted with the approval of DG (Admn).

SERVICES AUTHORIZED

Fuel Dispensation and service:

4.10 One or two fuel filling and service stations at a place shall be selected for supply of fuel and service to NHA vehicles. Both parties shall sign a contract. Advance payment shall be allowed in accordance with the projected demand. Filing station shall issue advance payment coupons and supply the fuel according to volume expressed on the coupons not reduce quantity or change quality if advance payment has been made before revision of fuel prices. Following committees shall select and renew term of contract of filling and service stations or delisting from NHA panel:-

At Head Office:

Composition	Official Concerned
Chairman	Director (Administration)
Member	Deputy Director (Budget)
Member	Deputy Director (Design Wing)
Member/Secretary	Deputy Director (General Admn)

At Regional / Project Office

Composition	Official Concerned
Chairman	General Manager (Region/Project)
Member	Director (Construction)
Member/Secretary	Deputy Director/Assistant Director (Admn)

Panel of Filling Station/Workshops

4.11 (1) NHA shall select a panel of Filling Stations/Workshops where it shall refer its vehicles for maintenance and repairs. Suitable filling stations/workshops shall be selected for this purpose through Public Notice in Press on three years basis. The panel shall be kept at a low number and shall include only those filling stations/workshops, which are capable and experienced in handling/supply of petroleum products/repair and maintenance of the vehicle available with NHA as under:-

(A) **FILLING STATION**

- (i) It is near to NHA Office.
- (ii) It is centrally located.
- (iii) It's building/premises are safe and structured as per acceptable standards.
- (iv) It has good reputation.

- (v) It has at least four disposal points.
- (vi) All qualitative petroleum items/facilities are available.
- (vii) It has a good service station.
- (viii) It has standard and sufficient storage of petrol/diesel etc.
- (ix) It has sufficient and experienced manpower.
- (x) It has valid license from the competent authority.
- (xi) It has valid dealership license from concerned Oil Marketing Company.

(B) **WORKSHOP**

- (i) It is located at a safe and secure place near to NHA.
- (ii) It's building/premises are safe and structured as per acceptable standards.
- (iii) It is well equipped with all the necessary and latest mechanical instruments.
- (iv) It has a qualified and experienced strength of workers.
- (v) It provides all essential facilities i.e. mechanical (both petrol and diesel), electrical, dainting, painting etc.
- (vi) It is a registered G.S.T. payer.
- (vii) It has safe and secure space for parking of at least five vehicles under lock and key.
- (viii) Space/building occupied by workshop is legally/authorisedly in possession of the owner of workshop.

Note: - Workshops having above standard and if they are also on Government organization panels with good reputation will be preferred

- (2) A quarterly report of functioning of the panel workshops shall be issued by Deputy Director (General Admn), Assistant Director (Transport) at the Head Office and Regional/Project General Manager for Region/Project for submission to the Chairman, NHA through DG (Admn).
- (3) The workshop/Filling Station will be registered on payment of registration fee duly fixed with the approval of the Chairman NHA.
- (4) Once a Filling Station or Workshop is removed from NHA panel will not be considered for three years.
- (5) The panel workshops will be categorized for better repair/maintenance of NHA vehicles as under: -

Category Type of Vehicle to be Repaired.

- | | |
|---|--|
| A | Heavy vehicles/Authorized Dealer Workshops of a Motor Company. |
| B | 1600 CC and above vehicles. |
| C | Less than 1600 CC vehicles. |

- (6) Letters for invitation of quotations for repair/maintenance will be issued to all workshops of the category concerned.

Removal of Panel Workshops/Filling Stations.

- (7) NHA Panel Filling Stations/Workshops can be depanelized at any time with the approval of DG (Admn). Mainly the following reasons shall be enough to depanelize the Filling Stations/ Workshops: -

- i. Un-satisfactory services.
- ii. Poor quality of work.
- iii. Bills are not submitted in due course of time.
- iv. Quotations are costly as compare to others.
- v. The Workshop has failed to respond NHA's quotations thrice.
- vi. Behavior of the management and staff is poor.
- vii. Works are delayed.

(8) Registration of Filling Station/Workshops will be renewed after every three years by paying registration fee at the half of the amount of existing initial registration fee with the approval of DG (Admn) at HQ and Regional GM in the field.

