



उष्णकटिबंधीय वन अनुसंधान संस्थान
TROPICAL FOREST RESEARCH INSTITUTE
भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद्
Indian Council of Forestry Research & Education
(पर्यावरण एवं वन मंत्रालय, भारत सरकार की एक स्वायत्त परिषद्)
(An autonomous Council under the Ministry of Environment & Forests, Govt. of India)
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No.: 7-45/Vehicle Section/ TFRI/2012-13/ 182

Date 19.04.2012

CIRCULAR

Committee constituted vide office order No.7-45/Vehicle/2011-12/TFRI/JBP/3220 dated 24.01.12 for reviewing the existing rates and different aspects for "Use of govt. vehicles for personal work" recommended following:

1. Vehicle may be provided on humanitarian ground for emergency medical treatment, accident, death, etc. within corporation limit of Jabalpur city.
2. Vehicle may be provided for shifting of households to all TFRI officials within Jabalpur city on payment basis.
3. For any other purpose/ welfare measures for employees, vehicle may be provided within the limit of municipal corporation, Jabalpur with prior approval of the competent authority.

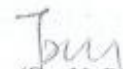
Rates for above (2-3) will be-

Mileage charges	-	Rs.6/- per kilometer (for Jeep only)
	-	Rs.8/- per kilometer (for mini bus and mini truck only)
Retention Charges	-	Rs.3/- per hour
Driver's allowance	-	Rs.25/- per hour

Besides the above charges, user employee will be liable to bear the expenses on repairing of vehicle due to damage, if any, occurs during personal use. Mileage (Km) and duration will be in round off to the next higher integer and for distance covered from the time vehicle leaves office till it returns to office (Rule 21, 22).

4. Vehicle may be provided to Govt. Institutions like SFRI, IIFM, Kendriya Vidyalaya (TFRI) or any other Govt. organization on their request for logistic support during some official programme. Rates will be the same as above with prior approval of competent authority.
5. School bus will not be provided either for personal use or to any organization mentioned in Sl. No. 4.
6. Tractor and petrol vehicles shall not be provided to employees for personal use.
7. Vehicle shall not be provided for any entertainment programmes like picnic, parties, etc.(Rule No. 18)

Recommendations of the committee have been adopted with immediate effect. However, while providing the vehicles restrictions of Govt. of India/ICFRE will be followed and will be subject to the availability of vehicle and the driver on the day of requirement.


(Dr. U. Prakasham)
Director

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