

## **Function of Transport Section of Doordarsan Kendra** **General**

1. This chapter deals with Government transport vehicles and also hiring of taxis in Doordarshan Kendras/ Offices. In Kendras where Administrative Officer is posted he is in-charge of supervision of transport section. Transport Assistant (U.D.C.) look after the work in the Section.

2. It is the duty of the officer-in-charge of transport to see that the vehicles are maintained properly, prescribed registers, log books are properly written and all the instructions in this regard and in regard to the hiring of taxis are followed. It will also be his responsibility to ensure that recovery of transport charges is properly made as per instruction contained in this chapter.

*Note: Under the provisions of the Motor vehicles Act, the owner of the vehicle is responsible for ensuring that vehicle is driven by a person holding valid licence. Heads of Kendras/ Officers should therefore keep a watch that licences are properly renewed and kept up to date by the office Drivers.*

### **PURCHASE AND MAINTENANCE OF VEHICLES**

#### **1. Purchase of Cars**

a) The Heads of Kendras/ Officers of Doordarshan should examine the necessity for replacing old vehicles or purchasing additional vehicles, sufficiently in advance and include necessary provision in the Budget Estimates with adequate justification to enable Government to admit the provision.

A proposal for the purchase of a vehicle in replacement of an exiting one should invariably be accompanied by the history sheet specified in annexure-1 given in Doordarshan Manual Volume- 1 part 1 & 2. Where, however, an additional car is required, the inadequacy of the existing vehicles should be clearly brought out. The proposal should be sent by the 31st May of the year so that the requisite sanction is obtained from the Government (Wherever required) in time for completion of the transaction through the DG, S & D within the financial year concerned.

b) A Separate history sheet (distinct from history sheet as per Annexure mentioned above) is maintained for each vehicles right from the date of its purchase till such time as

it is declared unserviceable and finally disposed of. The proforma for the history sheet during the period of service of the vehicle has been indicated in Annexure-2. The officer-in-Charge of the maintenance of the vehicles sign against each individual entry in the history sheet.

*Note: Funds are provided in the Budget Estimates of the succeeding year, for replacement of vehicles, on the basis of the history sheets in the case of the vehicles which have reached the zone of condemnation. Budget provision can be made when a vehicle has served the prescribed life, either interms of years or in terms of mileage, since one of the two is deemed to determine the zone of condemnation. Production of the condemnation certificate issued by the competent transport authority will, however, be the precondition or actual replacement, and can be produced at the time of asking for sanction to purchase the new vehicle.*

2. The vehicles should be inspected monthly by the Head of Office/ Kendra along with an Engineer and the action out of such inspection expeditiously pursued.

## **PURPOSE FOR WHICH DOORDARSHAN VEHICLES MAY BE SUPPLIED**

### **1. To Casual artists/ Performer**

Transport may be supplied in all cases where the Head of the office considers it necessary. Government transport should however, be used to the minimum extent when public transport is easily available. For supply of transport to officials, reference is invited to para 4 mention below. For coverages office transport may be used mostly to avoid damage to cameras and recorders etc.

### **2. To Artists**

Transport may be provided for bringing 'Artists' from their residence to the Kendra and back, if they have to attend duty during such hours when public transport is not normally available, Unaccompanied lady artists may be allowed transport between 8.00 p.m. and 7.00 a.m. Transport may be allowed to disabled persons at all times. Artists who have to attend duty more than once may be allowed transport from and to their residences for the second and subsequent visits. The Director may use his discretion in essential cases irrespective of time.

### **3. To Producers (Emeritus)**

Whenever a Producer (Emeritus) wishes to or is required to come to the Doordarshan Kendra for official work, he should be supplied transport without payment of charges.

### **4. To Regular Staff**

a) Essential Staff who have to come to duty more than once during a day and who live at a distance of more than 8 K.M. from the place of duty may be allowed transport from their residence and back for the second and subsequent visits.

b) Essential staff who have to attend office at odd hours when public transport is not normally available may be provided transport only for the journeys during the odd hours if they live at a distance of more than 1.6 k.m. from the place of duty.