MAINTENANCE OF VEHICLE

4.12 (1) In order to keep the vehicle in proper running condition at all times, the driver shall be required to ensure general cleanliness of the vehicle; carry out check of tyre pressure, visually check level of radiator coolant, oil and break fluid on daily basis. He should also know the maker's instructions of required changes. He shall be required to immediately report all types of faults and deficiencies for necessary rectification so that vehicle can always be kept in proper running condition.

4.12 (2) Following method/procedure shall be followed for repair/maintenance of vehicles: -

- i. A Defect Report Form No.4.12(2-i) shall be filled.
- ii. The driver of vehicle shall fill-in the defect report form which will be countersigned by the officer to whom vehicle is allocated or AD (Admn/Transport) in case of pool vehicles.
- iii. The Transport Mechanic/Incharge will check the vehicle and submit his recommendations as prescribed in the proforma.
- iv. The Superintendent (Transport)/Transport Officer will record required information and get recommendation from Assistant Director (Transport).
- v. In case of minor repair, work order will be issued by AD (Admn/Transport) with the approval of Dy. Director (Admn) and in case of major repairs instructions given in clause 4.13 shall be followed.
- vi. Work Order will be for specific works mentioned in the defect/fault report only.

- vii. The Driver of vehicle will remain present in workshop for supervision of work.
- viii. The officers dealing with transport will also visit workshops from time to time.
- ix. A repair/maintenance Register of vehicles will be maintained by Transport Section in Form No.4.12(2-ix).

4.12 (3) The types of services, which will be provided for proper maintenance and up keep of vehicles are as follows: -

A) Periodic Services.

- i) Periodic oil change:-
 - a. Diesel vehicle 2000 KM
 - b. Petrol vehicle 2500 KM
- ii) Periodic full service and Oil Filter change: -
 - a. Diesel vehicle 3000 KM
 - b. Petrol vehicle 3500 KM
- iii) Engine/Systems check once a month.
- iv) Tuning 10,000 KM
- v) Wheel Balancing and Alignment. As and when required.

Note: -(1) *In case of vehicles running in hard area fields where road network climate and field conditions are tough and poor, above terms will be relaxed by giving full justification with the approval of Member (Operations) on the recommendations of Regional/ Project GM under intimation to Administration Wing.*

(2) *The Administration Wing will arrange change of Mobile Oil and Filters by in-house service. Suitable Stock of Oil and Filters shall therefore be kept on the stock of Store.*

B) MINOR REPAIRS

The mechanical and electrical components of vehicles have a specific life. These parts and components need to be changed with the passage of time through normal wear and tear. Standard cost for such minor repairs shall be determined and such services provided on as required basis to ensure normal upkeep of vehicles. In order to avoid undue expenditure, standard life of each component shall be determined by the Transport Section for compliance by all. Any deviation from the standards shall have to be justified at the time of submission of defect report before making any expenditure. Work order for minor repairs shall be issued to enlisted workshops over the signature of the Assistant Director (Transport) at the Head Office and Deputy Director/Assistant Director (Admn) at the Project/Regional Offices.

Note: - *Minor repair means an estimate for which quotation is not required.*

C) Major Repairs

Motor vehicles are highly valuable assets, as it has to ply on roads of different terrain. It is therefore, imperative that despite of vigilance, there is no guarantee against accident. In cases where NHA vehicle is not insured, NHA may have to incur expenditure on its repair. The Transport Section shall prepare "A Repair/ Maintenance logbook" for each vehicle. In order to control expenditure, major repairs shall be restricted to a limit that is justifiable in accordance with the vintage and book value of the vehicle. Cost of a repair beyond replacement/ depreciated value shall not be allowed.

D) Emergency Repair/Maintenance.

- (1) Any repair/work of a vehicle carried out in the event of sudden breakdown/defect during the course of normal running/use and when such repair/work is required to be carried out on the spot, will be treated "*Emergency Repair/Maintenance*".
- (2) In such a situation the authorized user of vehicle will submit report to the administration along with bills duly verified and entered in the log book, with full justification stating the reasons for emergency repairs immediately. After due scrutiny of the case, amount incurred will be re-imbursed to the individual concerned with the approval of the competent authority.
- (3) Provided major repairs will not be covered under this clause.

