

Dated Quetta, the 24th July, 2000.

NOTIFICATION

NO.SGA(TPT)1-3/94/570-740 In pursuance of Chief Executive proclamation of the fourteenth day of October-1999, and in exercise of all powers enabling him in that behalf, the Governor of Baluchistan is pleased to make the following rules, namely:-

1. Short title, application and commencement:-
 1. These rules may be called the Baluchistan Staff Cars Rules, 2000.
 2. They shall apply to all vehicles owned and maintained by the Government of Baluchistan.
 3. They shall come into force at once
2. Definitions:- In these rules, unless there is anything repugnant in the subject or context,
 - a. "Department" means an Administrative Department of Provincial Government as defined in the Baluchistan Government Rules of Business, 1976, and includes an Attached Department and a Subordinate Office;
 - b. "Entitled Officer" means a person specified in the schedule to these rules;
 - c. "Head of Department" means the Officer In-charge of a Department and includes head of an Attached Department as shown in column 2 of schedule II of the Baluchistan Government Rules of Business, 1976;
 - d. "Minister" includes a Provincial Minister and an Advisor having the rank and status of Provincial Minister or Federal Minister;
 - e. "Officer" means a person holding a position in a Provincial Government Department or Statutory Body;
 - f. "Official Duty or Official Business" means a journey performed in the public interest from office or residence to a place where the presence of the officer is required for official work and back;
 - g. "Officer in Charge" means an officer nominated by the Head of Department to be responsible for the proper maintenance and utilization of the vehicles of that Department;
 - h. "Operational Vehicle" means a motor vehicle used by a field officer and technical staff of a department for performance of his duties;
 - i. "Pool Car" means a staff car maintained by the SGA&ID in the Provincial Pool;

- j. "Staff Car" includes a vehicle of any type maintained by Government but does not include an operational vehicle;
 - k. "Schedule" means schedule to these Rules;
3. Number of Staff Cars:-
- 1) The SGA&ID shall provide Staff Cars for:-
 - i. Minister
 - ii. Protocol
 - iii. Secretaries/for touring purposes.
 - iv. OSD's
 - 2) The concerned Departments will provide Staff Cars to all entitled persons specified in schedule, other than above staff cars may be provided to each Minister, Advisor and any other dignitary or office holder.
 - 3) No Department shall purchase a staff car unless it has obtained a No Objection Certificate from the SGA&ID. In the case of replacement of an existing staff car, it shall first be verified from the SGA&ID that no surplus car is available.
4. Administrative Arrangements:-
- 1) Each Department having a staff car shall designate an "Officer-in-Charge" who shall be responsible for the proper utilization and upkeep of the car and the maintenance of records of the staff car.
 - 2) Each staff car shall immediately after its purchase, be registered by the Officer-in-Charge of the Department
 - 3) The vehicle shall be parked in the garage of the Department or at the officers residence.
5. Use of Staff Cars:
- 1) Staff car may be provided for the use of State Guests, members of foreign delegations and other dignitaries visiting Balochistan.
 - 2) Any person may be permitted to use staff car for official duty subject to availability.
 - 3) An officer of Grade 19 and above may use the staff car for attending diplomatic and official functions in his official capacity whether during or outside office hours.
 - 4) Occasional use of a staff car may be permitted by the head of department subject to payment of charges as under:-
 - i) RS.=5.00 Per Km
 - ii) RS.=50 per hour addition to above (for waiting time) or RS.=150 Per day and POL.
 - 5) The Law Department will maintain a staff car for Assembly duty.
 - 6) The use of staff car shall not be allowed to an Officer who is in receipt of allowance. The entitled person as specified in the schedule shall not draw conveyance allowance.

7) No entitled person shall use or retain staff car over and above his entitlement as specified in the schedule.

8) An entitled person shall not retain staff car of his entitlement during leave except upto period of a 90 days.

- i) Private use of a staff car beyond municipal/Cantonment limits shall be subject to prior permission in writing by the head of department.
- ii) Where the staff car is driven by the entitled officer as permitted by Rule 6 (2) the instructions laid down for staff car drivers under rules 16 will also be observed by the said Officer.

