

**Systems improvement - Guidelines regarding hiring of vehicles by Government offices**

The Commission has come across instances of hiring vehicles owned by near ones/relatives of Government servants, for operational/ staff car purposes, either without following the due processes of tendering, or by following such procedure as an empty formality by getting three or more quotes from interested parties at pre-determined prices. It is further seen that majority of the vehicles so hired are not registered as taxi/transport vehicles but are registered as private vehicles. There are also allegations that some officers are buying high end expensive cars in the names of their relatives or persons known to them and are taking such vehicles on lease allegedly for official purposes.

2. The Commission is of the view that such a practice virtually amounts to carrying on private business by the officers which is a prohibited conduct. Accordingly, the Commission advised Ministry of Finance and DoPT on 12.08.2016 to prescribe guidelines and procedure to curb such undesirable practices in hiring vehicles and that an open, transparent procedure through which vehicles registered as taxi or public transport are hired to effect systemic improvements and prevent such undesirable practices.

3. As advised by the Commission, the Department of Revenue, Ministry of Finance vide [Circular No.13011/50/2016-Vig dated 23<sup>rd</sup> September, 2016](#) issued instructions to prevent corrupt / undesirable practices in awarding contracts for hiring of vehicles to Government offices. D/o Revenue advised all HoDs and concerned officers of the attached / subordinate offices of the Department to ensure that in addition to the existing provisions/rules for hiring of vehicles, the following instructions are duly complied with:

- (i) Relevant provision of GFR are strictly followed while hiring of vehicles;
- (ii) An open, transparent tendering procedure is adopted;
- (iii) Only vehicles registered as taxi or public transport vehicle are hired;
- (iv) Log book is maintained as in case of Department vehicles.

Central Vigilance Commission  
 KDA, New Delhi  
**DAK RECD**  
**30 SEP 2016**  
 केंद्रीय सतर्कता आयोग  
 नई दिल्ली  
 डाक प्रारित

No. 13011/50/2016-Vig  
 Government of India  
 Ministry of Finance  
 Department of Revenue  
 (Vigilance HQ)

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 18/10/16  
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S.D.O. (R)  
**CIRCULAR**

North Block, New Delhi,  
 Dated the 23<sup>rd</sup> September, 2016

In a recent communication, the Central Vigilance Commission has indicated the instances of complaints received from time to time in the Commission regarding growing undesirable trend of the officers of the Government entitled to hire a vehicle either for operational use or as staff car have been hiring such vehicles from the near and dear of Government servants, either without following the due processes of tendering, or by following such procedure as an empty formality by getting three or more quotes from interested parties at pre-determined process. It has also observed that majority of the vehicles so hired are not registered as taxi/transport vehicles but are registered as private vehicles. Also there are allegations that some officers are buying high end expensive cars in the name of their near or dear or persons known to them and are taking such vehicles on lease allegedly for official purpose. These are certainly undesirable practices and virtually amount to carrying on private business by the offices which is a prohibited conduct.

2. In view of above, in addition to the existing provisions/rules for hiring of vehicles, all HoD and concerned Officers may be instructed to ensure the following:

- (i) relevant provisions of GFR are strictly followed while hiring of vehicles,
- (ii) an open, transparent tendering procedure is adopted,
- (iii) only vehicles registered as taxi or public transport vehicle are hired
- (iv) log book is maintained as in case of Departmental vehicles.

3. This is being communicated for improving the systems and to prevent corrupt/undesirable practices henceforth. This is only illustrative, not comprehensive hence, all relevant rules in this regard may also be adhered to.

4. This issues with the approval of AS (R) & CVO.

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 23/9/16  
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 Under Secretary (Vig.)

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