*Note: The words 'odd Hours' should normally be interpreted to mean the hours between 10.00 p.m. and 6.00 a.m. but transport may be provided before 10.00 p.m. or after 6.00 a.m. if public transport is not available and at the discretion of the Director.*

(Authority for paras 1 to 3 on the lines of min. of 1 & B letter No. 10/15/66/ A&G dt. 2nd / 7th January 1969 to DG: AIR subsequent amendment by DG:DD who has full powers over transport.

c) i) If a member of the staff is called for duty in an emergency, on a Sunday or a closed holiday or is required to stay late in the evening/ at night in the interest of service, he/ she may be allowed free transport at the discretion of the Head of Office, provided that no remuneration is given to the staff called on duty in such cases and that necessary measures are taken to ensure that the privilege is not abused.

ii) The Heads of Kendras/ Offices may also use Government transport, under the provisions of this rule, free of charge, occasionally and only in emergencies but not for making routine visits to the studios from residence etc. They may utilise the vehicles from residence in odd hours in emergent cases. Only officers holding the ranks of Joint Secretaries and above are permitted official lifts for residence to office and back.

d) Transport may be allowed to members of the staff for work connected with the Doordarshan from office to the place of work and back at any time during day and night.

The words for work connected with the Doordarshan Kendra should be interpreted to mean the purpose for which the duty cars have been provided to various Doordarshan Offices.

e) Transport may be provided to members of staff free of charge from Studios, city office or a central point in the city office if not established in the city, to the Transmitter and vice versa for going to and returning from duty. Care should, however, be taken to restrict the expenditure on use of transport to the minimum by combining as many trips as possible.

f) The Heads of Offices/ Kendras may, at their discretion and for recorded reasons, permit any member of their staff to use Government transport for bonfide official trips provided: that:

i) It is in the interest of economy or efficiency of work of the office e.g. sometimes it may be cheaper to send a person to the market by the Government transport to purchase an article instead of allowing him to use hired transport and charge it to contingencies;

ii) The Government transport is not required at that time for use by the Casual artists or artists or essential staff for whom it is mainly intended.

g) The prescribed rates at which transport charges are recoverable in some cases are in para 12.

## **5. To Touring Officers**

Touring Officers of the Doordarshan or the Information and Broadcasting Ministry may be allowed the use of Government transport for bonafide official trips; provided.

i) The Head of office is satisfied that the Govt. transport is not required at that time for the use by the casual artists or staff/ artists or essential staff on duty for whom it is mainly intended.

ii) The Govt. transport is issued for official work within a radius of 8 k.m. or the municipal limits whichever is more distant.

6. Bonafide official trips mentioned in paras 4.(1) and 5 above be considered as commencing at the Kendra/ City Office. Consequently the permission contemplated in paras 4. (f) and 5. does not include trips between railway station and place of residence and Dorrdarshan Kendra. The Director General may, however, in respect of out of the way stations/ kendras give permission to any touring officer to use the car for this purpose also subject to the conditions mentioned in para 5 above and subject to the additional condition that the touring officer pays to Government mileage as prescribed by the Government if he is not entitled to road mileage; and if he is entitled to claim road mileage, he will not draw such road mileage for those journeys.

7. Heads of offices who are in receipt of conveyance allowance/ P.T.A. should not use Government transport except with the previous written permission of the Director General which would be given in exceptional circumstances when there is a breakdown of the Head of office's car for a few days and on condition that he would not draw conveyance allowance for those days.

Other Heads of offices who are not in receipt of conveyance allowance may use the official car for bonafide official purposes which should be recorded clearly for subsequent scrutiny by audit and by the Directorate etc.

8. The Head of office should not permit the use of the Government transport for private trips or non-duty trips except to the extent permitted in the foregoing paragraphs.

9. The powers given to Director General and Heads of Offices in paras 4 and 5 to 8 should be exercised only by the Director General or Head of the Office (as the case may be) and should not be delegated to subordinate authorities.