6. Use of Staff Cars in contravention of rules:-

- 1) For any journey made in contravention of rule 5(3) and (6) the officer using staff car shall be charged at the rate as specified under rule 5(4) for private use.
- 2) The staff car shall be driven by official driver or in exceptional cases by the officer himself; any instance where a staff car is found driven by a third person will lead to immediate withdrawal of the vehicle and a disciplinary action against the concerned entitled officer.

7. Details of Journey to be given:-

- 1) The details (specific places from which and to which journey is performed) and purpose (whether official or otherwise) of each journey shall be stated in the Logbook of the vehicle.
- 2) For vehicles detailed on official duty beyond municipal limits details of point to point duties shall be recorded.

8. Use of Staff car of an Attached Department by Administrative Department:-

A staff car belonging to an Attached Department or a Subordinate Office or a Department shall not be used by the Administrative Department/by Minister.

9. Staff Car Driver:-

- 1) Staff Cars shall be driven by the authorized official drivers who will always be in the livery officially issued to them. However, entitled officers possessing a driving license may drive the staff car allotted to them in the absence of authorized staff car drivers.
- 2) Staff Car drivers shall be recruited by the Administrative Department/Attached Department after completion of co-dal formalities and examining the candidates, viz., skill in driving knowledge about the mechanism of the vehicle and its different parts and familiarity with traffic rules. The concerned Department for the recruitment of drivers shall set up a committee.

10. Areas within which staff cars are to be used:-

The staff car shall be used for duty within the Municipal and Cantonment areas of the city where they are maintained and shall not be used for long distance hours save in exceptional circumstances and in the case of journeys made by the State Guests or the members of Foreign delegations visiting Balochistan provided that:-

- i. A Minister, Advisor and any other dignitary or office holder may use the staff car beyond the Municipal limits by observing the different rules/instructions issued by the Provincial government from time to time.
- ii. A Secretary/Additional Secretary may permit the official use of staff car beyond municipal limits for reasons to be recorded in writing.
- iii. The private use of staff car beyond municipal limits by Government officials, including the entitled officers, may be permitted only on payment.

11. Maintenance of Record:-

- 1) The following record shall be maintained for each staff car namely:-
 - i. A copy of these rules.
 - ii. Vehicle Logbook.
- 2) Staff car driver Officer-in-charge and the entitled officer concerned shall be personally responsible for up-to-date maintenance of Logbook.

12. Checking of the Logbook:-

- 1) The Officer in Charge shall ensure that the staff car in his charge is not misused or neglected by the driver and that the petrol/diesel of the staff car is not wasted. He shall scrutinize the Logbook at least once a month that all journeys were properly authorized and that avoidable journeys were not made by the staff car. The Officer in Charge shall also record a certificate of checking in the Logbook in the following form under his full signature:-

I have examined all the entries since this Logbook was last checked and have no observations to make except the following:

- 1.
- 2.

Signature
Designation of the Officer.
Date.

- 2) A Deputy Secretary (Admin.) shall be designated in each Department to scrutinize the entries and the certificates of the Officer in charge in the Logbook and affix his signature to that effect.

13. Recovery of charges for private use:-

- 1) The Officer in Charge shall cause and prepare a bill on the last working day of each month in respect of private use of the staff cars made during the month and shall pass on the bill to the cashier of the Department for the recovery of charges from the officer who used the staff car for private purposes. The bill shall cover the entire mileage done for private purposes and the Officer in Charge shall record a certificate after the final entry for each month in the Movement Register that the register has been examined and that necessary bill have been prepared and sent to the cashier for recovery of charges.