E) Miscellaneous

Following facilities shall be permissible in the vehicles of entitled officers: -

- i) Chairman and Members - Hot and Cool Food Pots for five years duration.
 - Air Freshner or Spray Each Month.
 - Tissue Papers two Packets Each month
- ii) Others
 - Spray one per month.
 - Tissue papers one packet per month.

4.12 (4) The workshops will be required to submit their bill within fifteen days from the date of repair is carried out.

4.12 (5) Change of tyres shall be allowed as under: -

- i) Radial Steel Belt 60,000 KMs
- ii) Nylon Belt Tyres 40,000 KMs

Note: - *However, climatic conditions, place of use of vehicle in hard areas and vehicles nature of duties will also be considered while case for change of tyres is being processed. In real and fully justified situation, above limit of distance can be reduced to reasonable level with the approval of Regional GM and DG (Admn) at HQ.*

- 4.13 (1) a) Vehicles requiring major repairs shall be referred to panel workshops only for assessing cost of repairs. The relevant purchase committee shall invite sealed quotations from all the enlisted workshops of respective category.
- b) Work order shall only be issued if prior administrative approval has been obtained from the competent authority as given in NHA Code.
- c) The letters for calling quotations will be issued to all workshops of respective category containing specific nature of work for quoting rates of genuine and non-genuine parts.

CASH PAYMENT REPAIRS

4.13 (2) Subject to the conditions given in NHA Code, repair/maintenance of NHA vehicles shall be permissible with the approval of the competent authority on cash payment out of NHA Panel workshops provided that: -

- i. There is emergency and collection of quotations from panel workshops is either not possible or sufficient time is not available to complete the formalities.
- ii. The work is carried-out at a station where NHA Panel workshop is not available or the vehicle is at out station.
- iii. Panel workshops have offered high rates as compared to non-panel workshop.
- iv. For cash payment repairs, quotations from at least two non-panel workshop will also be obtained and made a part of file including quotations of panel workshops.

Note: - *Instructions given in "Regulations for Evaluation of Assets" shall also be followed.*

4.13 (3) On completion of work of a vehicle the Driver who supervised the work will sign on the front of bill with name and date, whereas, AD(Transport/Admn) and Motor Mechanic/Transport Assistant will jointly certify on the back of bill that: -

"Work has been verified. It is completed satisfactorily. Old parts are collected from workshop and are entered in Old Parts Stock Register in M.T Section. Payments are recommended to be released to the workshop".

Insurance Claims for Accidents and Loss.

4.14 In case of an accident, theft or any other mishap of insured vehicle, claim shall be lodged with the respective office of National Insurance Corporation within twenty-four hours of the occurrence. Work order shall only be initiated if a written consent of the insurance company has been obtained.

4.15 Assistant Director (Transport)/Superintendent (Transport) shall be responsible for handling cases/settlement of insurance claims.

4.16 There will be following permanent record in transport section for maintaining the record of vehicles:-

1. Vehicles Purchase Register.
2. Vehicle Allocation Register.
3. Month-wise Petrol/diesel and Lubricant Purchases/ Expenditures Register.
4. Repair/Maintenance register of vehicles, separate pages for each vehicles.
5. A file separately for each vehicle in two parts:-

Part-1:- Containing purchase record, copies of Registration book, insurance, a Proforma of movement from one office to the other and a Proforma of expenditures including purchase price, repair maintenance along with date, name of workshops, bill number, amount bill, brief of work carried out.

Part-II:- All other documents related to the vehicles.

4.17 (1) The host offices on written request and as per approved tour programme shall provide the officers on official tour a vehicle or Petrol/Diesel (as the case may be). However, necessary entries will be made in the logbook of vehicle allotted and the respective office of the touring officer will be intimated by the officer-in-charge Transport accordingly.

(2) Such vehicles of touring officers when require repair during tour, shall be repaired by NHA office at/near touring station and the parent office of the officer will pay bills.