10. The duty car should run from the studio/ City Office or a Central place in the city (if there is any) by the shortest route and in **no case should be diverted to pick up the members of the staff from their residence.**

**11. The facilities mentioned in paras 1 to 9 are subject to the availability of a vehicle. Transport facilities cannot be demanded as a matter of right and Heads of Official are free to refuse transport to any person without assigning any reason even though he may be eligible for transport under these orders.**

**12. Transport Charges**

i) Transport charges at rates mentioned below should be recovered in all cases in which transport is provided to the regular staff from residence to the place of duty and/ or back, subject to the condition that the recovery of charges is confined to two trips only, namely for coming to and/ or going back from the place of duty, as normally an employee is expected to come to his place of his duty and go back from there at his own cost. For subsequent trip or trips no charges are to be recovered. Transport charges at half the prescribed rates should be charged from persons who make use of official transport one way only, and in case where transport is provided occasionally, charges should be recovered as prescribed by the Government which are given below:-

For persons residing at a place not exceeding 3 kms, from place of duty	:	Rs. 45.00 per month per person.
For persons residing at a place not exceeding 3 -6 kms, from place of duty	:	Rs. 65.00 per month per person.
For persons residing at a place between 8 kms from place of duty	:	Rs 85.00 per month per person.
For persons residing at a place beyond 8 kms from place of duty		85.00 plus Rs. 3.00 for every additional 1 km. or fraction thereof in excess of 8 kms per person per month.

**These rates are effective from 2.11.1993**

(Authority Ministry of I&B's letter No. 10/26/97 - B(P) dated 29.05.1997) Circulated by Directorate General: Doordarshan, New Delhi Vide their OM No. 904/19/2001-Scor Dated 4.03.2003.

ii) These orders do not apply to Artists, staff artists and casual artists who will be eligible for free transport.

iii) The amounts recovered should be credited under the Head "086- Broadcasting. (Other Receipts)".

iv) While utilising the transport for the various purposes mentioned above, it should be ensured that the expenditure on transport, both on purchase of vehicles and on operation, is kept to the minimum by economising the utilisation of transport by

combining as many trips as possible. A review should be made by the Heads of Offices at periodical intervals.

(Authority: Ministry of I&B No. 10/5/79-A&G (I)/B(P) dated 17th July, 1986).

13. To enable the Head of office to watch the recovery of transport charges from persons using Govt. transport the officer handling transport should maintain a separate register in suitable form wherein all amounts due for recovery should be recorded from day to day with reference to Requisitions and entries in the Log Book with full particulars of persons from whom they are due. A few pages of the register may be set apart for recording particulars of names, amounts etc. of persons using transport on monthly basis.

On the last day of the month an extract from this register should be prepared by the transport officer concerned and sent to the Accountant who should check it with Log Book and Requisitions and recover the amount in cash from the official's salaries. Recoveries may also be made as deduction from the next month's pay bill with clear indication in the Recovery Register. In the case of persons who do not receive payment in cash at the office e.g. gazetted officers and officials of outside offices amounts due from them should be recovered in cash promptly by the officer handling transport. handed over to the cashier and his acknowledgement obtained. The amount should be remitted by the Cashier into the Treasury without delay,

Reference to recovery (Challan No. and date or Pay Bill No.) should be given in the register against the relevant entry and attested by the Officer-in-charge.

Once every quarter, a list of persons from whom amounts are due and the amount due from each should be prepared and submitted to the Director along with the Register. The Kendra Director should scrutinise the list and satisfy himself that proper action has been taken to effect recovery in each case.

## **REQUISITIONS, CAR ORDER, LOG BOOKS ETC**

### **Requisitions**

1. The vehicle should not be used without the sanction of competent authority viz. officer-in-charge (Transport) in Doordarshan obtained in car Requisition form. A separate requisition should be used for each trip.