- 2) All recoveries of charges for the private use of staff car shall be made at the end of each month from officer concerned. Recoveries on account of private use of staff car shall not be delayed beyond one month.
- 3) The Government of Balochistan Finance Department vide its circular No.FD(R.II)VI-2/98/2309-2410 dated 1st November, 1998, has specified certain limits of POL etc. The persons authorized to use staff cars shall ensure that they remain within the specified limit. If expenditure is beyond prescribed limits the same excessive amount will be recovered from him.
- 4) Where reasonable indication of the nature of the journey made by the staff car is not available or where an officer has not signed the Movement Register or not supplied the particulars, it shall be assumed that the journey was made on private account and shall be charged accordingly as per rule 6, above.
- 5) The Amount realized on account of hire charges under rule 13 shall be credited to Government account under the relevant head.

14. Audit:-

- 1) Audit of accounts relating to staff cars shall be conducted periodically by the staff of the Accountant General of Balochistan.
- 2) It shall be the responsibility of the auditing staff to ensure strict observance of these rules and to treat all expenditure made in contravention of these rules as unauthorized.
- 3) The auditing staff shall ensure that the use of staff car, after its becoming surplus under sub rule (1) and (2) of rule 3 is treated as unauthorized and charges from the individual using such staff car are recovered in accordance with rule 5(4).
- 4) SGA&ID, in consultation with the Finance Department may detail special audit teams composed of officer drawn from other departments for special audit of certain Departments having a sizeable fleet of staff cars.

15. Hiring of Taxi for official business:-

In view of the provision of staff cars in each Department strict control shall be exercised over the hiring of taxis for official business and Deputy Secretary (General) SGA&ID shall be authorized to grant permission for hiring of a taxi if no staff car can be made available for the specific purpose for which vehicle has to be requisitioned.

- 2) Six monthly reports, showing expenditure on the hiring of taxis as on the 31st March and 30th September each year shall be sent by the office of DS(G), SGA&ID to the Finance Department and a copy thereof shall be endorsed to the concerned department to whom taxi was allowed.

16. Instructions for staff car drivers:-

- 1) The drivers of each staff car shall observe the following instructions namely:
 - a. He shall be responsible for:
 - i. The proper upkeep and cleanliness of the staff car;
 - ii. POL consumption;
 - iii. Careful driving;

- iv. Taking precautions against accidents;
 - v. Accession for servicing;
 - vi. Repairs;
 - vii. Avoid damage to the staff car;
 - viii. Ensuring the road worthiness of the vehicle before proceeding on duty and repairing or getting repaired any fault or mechanical defect;
 - ix. Not to allow any one to drive the staff car.
- b. He shall always be in possession of his valid driving license, NIC, Registration Papers, Tax Token and a copy of the Highway Code in his staff car along with a copy of these rules.
 - c. He will get himself medically checked up for general fitness, eyesight and night and colour blindness, once every six month.
 - d. He will not smoke or take any intoxicant while driving.
 - e. He will ensure that the staff car is not loaded beyond its prescribed capacity.
 - f. He shall get entries recorded in the Movement Register as the officer or other authorized person leaves the staff car.
 - g. He shall strictly observe driving and traffic regulations and speed limits laid down for different areas.
 - h. He shall not leave the staff car 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 staff car 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.
 - 3) Any contravention of the provisions of sub-rule (1) and (2) above shall be considered as an offence and disciplinary action shall be taken against the staff car driver.

17. Periodical Maintenance of Staff Cars:-

The following schedule of checking and servicing of staff cars shall be observed for their proper upkeep and maintenance, namely:-

- 1) Daily Maintenance:- A driver of staff car shall carry out the following tasks daily:-
 - i. Checking the level, cleanliness and temperature of water, if required;
 - j. Checking the engine oil and petrol/diesel ensure that there is no leakage from any part;
 - k. Checking tightness of wheel nuts; bolts; link a gas kit pressure, and cleanliness of tyres to ensure that there are no flints, stones etc., which may cause deep abrasions or cuts in a tyre;
 - l. checking of all attachments and fittings, controls gauges, lights and brakes; and
 - m. Cleaning by dusting or wiping both the interior and the exterior of the staff car.
- 2) Weekly Maintenance:- A driver of staff car shall carry out the following tasks once a week:-
 - i. Cleaning by washing of the entire vehicle (from inside and outside) including washing of wheels;
 - ii. Removal of battery for cleaning of corrosion from the terminals and heir coating with petroleum jelly, checking of vent plugs, vent holes and body refreshing with distilled water in the battery if required.

