

**GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT**

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No. 22924 /F., Date 14.08.2023  
FIN-COD-MV-0004-2018

**OFFICE MEMORANDUM**

Sub.: **Comprehensive instructions regarding hiring of Private petrol/  
diesel vehicles for official use by State Government Offices....  
...Regarding**

As a matter of policy, the State Government has decided that only a selected categories of functionaries such as Hon'ble Minister, Secretaries of Departments, District Magistrate, District Judges etc. would be provided with Government vehicles and other officers / offices would be authorized to hire vehicles for performing official business and for undertaking tours.

2. The norms and modalities of hiring of private vehicles for official use were fixed vide FDOM No. 34085/F Dated 29.9.2012, FDOM No. 27037/F Dated 8.10.2015, FDOM No 30464/F dated 06.09.2019 and FDOM No 33326/F dated 27.09.2019.

3. In the meantime, some instructions have become outdated. Therefore, the existing provisions have been reviewed comprehensively. Now, by consolidation and supersession the provisions of FDOM No. 34085/F Dated 29.9.2012, FDOM No. 27037/F Dated 8.10.2015, FDOM No 30464/F dated 06.09.2019 and FDOM No 33326/F dated 27.09.2019, the following provisions are made. The provisions of this Office Memorandum shall be followed scrupulously by all concerned for hiring of private petrol / diesel vehicles for official use.

4. The maximum hiring charges in respect of different kinds of hired vehicles are re-fixed with mileage as tabled below:

SI.No	Category of offices	vehicles	Maximum hire charges per month excluding taxes (in Rs)	Minimum Average Mileage (in KM/Lit)
1	2	3	4	5
1.	Blocks/Tahasils and other field offices	TUV300 /Bolero /Sumo Gold / Ertiga etc	Rs 31,000/-	10
2.	District/Range level Offices	Tiago/ Bolt/ Celerio (Petrol) etc	Rs 20,000/-	17
3	Collectors /Superintendent of Police /and other equivalent Officers (For their own use)	Scorpio/Creta/Mahindra Marazzo etc	Rs 37,000/-	10
4	Heads of Department /Secretariat (Pool vehicles)	Tiago/ Bolt/ Celerio ets	Rs 20,000/-	17
5	Special Secretaries / Additional Secretaries /Heads of Department (For their own official use)	Zest/Tigor/Swift Dzire/ Xcent/ Etios (Petrol) ets	Rs.26,000/-	17

6	Principal Secretaries /Secretaries and other equivalent officers (For their own official use)	Ciaz/Honda City (Petrol) etc.	Rs.30,000/-	12
7	Officers of the Apex Scale	Innova/ Hexa/Xuv 500	Rs 42,000/-	9
8	Hon'ble Ministers/Other Dignitaries	Innova/ Hexa/Xuv 500	Rs 42,000/-	9
9	Colleges/Universities/Training Institutes/and other equivalent institutions	Private Mini Bus (30-32-seater)	Rs 85,000/-	6

**Note-1:** The model of vehicles in column-3 above is only indicative. Vehicles of similar model and segment, having the same mileage and hiring charges, can be engaged.

**Note-2:** Only those HoDs, who do not have an earmarked vehicle and have to perform extensive tours, will also be allowed to hire a vehicle at par with Collectors/Superintendent of Police on case-to-case basis with concurrence of Finance Department.

**Note-3:** The mileage, as prescribed above, shall also be applicable for equivalent model of Government Vehicles.

#### 5. Terms and Conditions for Hiring Vehicles:

- i. Administrative Departments shall hire vehicle for official use in substitution of existing government vehicles after completion of the condemnation and scrapping of the vehicle in terms of guidelines issued by Commerce & Transport (Transport) Department and as amended from time to time.

- ii. **Hiring sought for, without condemnation of existing vehicles and hiring of vehicle for new offices or for entitled officers, will require prior concurrence of Finance Department.**
- iii. The procuring entity shall follow a transparent bidding process for selection of the Service Providers for hiring of vehicles. A standard model bidding document (MBD) is enclosed at **Annexure-I** for use of procuring entities. In view of pollution being high, it is preferable to hire BS-VI emission compliant Vehicles.
- iv. The hiring charges do not include fuel cost (petrol/diesel) which is to be paid separately basing on actual consumption and as per norms.
- v. The vehicles hired shall be in good condition and shall not be older than three years. **Vehicles older than seven years should be replaced by new vehicles by the service provider.**
- vi. The Service Providers will ensure that the vehicle is kept under optimum running condition and avoid accidents attributable to lack of maintenance/upkeep. **The hired vehicles cannot be used for any private/commercial purpose beyond office hours or during holidays.**
- vii. The model Service Provider Agreement is attached at **Annexure-II**.
- viii. Vehicles may also be hired through electronic platform such as GeM etc. by adhering to the aforesaid norms. The maximum hiring charges as indicated in column-3 of the table of para-4 shall not apply for the vehicle to be hired through electronic platform as the hiring charges of electronic platform may be inclusive of fuel cost, lubricant etc.
- ix. Log books shall be maintained as per the format at **Annexure-III**. Kilometre reading and POL drawn shall be necessarily recorded in relevant columns and verified regularly by the authorized officer before releasing payment.
- x. The service provider shall have a valid OGST registration to participate in the tendering.
- xi. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM platform.

- xii. The recurring expenditure involved in hiring of vehicles shall be met from the Budget sanctioned for respective Offices under the object head of "Motor Vehicles".
- xiii. The hiring may be discontinued immediately, when the vehicles are no longer required for offices.
- xiv. Sanction for hiring of vehicles for one-time sporadic requirement on case-to-case basis shall be accorded by concerned Administrative Department.

**6. Ceilings of Usage:**

- i. Vehicles used by Officers of the grade of Heads of Department and above up to maximum of 2500 kms in a month.
- ii. Vehicles used by other Officers and for pool duty up to maximum of 2000 kms in a month.
- iii. In case of variation exceeding 20%, the concurrence of Administrative Department shall be taken.

**Note-1:** The ceiling on usage, as prescribed above, shall also be applicable for equivalent model of Government Vehicles.

7. The period of the contract shall be initially for a period of 2 years which can be extended subject to satisfactory performance.

8. EMD / Bid Security and Performance Security shall be as per the provision of Odisha General Financial Rules and as amended from time to time.

These instructions shall be effective from the date of issue of this Office Memorandum.

**By orders of the Governor,**



**Principal Secretary to Government**