2. The requisition should be normally submitted by the official requiring the vehicle to the Officer-in-charge for his approval twenty four hours in advance of the time at which the vehicle is required. In the case of a non-gazetted officer it should be sent through the officer in charge of his section for his recommendation before submission to the officer-in-charge for approval e.g. all requisitions by officials of the Programme Section should be submitted through the Assistant Station Director. The car requisitions duly approved by the officer-in-charge (Transport) should be collected by the Transport Assistant who should distribute them among the drivers of the vehicles for execution. The car orders should be returned by the driver to the office next day along with the log books. Whenever a trip does not materialise or there is any deviation the driver should note the same on the requisitions before returning them to office. The car orders should be serially numbered, and carefully filed separately for each month in chronological order.

### **3. Log Book**

The Log Book of transport vehicles should be maintained by the Motor Car driver separately for each vehicle in the prescribed form in Kendras/ Offices.

### **4. Petrol, Oil and maintenance account of Office/ Kendra's cars**

The petrol, oil and maintenance account of Cars should be maintained in Form-DD-A-6 by the Transport Assistant separately for each vehicle.

A Consolidated entry should be made in the Register for each day. Columns 1 to 4 should be filled in with reference to the entries in Log Book of the concerned vehicle. Columns 5 to 7 should be filled in with reference to the number of litres of petrol for which coupons were issued during the day. Columns 6 to 8 should likewise be filled in on the basis of bills of suppliers and repairers. The signature of driver should be obtained in column 9 in token of acceptance of the correctness of the entries in column 6 to 7.

Every entry in this Register should be attested by the Officer-in-charge in column 10 in token of verification of its correctness with the initial records.

The approximate quantity of petrol left in the tank of each vehicle should be assessed on the first day of each month, before the vehicle is put on the road and the average of kilometers run per litre of petrol calculated in the prescribed manner.

## **5. Purchase and accounting of petrol**

Petrol should be purchased from suppliers preferably cooperative depots with whom arrangements have been made for supply on credit basis.

The quantity of petrol consumed by each vehicle during the day should be assessed with Reference to the distance covered during the day indicated by the driver in the 'Log Book' and the quantity replenished in the presence of the Transport assistant. Counterfoils of coupons given by the suppliers equivalent to the total quantity of petrol thus replenished for all the vehicles, should be handed over to the suppliers duly signed by the Officer-in-Charge (Transport). When the bill of the supplier is received at the close of the month, it should be verified with the entries in the relevant register by the Transport Assistant and officer in charge of the Transport and passed on to the Accountant who should check the quantities and rates mentioned in the bill with the "Log Books" and "approved rates" and get the bills passed for payment by the Officer-in-charge. The Bill Number and date and Cheque Number and date of payment should also be recorded in the "Remarks" column of the registers and attested by the Officer-in-Charge (Transport). Cross reference to the entries in the registers should also be given in the bill.

## **6. Purchase and accounting of engine/ motor oil**

The procedure laid down in the previous paragraph for the purchase and accounting of petrol applies mutatis mutandis to engine/ motor oil also.

## **7. Combined Stock Register for spares.**

A combined stock register for spare parts, tools etc. other than petrol and engine/ motor oil, pertaining to the transport vehicles should be maintained in prescribed form.

Reference to Bill Number and date, Cheque Number and date of payment should always be recorded in the register against each entry.

For custody, physical verification etc, reference is invited to 'Chapter on Stores'. (Doordarshan Manual Volume-1).

## **INSURANCE AND ACCIDENTS**

## **Insurance of motor vehicles against Third party Risks**

1. In accordance with the War Transport Department Notification No. 37 TP(8)/46 dated the 24th April, 1946, promulgating the Motor Vehicles (Third Party Insurance) Rules, 1946 published in the Gazette of India dated the 4th May, 1946 (Part I Section 1 pgs 642-647) no motor vehicle can be used in a public place on or after the 1st July, 1946, unless it has been insured against a third party risk, vide Section 94 (1) of the Motor Vehicles Act, 1939.