3) Periodical Maintenance:-

- 1) Officer in Charge of the staff car shall see that repairs/servicing/oil change/tuning of the staff cars is always get done from a garage specifically nominated by the manufacturer for the purpose. However, if such arrangements are not available staff cars may be sent to an approved automobile workshops for repairs etc. Each Department/office shall maintain a pre-approved list of such garages/workshops. If an authorized agent provided unsatisfactory service or the charges are exorbitant, work may be got done from the approved garages with the special permission of the Head of Department.
- 2) Any fault in a vehicle discovered by the driver while on duty or performing the tasks under clause (1) and (2) of rule 17 shall be reported immediately to the Officer in Charge.

18. Weekly Inspection by Officer in Charge:-

The Officer in Charge shall be responsible to see that the staff car driver is given sufficient time to carry out the weekly maintenance and shall himself carry out weekly inspection to ensure that the tasks to be performed by the driver under clause (2) of the 17 have actually been carried out and the vehicle is fit for duty in all respects. The result of this inspection shall be recorded in a bound register in the following proforma:-

<u>Date of inspection</u>	<u>Name of the Officer-In-Charge who carried Out the inspection</u>	<u>Remarks by the Officer-in-Charge</u>	<u>Initial of Officer In Charge.</u>
1.	2.	3.	4.

19. Categories of staff Cars and their Entitlement for Use:-

- 1) Staff cars for Government use may be categorized as under:-
 - a) Small cars Up to Engine power 1000cc not exceeding 1300 cc
 - b) Medium Cars Cars with an Engine Power ranging from over 1300cc to 1600cc.
 - c) Big Cars Engine Power exceeding 1600 cc.
- 2) The use of staff cars shall be restricted as follows:-
 - a) All official duties in Department Small Cars.
 - b) Ministers or other entitled dignitaries and office holders. Medium Cars.
 - c) Protocol Purpose. Big Cars.

20. Replacement of Staff Cars:-

- 1) No Staff cars shall be replaced save in the manner as provided below:-
- 2) A replacement committee hereinafter, referred to in these rules as committee should be constituted in each Department for determining further usefulness of various vehicles in the Department. The committee shall consist of the following:-
 - a) Additional Secretary of the Department concerned Chairman.

- c) Officer in Charge
d) Section Officer (B&A) of the Deptt: concerned
- Member.
Member.
- 3) The Committee shall meet in the Department on an appointed date and time to examine the staff car proposed to be replaced and shall make its recommendation, in writing to the Secretary of the Department.
- 4) Before the staff car is examined by the committee it shall be got inspected in the Agriculture Engineering Workshop.
- 5) Conditions for replacement of staff cars:-
- No vehicle will be replaced before the completion of the prescribed life fixed on the basis of mileage/number of years used.
 - The life/fixed for replacement is seven years or 300,000 kilometers for small cars and eight years or 450,000 kilometers for medium cars, whichever is earlier.
 - If a vehicle is required to be replaced before reaching the life fixed a special procedure given under rule 20 (2) will be followed.
21. Exceptions:-
- No life is fixed for big cars. Cars who may meet a serious accident can be proposed for condemnation at any time as per following procedure:-
- 1) Replacement of procedure of Staff Cars:-
- Staff cars when due for replacement as per their fixed life may be replaced at the discretion of the Secretary of the Department concerned.
 - In the case of vehicle required to be replaced under clause 20(5)(c) the matter shall be referred to the SGA&ID together with necessary justification. In such case of replacement the vehicle need not be pre-inspected as required for normal replacements. After agreement of the SGA&ID the case would be referred to Agriculture Engineering workshop for their technical opinion. Finally the car replacement Committee of the SGA&ID will give its recommendation and also bring out any adverse reflections to the notice of the concerned Secretary where necessary. On a positive recommendation of the committee the staff car may be replaced.
 - All cases of replacement of cars would continue to be referred to the SGA&ID for obtaining "No Objection Certificate".
22. Disposal of Vehicles:-
- All vehicles with the exception of the accidented vehicles shall be disposed off by SGA&ID through public auction.
23. Registration Number etc. to be communicated:-
- Wherever a new staff car is purchased by a Department, its registration number together with the registration number of the car going to be replaced shall be communicated to the Accounts Section concerned, who shall admit expenditure of such staff car, under intimation to the SGA&ID.
24. Pool of Cars:-
- SGA&ID shall maintain a Pool of Staff Cars, consisting of cars of different categories as per requirements.

