

The Rajasthan Municipalities (Use of Vehicles) Rules, 1961

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In exercise of the powers conferred by sub-section (1) of section 297 of the Rajasthan Municipalities Act, 1959 (Act No. 38 of 1959), the State Government hereby makes the following rules regulating use of motor cars, jeeps, station wagons, pickups, trucks, tractors of the Municipal Boards and councils, namely:-

- 1. Short title and commencement.** - These rules may be called the Rajasthan Municipalities (Use of Vehicles) Rules, 1961.
(2) They shall come into force after one month from the date of their publication in the Official Gazette.
- 2. Definitions.** - In these rules unless, the context otherwise requires:-
(1) 'Board' means a Municipal Board and includes a Municipal Council.
(2) 'Chairman' means the Chairman of a Board [or any other person exercising such functions] and includes the President of a Municipal Councils.
(3) 'Executive Officer' includes the Secretary and the Commissioner.
(4) 'Form' means a Form appended to these rules.
- 3. Scope.** - These rules regulate the the control and use of vehicles such as motor cars, jeeps, station wagons, pick-ups, truck, tractor etc. [belonging to] the Board for the performance of journey on duty.
- 4. Controlling Officer.** - Vehicles [belonging to] Board (whether as staff cars or otherwise) will be under the control of the Chairman who will be controlling officer in respect of [these vehicles]. The controlling officer shall be responsible for the proper use, care and maintenance of [these vehicles] and will regulate the journeys in accordance with these rules :
[Provided that where there is no elected Board, the Administrator and where there is elected Board, but there is no elected Chairman, the Vice-Chairman or any other person elected to discharge the functions of the Chairman, shall be the controlling officer for the purpose of this rule.]
- 5. Restriction [on] use of vehicles.** - The Board's vehicle are intended for use on bonafide official duty within the Municipal limits. Board's vehicles shall not be used for journeys on official duty outside Municipal limits without the special sanction of the Board [except in the case of officers of the Directorate of Local Bodies, who may use such vehicles for bonafide purposes at the Municipal headquarters or within the district in which such Municipal Board/Council is situated. Rules for the use of vehicles for places connected by rail shall be adhered to].
- 6. Conditions for use of Municipal Vehicles.** - [(1)] The Chairman and other members, or employees of the Board are ordinarily not entitled to be provided with a conveyance by to at the cost of the Board and are expected to make their own arrangements for conveyance. The Board may prescribe the conditions under which Board's vehicles can be used by the above mentioned persons for bonafide official duty.

Explanation. - (1) For the purpose of this rule, journeys of the Chairman and other members and employees of the Board from their residence to the usual place of office and vice-versa will not be treated as journey on duty;

(2) in case of doubt, the Board will decide whether a particular journey should be treated as private or official, [if the Board decides that such journey was undertaken for a private purpose, it shall order recovery of the charges therefore at the following rates, namely:-]

(i) Motor car/Jeep	0.50 n.P. per Kilometer.
(ii) Truck/Tractor/Station	1.50 n.P. per Kilometer.
Wagon/Pick-ups and other heavy vehicles	
(iii) Motor cycle of all kinds	0.25 n.P. per Kilometer;
including	scooters, and
	Autocycles, etc.

[2) The municipal vehicle shall not be used by any officer or is in receipt of a conveyance allowance :]

[Provided that in case of any conflict between the rules made by the State Government and the (conditions laid down) by the Board, the former shall prevail.]

7. Delegation by controlling officer. - In the case of Board of the class I and II, the duties and responsibilities of the controlling officer may be delegated with the approval of the Board to the Executive Officer.

8. [Name plates on vehicles]. - All vehicles of the Board should in addition to the number plates carry prominent plates in front and at the rear indicating the name of the Board to which they belong.

9. Record of vehicles. - The controlling officer [or any other officer to whom his powers have been delegated under rule 7] shall be responsible for the maintenance in respect of each vehicle under his control, of—

- a log book in the Form No. 1;
- a register to show the cost of petrol or powerine [Diesel and Mobil Oil] etc., consumed incidental receipts and expenditure in Form No. 2;
- an inventory of equipment in Form No. 3.