"Insurance is, however, not necessary for Government vehicles in service department in which case a certificate of exemption in Form C in accordance with Rule 12 of the Motor Vehicles (Third Party Insurance) Rules, 1946 from appropriate authority should be obtained."

The Government vehicles at Kendra/ Offices used exclusively in connection with commercial activities of the department, i.e. at Kendras/ Offices which have been declared as commercial departments should be insured against third party risks as "Private" vehicles, or wherever obligatory under any statute of a State Government with that authority. The expenditure should be debited to "Motor Vehicles".

[Authority: On the line of Ministry of I&B letter No. 9(7)/59.B(M) dt. 19th July, 1961, and DG: AIR endorsement No. 7 E II/60 dated 5th August, 1961 and Memo No. even Ist March, 1962].

2. Records should be kept of all the vehicles owned by Doordarshan in respect of which policies have not been obtained and on any certificates issued in respect of such vehicles and of the names and addresses of the persons to whom such certificates have been issued and of the withdrawal or destruction of any such certificates vide rule 13 of the Motor Vehicles (Third Party Insurance) Rules 1946.

3. Government of India have authorised the heads of offices to issue certificates in Form "C" required by the Motor Vehicles (Third Party Insurance) Rules, 1946 in respect of Government owned motor vehicles under their charge exempted from compulsory insurance by section 94(2) of the Motor Vehicles Act, 1939, If any head of office has not been specially authorised, he should make a reference to the Director General/ DD.

obtain necessary authorisation. He is responsible to see that the copies of the Act and rules with amendments are available for reference.

### **HIRING OF VEHICLES**

1. Considering the nature of working of the Doordarshan Kendras, hiring of vehicles is permitted in unavoidable circumstances with the approval of the competent authority, on the following conditions: -

a) Hiring of vehicles should be resorted to keeping in view the need for economy in expenditure consistent with efficiency of service subject to availability of budget provision for motor vehicles.

b) With effect from 1<sup>st</sup> April 1983, the Heads of the Doordarshan Kendra mentioned below have been delegated the power to hire taxis and sanction expenditure thereon in consultation with the Internal Financial Advisor/ Deputy Director (Admn) Senior Administrative Officer where they exist subject to the condition that the number of Kendra's own vehicles in actual use plus the number of vehicles hired on a regular basis does not exceed the limits specified.

c) The fact of consultation with the Internal Financial Advisor/ Deputy Director (Admn.)/ Senior Administrative Officer should be mentioned in the expenditure sanction letter.

#### **Limit of Hiring of Taxis In DDK Bhopal.**

Directorate General, Doordarshan New Delhi vide their Letter No. G-17011/7/95-FAS(Vol.II) Dated 9.05.1997 delegated powers to the Director, Doordarshan Kendras to hire not more than three taxis or other conveyance upto 5 days at a time at the schedule rates in emergency, on the following conditions:-

a) Expenditure is met from within the sanctioned budget grant under the appropriate Head.

b) Taxis are engaged only when it is unavoidable only for official purpose and

c) When normal transport cannot be availed due to breakdown or being engaged on the essential assignment

A register should be maintained showing Particulars of journeys made. Hiring of conveyance shall be subject to the orders of instructions issued by the Govt. of India from time to time.

**Approved Rates for one year effective from 01.07.2005 for hiring of taxi.**

S.No.	Type of Vehicle	Rates for 100kms up to maximum of 12 hrs (full day) in Rs.	Rates for every Kms over and above 100Kms	Detention Charges for every one hour upto 12 hrs.	Rate for night halt	Remark
1.	Ambassdor Car (Diesel) (Non AC)	520.00	4.50	18	90	Service Tax 4.08%
2.	Ambassdor Car (Diesel) AC	600.00	5.00	25	100	
3.	Tata Sumo	600.00	5.00	25	100	
4.	Ceilo or Maruti Esteem Car AC	1100.00	9.00	30	100	
5.	Tayota Quallis	600.00	5.70	35 upto first 3 Hours, thereafter Rs. 30 Per Hour.	100	