2) Availability of Pool Cars: Subject to availability the following will be eligible for the use of staff cars in the pool:-

Departments for the use of State Guests, Members of Foreign delegations and VIPs visiting Balochistan;

Provincial Ministers, Advisors and any other dignitary or office holder when their staff cars are temporarily off road for minimum of two days for repair but not exceeding fifteen days;

Officers of Grade 18 and above of the Federal Government while on official tour to Quetta. Provided that respective department circulates their tour program well in advance and a car is requisitioned as per rule 5.

Journeys performed in contravention of sub-rule (2) shall be chargeable as private journey under rule 5(4).

Pool cars shall not be made available for normal use of a Department or for use under Rule 5 (5). However a pool car can be provided to a Department subject to availability if its own staff car is temporarily out of order as per rule 19(2)(b) or in an emergency.

3) Pool Cars for Specific Duty only:

Except as otherwise provided in these rules, pool cars shall be made available for specific duties only and shall not be provided for an indefinite period in lieu of a staff car of a Department which is sent for repairs etc. After performance of each specific duty the staff car shall be returned to the Provincial Pool of SGA&ID.

4) Request for Staff Cars from Provincial Pool:

a) When the staff car of a Department is to be sent for repairs which may keep it off the road for more than two days and a pool car is required, the SGA&ID shall be informed and confirmation regarding the availability of pool car shall be obtained before a formal requisition of pool car is made, but this period shall not exceed 15 days in any case.

b) The Officer-in-Charge of the borrowing Department shall on each such occasion, furnish the following information:-

Designation of officer and name of the Department requiring the staff car.
Date and time for which it is required, and
The purpose for which required.

c) All demands for the pool cars will be registered chronologically in the SGA&ID in the form as given in Annexure "C" priority in allotments of pool cars shall normally be assigned in the order of nature of requirement of duty for which it is being demanded.

5) Emergency Demands:-

In case of an emergency demand for a pool car for any specific duty telephonic request may be made to the in-charge of pool cars in the SGA&ID who shall try to meet the same subject to verification of such emergency and availability.

6) Claim for Taxi Hire for non provision of pool cars:-

All demands for the provision of staff cars from the Provincial Pool shall be attended to subject to the availability of staff cars, and non-provision of a staff car shall not entitle an officer to claim taxi charges from the Government.

BY ORDER OF
GOVERNOR BALOCHISTAN


SECRETARY, SGA&ID
GOVERNMENT OF BALOCHISTAN

The Controller,
Government Printing Press,
Balochistan, Quetta.

NO. EVEN DATED EVEN

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4. The Chief Secretary to Government of NWFP, S&GAD, Peshawar.
5. The Additional Chief Secretary (Dev.), Planning & Development Department, Government of Balochistan, Quetta.
6. The Senior Member, Board of Revenue Balochistan, Quetta.
7. All the Administrative Secretaries to the Government of Balochistan Quetta _____.
8. The Principal Secretary to Governor Balochistan, Quetta.
9. All the Head of the Attached Departments in Balochistan.
10. All the Commissioners/Dy. Commissioners/Political Agents in Balochistan.
11. The Chairman, Balochistan Public Service Commission Quetta.
12. The Chairman, Balochistan Development Authority, Quetta.
13. The Chairman, Provincial Inspection Team, Balochistan, Quetta.
14. The Director General, Quetta Development Authority, Quetta.
15. The Accountant General Balochistan, Quetta.
16. The Private Secretaries to all the Provincial Ministers/Advisors Balochistan: Quetta.
17. The Private Secretary to Chief Secretary, Balochistan, Quetta.
18. All Deputy Secretaries, Under Secretaries/Section Officers in SGA&ID Quetta.
19. The Controller, Balochistan House, Islamabad.