4.18 The entitled officers shall be eligible for use of official vehicles as a result of transfer/leave/study and training as under with the approval of DG (Admn)/Regional-Project GMs: -

- | | | | |
|------|---|---|------------------------------------|
| i) | Leave | - | Up to four months. |
| ii) | L.P.R. | - | Full period |
| iii) | On transfer/retirement (Excluding compulsory Retirement). | - | One month from the date of relief. |

iv) The entitled officers shall be allowed official transport during training/study subject to the following conditions:-

a. The training/study is by official nomination.

- b. It is at the place of posting. Twin cities (like Islamabad-Rawalpindi) will be treated as same station of posting.
- c. In case of allocation of vehicle at out station during training/tour, TA and any other conveyance charges will not be paid. Payment of Petrol/Diesel charges will not exceed to the amount of monthly fixed ceiling.

4.19

Registers to be maintained by M.T. Section.

M.T. Section will maintain the following Registers: -

- i) Purchase of vehicles.
- ii) Purchase and utilization of POL.
- iii) Repair/Maintenance Expenditures of vehicles.
- iv) Auction of vehicles.
- v) Allocation of vehicles.
- vi) Old Parts Stock and Auction (separately for each).
- vii) Vehicle Movement Register in M.T. Park.
- viii) Logbook.

CHAPTER 5

MISUSE OF TRANSPORT

- 5.1 (1) The use of NHA transport to entitled officers and for other bonafide purposes is covered under these Regulations. The official using the transport shall ensure that it is used for the purpose it is actually meant for.
- (2) " Un-Authorised Person " under These Regulations means, a person not serving in the National Highway Authority and not holding a valid driving license.
- (3) The Assistant Director (Transport/Admn)/Superintendent (Transport/Admn) will regularly check the validity of driving licenses of the drivers of NHA for renewal in time.
- 5.2 Cases of misuse of NHA vehicles shall be reported to the Director (Administration)/General Manger of Region/Project immediately so that proper disciplinary action can be initiated against the concerned official.
- 5.3 In addition to the disciplinary action, double the cost of POL and maintenance chargeable for normal vehicle hiring shall be imposed as penalty on the official found to be misusing the vehicle.
- 5.4 There will be a Vehicles Movement Register for ordinary/ General/Sectional Pool Vehicles in Main M.T. Park under the control of Security staff. Every movement of such vehicles will be allowed on requisition form. All the necessary informations i.e. vehicle number, time in-out, meter reading, user's name and designation, place of use, purpose of use etc. will be entered in the register.

CHAPTER 6

CONDEMNATION, DISPOSAL & REPLACEMENT

6.1 In order to have control over the aging fleet of vehicles, a periodic review shall be carried out. The aim of the exercise is to select vehicles that have out-lived their utility and need to be disposed off being unfit for further use because of their condition or being beyond economic repair. All efforts shall be made to maintain them to the extent that they are in a roadworthy state at an acceptable expense. A Condemnation Board shall survey the vehicles under their use at least once a year to see whether any of the vehicles needs to be disposed off. Following shall be the composition of the Condemnation Board: -

Chairman	General Manager (Audit)
Member	Director (B&A)
Member	Director (Administration)
Member/Secretary	Deputy Director (General Admn)

6.2 In case of Regional Office or Project Office, the official responsible for transport vehicles shall be co-opted as a member of the Condemnation Board.

6.3 The Condemnation Board shall submit its findings and recommendations to the Chairman for sanctioning the auction of vehicles earmarked by the Board

6.4 Finance Wing shall fix the reserve price in accordance with the approved formula and procedure.

6.5 Auction of vehicles shall be made through open tender to attract the best residual value in accordance with the approved procedure.

6.6 An auction Committee shall open sealed bids in a transparent and verifiable manner. The Auction Committee shall comprise the following officials: -

At the Head Office:

Chairman	General Manager (Construction)
Member	Deputy Director (Internal Audit)
Member	Deputy Director (General Admn)
Member/Secretary	Asstt: Director (Transport)

At the Regional Office

Chairman	General Manager (Concerned)
Member	Deputy Director (Internal Audit)
Member	Dy. Director (Accts. Region/Project)
Member/Secretary	Dy. Director/A.D (Admn- Region)

6.7 Transfer of ownership shall be arranged under close supervision of the concerned administration official that shall personally ensure that necessary endorsement is made by the concerned registration authority on the original registration book before handing over of the auctioned vehicle.

