

## **CHAPTER IV**

### **WAGE POLICIES & RELATED MATTERS**

#### **(d) Others**

##### **DPE/Guidelines/IV(d)/4**

#### **Exclusive use of staff car by board level executives—consolidation of instructions.**

Government has issued instructions from time to time to the Public Sector Enterprises about the use of the staff car by the Chief Executives and Functional Directors appointed at the board level. Very often references are received in this Department soliciting clarifications on various points. For the benefit of the Public Sector Enterprises/Administrative Ministries these have been reviewed, and revised and amended guidelines on the use of staff car have

been consolidated and summarised as under. These would come into effect immediately.

#### **1. TYPES OF CARS FOR STAFF CARS:**

PSEs should purchase only Ambassador, Fiat, Premier Padmini, Maruti, Maruti Vans (with high/flat roofs) and Gypsy for staff car purposes. Foreign made and expensive cars should not be purchased. The non-airconditioned cars should not be converted into airconditioned cars. Each staff car belonging to the PSEs should display the number plate in front and at the rear bearing prominently the name of the enterprise. Proposals for purchase of new staff car or replacement of the existing cars should, however, be approved by the Board of Directors.

#### **2. EXCLUSIVE FACILITY OF STAFF CARS:**

The Chief Executives of Schedule 'A' Public Sector Enterprises may be allowed air-conditioned cars for both duty runs and non-duty journeys. The existing limit for non-duty journeys shall continue. Other Board level officers would have non-air-conditioned cars for both duty and non-duty journeys. The ceilings on non-duty journeys would be as follows:

Name of the city	Ceiling of the non-duty journey
Delhi, Mumbai, Calcutta Chennai, Bangalore & Hyderabad	1000 Kms. Per month
All other cities	750 Kms. Per month

Journeys between residence and office/place of employment would be treated as duty runs.

#### **3. RECOVERY FOR THE PRIVATE USE OF THE STAFF CAR:**

Only Chief Executives in Schedule 'A' Public Sector Enterprises would be allowed air-conditioned cars for non-duty journeys and the recovery amount for non-duty journey would be as follows:

Non-air-conditioned cars	Rs. per month
Below 16 HP	325
Above 16 HP	490
Air-conditioned cars (only for Chief Executives in Schedule 'A' PSEs)	
Below 16 HP	520
Above 16 HP	780

#### **4. USE OF STAFF CAR DURING LEAVE OF ABSENCE:**

The facility of the exclusive use of the staff car to the entitled executives could also be availed of during the period of leave not exceeding two months provided that period is spent at the headquarters. The members of the family of the concerned executive who remain absent from his headquarters continuously for a period of fortnight could also avail of the facility of the staff car allotted to the concerned executive subject to his agreeing to pay the rates specified for private use as also the cost of propulsion.

**5. FACILITY OF STAFF CAR FOR PRIVATE USE AT PLACES OTHER THAN HEADQUARTERS:**

Private use of the staff car allotted to the executive should normally be restricted to the limits of the headquarters town where the concerned executive has been stationed. If an executive takes a staff car out of headquarters while on temporary duty to another station he could be permitted the private use of the staff car within the overall ceilings for private use referred to above.

**6. KEY OFFICIALS AND OTHER EXECUTIVES BELOW THE BOARD LEVEL:**

Key officials, for example, Executive Directors/General Managers in-charge of the constituent units could be provided the facility of staff car for official purposes. These executives are not entitled to the private use of the staff car. Executives other than the key officials should be paid the conveyance reimbursement or conveyance allowance at the approved rates.

7. This is in supersession of all the instructions issued earlier. All the administrative Ministries/Departments of the Government of India are requested to bring the foregoing to the notice of the public enterprises under their administrative control for necessary action.

**(DPE O.M. No. 2(53)/90-DPE(WC)-GIV dated 26th March, 1999)**

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