(ALI BAKHSH BALOCH)
Under Secretary (Transport)

Annex-A

Date	Time from 8 to	Name & Designation of the Officer	Details of Journey i.e. from	Purpose of Journey i.e. Private or Official	Meter reading before Journey	Meter reading after Journey	Mileage/ Kilomet or covered	Signature of the Officer	Remarks shown in 1. Patrol issued. 2. Car sent for servicing etc. 3. Any other events
1	2	3	4	5	6	7	8	9	10

Note: The Movement Register would be bound and its pages numbered.

Annexure-B

(Outer Cover)

Staff Car No.

Vehicle Log book

Department

PART I—Specification (Page)

1. Make Number.
2. Chassis No.
3. Year Manufacturing.
4. Type of Body.
5. Seating Capacity.
6. Number of Cylinders.
7. Horse Power.
8. Petrol Tank Capacity (Main Reserve)

9. Tyres: Size.
 Front
 Rear.

Pressure.

Signature of Officer who certified
Correctness of the above entries

PART II—Transfer (2 pages)

PART II—Transfer (2 pages)				
No.	Date of transfer	Signature of Officer and the name of Department by which transferred	Signature of Officer and the name of Department by whom received	Date
1	1	2	3	4
2				

PART III—Summary of Repairs executed and Purchases made (20 Pages)

Date in Workshop out	Particulars of repairs executed, purchases made	Cost of repairs	Contingent vouchers Number	Signature of Officer in-Charge Staff Car.
1	2	3	4	5

PART IV—Records of Petrol and Mileage (40 pages)

Date & Month	Opening balance in tank on the first day of the month	No. of liters of petrol obtained	Voucher No. and Date	Balance in tank or the last day of the month	Total Petrol consumed during the month Column 2+3--5
1	2	3	4	5	6

Running mileage Kilometer meter reading	Closing mileage Kilometer meter reading	Mileage kilometer performed during the month	Average mileage/ Kilometer per liter for the month	Signature of the Officer-in-Charge of Staff Car.	Remarks.
7	8	9	10	11	12

Note:-- On closing of each month the following certificate should be recorded by the Officer-in-Charge of the staff car:-

"Certified that the petrol obtained during the month of _____ was consumed in Car Number _____ and in no other vehicle to the best of my knowledge and belief".

Annexure-C

REQUISITIONS SLIP FOR STAFF CAR

PART I

A staff car is required for _____ on _____ from _____
To _____ for going to _____ in connection with official/ private business.

Signature of the Requisitioning Officer

Officer-in-Charge
Transport

PART II - To be used in Transport Section Government Transport Duty Slip

Staff Car No. _____ with Mr. _____ Driver is directed to
report for duty to _____ at _____
on _____ for _____

Signature of Officer-In Charge
Transport

PART III - To be completed by the Requisitioning Officer at

Released at place _____ time _____ on _____
Actual kilometer reading at the time of release _____

Signature of Requisitioning Officer.

DEMAND OF STAFF CAR FROM CENTRAL POOL Annexure-D

- a) Serial Number.....
- b) Date of Registration
- c) Designation of Officer and name of the Department requiring the Pool Car.....
- d) Date and Time at which required.....
- e) Period for which required.....
- f) Purpose for which required.....
- g) Signature of the official registering the demand.....
- h) Registration number of Pool Car provided.....
- i) Signature of driver detailed on duty.....