Replacement of Vehicle

6.8 Replacement of vehicle shall be made on budget availability and on recommendation of the Condemnation Board.

6.9 (1) Original documents of vehicles will be retained by Administration in lock and key. Attested Photocopies will remain in the custody of driver.

(2) In case of out station duty, the Dy. Director/Asstt. Director (Admn) will give a certificate on NHA Pad to the Driver as under:-

“ It is certified that vehicle No. _____ Make/
Model is property of NHA and is allocated to
Mr. _____ for journey

from _____ to _____ with effect
from _____ to _____ its original
documents and lying with this office. However, attested
photocopies are in the custody a Mr. _____
Driver of the vehicle.”

CHAPTER 7

EMPLOYMENT OF DRIVERS

7.1 The employment of drivers shall be restricted to the sanctioned strength. All eligible candidates shall be required to have Public Transport License (LTV/HTV or as the case may be), past experience, good physique, mental health and eyesight. Preference shall be given to literate persons and ex-servicemen.

7.2 A recruitment committee composed, as follow shall make selection of the drivers: -

At the Head Office:

Chairman	Director (Admn)
Member	Deputy Secretary, NHA
Member	Deputy Director (Accounts)
Member/Secretary	Deputy Director (General Admn)

At the Regional / Project Offices:

Chairman	General Manager (Concerned)
Member	Deputy Director (Personnel)
Member/Secretary	Deputy Director/A.D (Admn-Region)

7.3 While recruiting Drivers, the candidates will be tested and interviews in the following fields: -

(A) Highway Safety.

1. Road Signs Knowledge.
2. At which places overtaking is not allowed?
3. Where Horn is not allowed?
4. Use of Full headlight?
5. What is difference in straight continuous and broken white line on the road?

6. How would it be judged that speed of a vehicle is under control?
7. What indication is to be given when vehicle is out of order or defective on the road?
8. Any other such highway safety question.

(B) **Technical Test.**

The Driver should be placed for test by checking his following activities.

- (i) Before Driving/Sitting in the Vehicle.
 - i. To clean the vehicle.
 - ii. To check oil, water level, tyre pressure.
 - iii. To see tools kit/Spare Tyre.
 - iv. To see if any mechanical defect is noticed.
 - v. To start the vehicle and drive it at least after three minutes.
 - vi. What is Make/Model/CC of a vehicle.
- (ii) During Driving.
 - i. Gear Transmission at the Formula (1+2/20 speed, 3/40 speed, 4/60 speed, 5/80 speed).
 - ii. Control on Steering.
 - iii. Road Sense during driving (own side, speed breaker etc.)
 - iv. Reverse Gear Transmission through Mirrors.
 - v. Stop and Start at Signals (vehicle must be in neutral gear after stop and wait for yellow light to bring it in first gear).
- (iii) After driving while vehicle is to be parked
 - i. Make the vehicle neutral and apply hand break.
 - ii. Open the door of officer (if present in the vehicle).

- iii. Come out of the vehicle and have a look/observe its entire body.
- iv. Park at a proper place.
- v. To switch off the ignition.
- vi. Proper locking.

7.4

Instructions for NHA Drivers.

- (1) The driver of NHA shall observe the following instructions namely: -
 - (a) He shall be responsible for:-
 - (i) The proper upkeep and cleanliness of the vehicle;
 - (ii) Petrol consumption;
 - (iii) Careful driving;
 - (iv) Taking precautions against accidents;
 - (v) Accession for servicing;
 - (vi) Repairs;
 - (vii) Avoidable damage to the vehicle; and
 - (viii) Ensuring the roadworthiness of the vehicle before proceeding on duty and repairing or getting repaired any fault or mechanical defect.
 - (b) He shall always be in possession of his valid licence, registration papers, tax token and a copy of the Highway Code in his vehicle.
 - (c) He will not smoke while driving.
 - (d) He will ensure that vehicle is not loaded beyond its prescribed capacity.
 - (e) He will get himself medically checked up for general fitness, eyesight and night and color blindness, once every six months.
 - (f) He shall get entries recorded in the Movement Register before the officer or other authorized person leaves the vehicle.
 - (g) He shall strictly observe driving and traffic regulations and speed limits laid down for different areas.