10. Precautions in respect of consumption of petrol [etc.] - (1) The [fuel] tanks of vehicles [shall] be fitted with locks and the keys thereof [shall] be kept in the possession of a responsible officer who [shall] be present when [fuel] is put into the tank. The log book [shall] be examined and signed by a responsible officer once a month when a balance [shall] be struck showing the total fuel consumption for the month. The officer [shall] satisfy himself that the consumptions reasonable. A report of the above shall be made at least once a month by such officer to the controlling officer.

(2) The registered number or the serial number of the vehicles should be pointed clearly and distinctly on the outside walls of all tyres on the vehicles.

11. [Checking] of inventory. - The inventory shall be checked by the controlling officer or on his behalf by a responsible officer deputed by him for the purpose every month and any loss arising out of negligence or fault shall be recovered from the person, concerned [after issuing a show cause notice and considering his reply, if any], A report of inspection shall be prepared and kept on record. If the inspection is carried out by the deputed officer, the report shall be placed immediately after inspection before the controlling officer.

12. Testing of vehicles. - The controlling officer shall have each vehicle tested every six months and obtain a report from the checking officer regarding its fitness for journeys and place the same before the Board.

Explanation. - The checking officer shall invariably be a qualified automobile mechanic.]

12A. Submission of reports. - The controlling officer shall submit a half yearly report to the Board in March and September every year about the distance run, average consumption and expenditure incurred on the maintenance of each vehicle.]

13. Handing over on vacation of office. - In the event of the controlling officer vacating the office, the vehicles shall be handed over to his successor with complete equipment and full complement of spare parts, spare wheels, tyres and tools. The list of the articles handed over shall be prepared and signed by the relieved and relieving authorities.

14. Meters. - Each vehicles shall be fitted with a milometer (hour meter in case of tractors etc.) and it will be the responsibility of the controlling officer to see that the meters are kept in proper working order. As soon as a meter falls out of order immediate steps [shall] be taken to get it repaired or replace, as the case may be. The controlling [shall] ensure that suitable lock is provided so that the meter cannot be tampered with.

[**Note.** - No vehicles of which a milometer is out of order, shall be made use of.]

15. Entry in log book. - Persons using the vehicles should note in the log book in their own hand writing the mileage at the start and at the completion of their trips and certify personally that journey under taken was on official business. The intention is that the entries in the log book should be made by those who use the Board's vehicle after personally checking the milometer.

Explanation. - It will not be sufficient merely to state the word 'official duty'. Brief mention of the business should be made to indicate the nature of duty.

Form No. 1
(Vide Rule 9)
Driver's Log Book

Motor Vehicle.....

Station at.....

Date	Time		From	To
	Out	In		
1	2	3	4	5

Details of journey Route	Milometer		Total Run	Purpose of journey
	Out	In		
6	7	8	9	10

Name of persons or particulars of articles carried	Authority for making the journey	Signature of user
11	12	13

Supplies		Sundries i.e. greases	Petrol consumed	Signature	
Petrol	Oil			Driver	Clerk
14	15	16	17	18	19

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Recoveries to be effected if any		Signature of responsible officer	Remarks
Rate	Amount Rs. nP.		
20	21	22	23

Form No. 2
 (Vide Rule No. 9)
Stock Book

Description of articles.....

Date	Opening balance	Number of quantity received	Cost of petrol, powerine etc.	Total
1	2	3	4	5

To whom issued or for what purpose	Number or quantity issued	Balance	Signature of the Issuing Officer	Signature of the Receiving Officer	Remarks
6	7	8	9	10	11

Form No. 3
 (Vide Rule 9)
 Inventory of equipment in respect of vehicle No.

S. No.	Name and description of articles	Date of acquirement	Quantity	Cost
1	2	3	4	5

Reference No. of Stock Book & No. date of the bill in which charge for	Initials of the officer incharge	Date of disposal
6	7	8

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Manner of disposal	No. and date of disposal	No. and date of order	Cost realised if sold or recovered	Initial of the officer incharge	Remarks
9	10	11	12	13	14