Schedule**VEHICLE ENTITLEMENT**

	Sedan	4x4
<u>A. Ministers/Secretaries</u>		
1 Cabinet Minister	1	1
2 Chief Secretary	1	1
3 Senior Member Board of Revenue	1	1
4 All Officers posted in Secretariat, Grade-19 & Above	1	
5 OSDs in Grade 20 and above (With Prior approval of Chief Secretary and subject to availability	1	
6 Deputy Secretary to C.S	1	
7 Private Secretaries to Ministers, Chief Secretary, ACS(Dev.) Secretary Finance, Secretary Home, Secretary SGA&D and Principal Secretary to Governor.	1	
<u>B. Attached Departments</u>		
1 Advocate General	1	
2 Inspector General of Police	1	1
3 Chief Conservator of Forests	1	
4 D.G. Environmental Protection Agency	1	
5 Director General Agri: (Extension)	1	
6 Director General Agri: (Research)	1	
7 Director General Livestock	1	
8 Director Food	1	
9 Director Colleges	1	
10 Director Secondary Education	1	
11 Director Primary Education	1	
12 Director Bureau of Curriculum and Extension	1	
13 Chairman Text Book Board	1	
14 Chairman BISE	1	
15 Managing Director Education foundation	1	
16 All Chief Engineers, C&W Department	1	
17 All Chief Engineers, IP&PHE	1	
18 Director Excise & Taxation	1	
19 Director General Local Govt.	1	
20 Director General Health	1	
21 Principal Bolan Medical College	1	
22 M/S Civil Hospital, Quetta	1	
23 M/S Fatima Jinnah TB Sanatorium	1	
24 Director General Population Welfare	1	
25 Director Social Welfare	1	
26 Director Industries/Small Industries	1	
27 Director Labour and Manpower	1	
28 Chief Inspector of Mines	1	
29 Chairman & Members Public Service Commission	1	
30 DIG Anti Corruption Establishment	1	
31 Director Public Relations	1	
32 Member Services Tribunal	1	
33 Chairman & Members Provincial Inspection Team	1	
34 Commissioners	1	1
35 DIG of Police	1	
36 Deputy Commissioners and Superintendents Police	1	
<u>C. Autonomous Bodies</u>		
1 Chairman, BDA	1	
2 Director General QDA	1	

VEHICLE ENTITLEMENT

		<u>Sedan</u>	<u>4x4</u>	<u>POL Limit.</u>
A.	<u>Ministers/Secretariat.</u>			
1	Cabinet Minister	1	1	No limit on 4x4 vehicle, 250 litre/month on Sedan
2	Chief Secretary	1	1	250 litre/month *
3	Senior Member Board of Revenue.	1	1	-do-*
4	All Officers posted in Secretariat, Grade-19 and above (list attached)	1	**	250 litre/month
5	OSDs in Grade 20 and above. (with prior approval of Chief Secretary and subject to availability)	1	-	200 litre/month
6	Deputy Secretary to Chief Secretary	1	-	250 litre/month
7	Private Secretaries to Ministers, Chief Secretary, Addl: Chief Secretary (Dev), Secretary Finance, Secretary Home, Secretary SGA&ID and Principal Secretary to Governor	1	-	200 litre/month
B.	<u>Attached Departments *</u>			
1	Advocate General	1	-	250 litre/month
2	Inspector General of Police	1	1	-do-*
3	Chief Conservator of Forests.	1	-	250 litre/month
4	Director General Environmental Protection Agency	1	-	-do-
5	Director General Agriculture (Extension)	1	-	-do-
6	Director General Agriculture (Research)	1	-	-do-
7	Director General Livestock	1	-	-do-
8	Director Food	1	-	-do-
9	Director Colleges	1	-	-do-
10	Director Secondary Education	1	-	-do-
11	Director Primary Education	1	-	-do-
12	Director Bureau of Curriculum & Extension	1	-	-do-
13	Chairman Text Book Board	1	-	-do-
14	Chairman BISE	1	-	-do-
15	Managing Director Education Foundation	1	-	-do-
16	All Chief Engineers, C&W Department (list attached)	1	-	-do-
17	All Chief Engineers, P&W Department (list attached)	1	-	-do-