- (h) He shall not leave the vehicle unattended or park it in a manner, which violate traffic rules in force.
- (2) If any officer refuses to cooperate in regard to the observance of these rules the driver shall not argue with him but carry out the orders of the officers and report the details of incident to the Officer-in-Charge Transport.
- (3) Any contravention of the above instructions shall be considered as an offence and disciplinary action shall be taken against the driver.

Note: - *“In case of change of nomenclature of posts mentioned in the Regulations due to re-organization, the newly created posts shall replace the old one and the officers so posted with new designations will exercise powers as are vested in existing posts of same status”.*

Annexure - A Chapter-4 (4.2/4.3)

Category	Type of Authorized Vehicle	POL Ceiling Per Month
Chairman	1. Sedan Car 1300 c.c. 2. Sedan Car 1600 c.c. For pool duty	On as required basis.
Board Members/ Members/Secretary, NHA/Media Advisor.	- Sedan Car 1300 to 1600 c.c.	300 liters
General Managers (BS-20)	- Sedan Car 1300 c.c.	265 liters
Directors (BS-19)	- Sedan Car upto 1300 c.c.	225 liters
A group of three BS- 18/17 officers.	- Sedan Cars upto 1000 c.c.	180 liters
For officials assigned operational duties in the field.	Vehicles to be provided according to the nature of work involved for each reach/site. Sanction of the type of vehicle to be allotted shall be given by the regional GM concerned under intimation to the Director (Admn) HQ.	On actual running basis.
Operational Vehicles for Senior Management/VIP.	Heavy Duty jeeps shall be used sparingly for project inspection visits only and maintained as pool vehicle.	On actual running basis.
Dispatch Riders.	Motor Cycles upto 100 c.c.	On actual running basis.
General Pool Duties.	Allocation of vehicles on requisition to be signed by the Director (concerned) for local station pool duties shall be allowed by the Director (Admn) at HQ and Officer Incharge (Admn) in the regional office. Whereas, vehicles for out station duties subject to approval of tour program shall be allowed by the DG (Admn) or in his absence by Director (Admn) at HQ and by GM concerned in the region/field offices.	On actual running basis.

Note:-(1) *Scale or post allowed by grant of Selection Grade/Move Over or Current/Additional/Acting charge shall not entitles an officer for allocation of vehicle.*

(2) *The Director (Admn) shall be empowered to allow Petrol/Diesel maximum to 30% from the quota of next month ceiling on request by an officer after 20th of current month.*

FORM NO.4.12(2-IX)

REGULATIONS FOR USE OF MOTOR VEHICLES

Vehicles Repair/Maintenance Register

Vehicle No. _____ Make _____ Model _____ Color _____
 Chassis No. _____ Engine No. _____ Engine Capacity _____
 Head of Purchase _____ Purchase Price _____
 Head of Repairs _____

Expenditures with Meter Reading and Workshop/Filling Station in each column

Date	1	Mobile Oil Change	2	Oil Filter Change	3	Air Filter Change	4	Fuel Filter	5	Battery Change	6	Tyre Change	7	Other works with Description of work	8	Total amount of Expenditure	9
Detailed with	10	Name of Driver	11	Remarks	12												

Month _____

**FORM NO.4.12(2-1)
MOTOR VEHICLE USE REGULATIONS**

DEFECT/FAULT REPORT

Vehicle No. _____ Make _____ Model _____ Detailed with _____
 Name of Driver _____ Present Meter Reading _____ Date _____
 up to date Expenditure of Vehicle _____ Approximate Expenditure of present repair
 _____ Expenditure of repair/Maintenance during last sixty days _____.

(To be filled By Driver)

Defects

1. _____
2. _____
3. _____
4. _____
5. _____

Signature

(To be filled by Vehicle Examiner)

Recommendations

1. _____
2. _____
3. _____
4. _____
5. _____

Signature

(To be filled by Supdt (Transport)/ T.O.). When was the defected item repaired previously and how much KMs are covered after last repair. & repaired by which workshop.

1. _____
2. _____
3. _____
4. _____
5. _____

Signature

Recommendation of Assistant Director (Admn/Transport).

1. _____
2. _____
3. _____
4. _____
5. _____

Signature

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