

GOVERNMENT OF N.C.T. OF DELHI  
(GENERAL ADMINISTRATION DEPARTMENT)  
CARETAKING BRANCH, 2<sup>ND</sup> LEVEL, A-WING  
DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI-02

No.F.2/559/ 2018/ CT-III/GAD/ 8954

Dated: 24/08/18

OFFICE ORDER

It has come to the notice of the Government that many officers are using more than one official vehicle on the ground that they are holding additional charges. It is, therefore ordered that the entitled officers shall use only one Government vehicle irrespective of number of charges they are holding. The surplus vehicles should be handed over to GAD / HODs of respective departments for use in the general pool.

The Officers will use the official vehicle for official purposes only and not for any private purpose. This will be subject to the Govt. of India Circular No.F.3(1)-E.II (A)/99 dated.9.2.1999, No.F.20(5)-E.II (A)/93 dated 28.1.1994, No.F.3(3)-E.II (A)/96 dated .8.7.1996 and orders issued from time to time, which provide for private use of government vehicle on payment.

All H.O.D's (including GAD) are directed to install GPSs in the Government vehicles of respective departments, so that vehicles can be tracked and their misuse can be prevented. For an effective and meaningful implementation of this initiative, the following aspects also need to be followed strictly:-

1. All Principal Secretaries / Secretaries / HODs are directed that no entitled officer is allotted or uses more than a single Government / Government hired vehicle, irrespective of the additional charges held by him/her.

2. The GPS devices should be installed in all Government vehicles including those of Corporations / Boards and all other Government agencies.
3. The vehicles hired from private contractor / operators / aggregators should also be GPS enabled. Tender conditions be modified accordingly.
4. It should be ensured that no Government / Government hired vehicle shall run without installation of GPS devices w.e.f. 01<sup>st</sup> September, 2018.
5. Finance Department should ensure that there is regular periodic audit of the Government Vehicles.
6. General Pool for vehicles should be restricted to the departments where there are functional exigencies.
7. Software should be developed and implemented to link log book generation with the movement of vehicle tracked by GPS.
8. Allotment of vehicle to an entitled Officer will be done through executive order by name so that responsibility can be fixed in case of misuse.
9. The above action also needs to be taken by PSUs, Autonomous Bodies, Local Bodies, Universities and all Institutions financed or assisted by the State Government funds.



10. All Principal Secretaries / Secretaries / HODs are required to give compliance of above action on or before 01.09.2018. **It shall be the responsibility of the respective HOD / Secretary / Senior most Officer of the Department / Corporation / Board / all other Government agencies to ensure strict implementation of the above directions.**

This issues with prior approval of Hon'ble Chief Minister, GNCTD.

No.F.2/559/ 2018/ CT-III/GAD/8954

*J.P. Agrawal*  
24/8/2018  
**(J.P. Agrawal)**  
**Spl. Secy. (GAD)**  
Dated: 24/08/18

Copy forwarded for information and necessary action to:-

1. Principal Secretary to Lt. Governor, Delhi.
2. Secretary to Chief Minister, Govt. of NCT of Delhi.
3. Secretary to Dy.Chief Minister, Govt. of NCT of Delhi.
4. Secretary to Speaker, Delhi Vidhan Sabha, Delhi.
5. Secretary to Dy.Speaker, Delhi Vidhan Sabha, Delhi.
6. Secretaries to all Ministers, Govt. of NCT of Delhi.
7. All Pr.Secretaries / Secretaries/ HOD's, Govt. of NCT of Delhi.
8. OSD to Leader of Opposition, Govt. of NCT of Delhi.
9. OSD to Chief Secretary, Govt. of NCT of Delhi.
10. Sr. PS to Additional Chief Secretaries, Govt. of NCT of Delhi.
11. All HODs / Local Bodies / Public Undertakings/Autonomous Bodies/Universities/ Institutions/Commissions, Govt. of NCT of Delhi.
12. Dy.Secretary, Legislative Assembly, Govt. of NCT of Delhi.

*J.P. Agrawal*  
24/8/2018  
**(J.P. Agrawal)**  
**Spl. Secy. (GAD)**