18	Director Excise & Taxation	1	-	250 litre/month
19	Director General Local Government	1	-	-do-
20	Director General Health	1	-	-do-
21	Principal Bolan Medical College	1	-	-do-
22	MS Civil Hospital Quetta	1		-do-
23	MS Fatima Jinnah Sanatorium	1		-do-
24	Director General Population Welfare	1		-do-
25	Director Social Welfare	1	-	-do-
26	Director Industries/Small Industries	1	-	-do-
27	Director Labour and Manpower	1	-	-do-
28	Chief Inspector of Mines	1	-	-do-
29	Chairman & Members Public Service Commission	1	-	-do-
30	DIG Anti Corruption Establishment	1	-	-do-
31	Director Public Relations	1	-	-do-
32	Member Services Tribunal	1	-	-do-
33	Chairman & Members Provincial Inspection Team	1	-	-do-
34	Commissioners	1	1	-do-*
35	Deputy Inspector Generals of Police	1	-	250 litre/month
36	Deputy Commissioners and Superintendents of Police.	1	-	-do-
C.	<u>Autonomous Bodies.</u> *			-do-
1	Chairman, Balochistan Development Authority	1	-	-do-
2	Director General, Quetta Development Authority	1	-	-do-
3	Managing Director, B-WASA	1	-	-do-
4	Managing Director, LEIDA	1	-	-do-
5	Managing Director, Pasni Fish Harbour Authority	1	-	-do-

Notes

- * Extra POL, on actual, for tours by road outside Quetta/Headquarters
- ** will be entitled to draw touring vehicle from SGA&ID. In cases of additional charge no extra vehicle to be used; addl: post vehicles to be garaged.

1-3



**SERVICES AND GENERAL ADMINISTRATION
DEPARTMENT
(TRANSPORT SECTION)**

**SUMMARY FOR
THE CHIEF MINISTER**

**Subject: GRANT OF P.O.L. TO THE BS-17 AND BS-18 OFFICERS POSTED
IN THE SERVICES AND GENERAL ADMINISTRATION AND
FINANCE DEPARTMENTS.**

It is submitted that Deputy Secretaries and Section Officers posted in the important Wings of the Services and General Administration and Finance Departments have to perform their duties in the afternoon/night as well as during the holidays. Their services are always required at call, therefore, they were provided old vehicles to facilitate them and they are being provided the following POL on monthly basis for the official duties:-

- | | | |
|-----|----------------|-----------------------|
| i. | BS-18 Officers | 120 liters per month |
| ii. | BS-17 Officers | 080 liters per month. |

2. It is added that no regular ceiling for provision of POL to them has been fixed. In order to regularise the past practice in vogue in the public interest following ceiling of POL/CNG is proposed for the officers as noted against each:-

- | | | | |
|-----|----------------------|-------|--|
| i. | Deputy Secretaries = | POL | 120 liters per month
per month |
| | | | OR |
| | | CNG | i) 150 Kgs per month |
| | | | ii) 10 liters petrol, per
month (for starting
of vehicle) |
| ii. | Section Officers = | POL = | 100 liters per month
per month |
| | | | OR |
| | | CNG | i) 90 Kgs per month. |
| | | | ii) 10 liters petrol, per
month (for starting
of vehicle). |

3. Approval of the Hon'ble Chief Minister is solicited to the proposal contained in para-2/N above.

(Signature)
(ALI ZAHEER HAZARA)
SECRETARY

CHIEF SECRETARY.

435/1858/08
06.2.08

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(Signature)

+. Finance Department supports the proposal
 Services and General Admn: Department as contained
 para-2 of the summary. This facility must be restrict
 only to those officers of B-17 whose job requireme
 really deserve it.

[Signature]
 (MAHTOOZ ALI KHAN)
 Finany Secretary

PS/PS/192
 3-2-08

Chief Secretary

627/PS/CS/2008(17)
 9-2-2008

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at para 4/as read with
 observation at para 4/n
[Signature]
 19/2/08

Chief Minister

287-PS/P-Secy: (C7)-8
 20-02-08
 21-

C.M has approved
 Para 2/N

N
 20-2