

## **VEHICLE USE AND MAINTENANCE RULES, 2009**

### **1. Short Title, Application and Commencement**

- (a) These Rules may be called the Mirpur University of Science and Technology (MUST), Mirpur Vehicle Use and Maintenance Rules, 2009.
- (b) They shall apply to all University Vehicles maintained by the Central Transport Pool and various Teaching/ Administrative Departments/ Institutes/ Centres/ Schools and Colleges.
- (c) They shall come into force at once.

### **2. Definitions**

In these Rules, unless the context otherwise requires, the following expressions shall have the meanings given below:

- (a) "University" means Mirpur University of Science and Technology (MUST), Mirpur.
- (b) "University College" means Colleges of the University.
- (c) "Faculty/ Department/ Institute/ Centre/ School" means a faculty/ teaching department/ an administrative unit of the University.
- (d) "Form" means a Form appended to these Rules.
- (e) "University Vehicle" or "Vehicles" means any type of motor vehicle provided by the University for official use and includes staff cars, jeeps, jeepsters, pickups, vans, wagons, Ambulances, Buses, Motorcycles etc. and
- (f) Transport Officer/ Officer Incharge, means an officer nominated by the competent authority to be Incharge of a University Transport Section.

3. The Transport Officer/ Officer Incharge shall be responsible for the proper utilization and upkeep of the vehicles and maintenance of records.
4. Notwithstanding anything contained in rule 3, the general control of University Vehicles shall vest with the Treasurer of the University.
5. Every University Vehicle shall, immediately on its purchase, be registered in the name of Treasurer.
6. A competent licensed driver shall be engaged for the vehicle and garage accommodation should be arranged as soon as possible after the purchase of vehicle.
7.
  - (a) University Vehicles shall ordinarily be used for University/ Official duty only.
  - (b) Use of University Vehicles for the following purposes may be considered as use for official duty:
    - (i) Journeys from residence to office or any other place of duty, and back, outside the normal office hours, if undertaken in the interest of office work.
    - (ii) Journeys from office to residence performed after working in the office beyond the normal office hours.
    - (iii) Journeys between office and place of temporary residence by an officer on tour.
    - (iv) Journeys to attend any diplomatic or official function whether from office or residence.
    - (v) Journeys performed by the Vice Chancellor.
    - (vi) Journeys performed from garage to office and back.
    - (vii) Journeys from office to residence and back if the officer is required to attend office after normal office hours; and
    - (viii) Journeys declared official by the competent authority.

- (c) University Vehicle may under special circumstances and with the previous permission of the Transport Officer/ Officer Incharge, in case of travel within Municipal limits, and of the Head of the Department/ Treasurer in case of travel outside Municipal limits, be used for private purposes on payment of mileage as prescribed (see Annexure-1 and 2). Provided that this rule will not apply in case of use of vehicles under rule 7-b(v).
  - (d) The money realized on account of hire charges under rule 7(c) shall be credited to University income account.
- 8. The Vice Chancellor shall be entitled to the fuel limit for personal use sanctioned to him/ her by the Government from time to time or as per terms approved by the Chancellor of the University.
- 9. The Vice Chancellor who does not draw Conveyance/ Car Maintenance allowance shall be entitled to free use of University Vehicle for official and private purposes subject to the condition that the vehicle shall be used within the Municipal limits of the City where he/ she is posted, or while on tour, within the Municipal as well as Cantonment limits of the city of temporary duty.

Provided that the University Vehicle may be used for private purposes for journey outside the said Municipal and Cantonment limits in which case the expenditure on fuel for such private journey will be borne by the Vice Chancellor himself/ herself if it is beyond the limit under rule 8.
- 10. A University Vehicle shall not be driven except by an authorized and licensed driver specifically appointed by the University for the purpose. However, Vice Chancellor, may allow an officer to drive the University Vehicle when necessary if he/ she possesses a valid driving license.
- 11.
  - (a) All University Vehicles shall be maintained by the Log Book in Form 'A' wherein shall be entered the journeys performed by a University Vehicle.
  - (b) The Log Book maintained under 11 (a) above shall remain in the custody of the driver (incharge of the Vehicle) and shall be examined and signed by the Transport Officer/ Officer Incharge every day at the time the driver is relieved from duty.

12. The Vice Chancellor of the University shall specify the officers or categories of officers who shall normally be entitled for the use of University Vehicles, for official business only and subject to availability.
13. No person other than an officer specified under rule 12 shall, with the prior permission in writing of the Vice Chancellor, be entitled to the use of a University vehicle.
14. The Cashier/ Accountant of the University/ Faculty/ Department/ Institute/ Centre/ School/ University College may be allowed to use University Vehicle from office to bank and vice versa for carrying University money exceeding Rs.20,000/- or as may be prescribed by the Vice Chancellor from time to time.
15. All requisitions for the use of the University Vehicles shall be addressed to Treasurer/ Transport Officer. An officer requiring a Vehicle for official duty shall fill Part-I of the requisition slip in Form 'B' and send to the Transport Officer, who will, subject to availability of a vehicle, depute a driver for specific duty vide Part-II of Form 'B'. The entries in Part-III of Form 'B' will be filled in by the requisitioning officer before he/ she leaves the Vehicle.
16. Every person using a University Vehicle shall sign entries in the logbook in respect of the journeys performed by him/ her in the Vehicle.
17. The following books shall be maintained for each motor vehicle:
  - (a) **Log Book**

It shall be maintained in Form 'A' and shall remain in custody of the driver of the vehicle. The name of the Department and Designation of the Transport Officer, telephone number and registration number of the motor vehicle shall be indicated on the title cover of the Logbook. A copy of these Rules shall also be pasted in the Logbook.
  - (b) **Requisition Slip in Form 'B'**
  - (c) **History Sheet of the Motor Vehicle**

A bound register containing about 50 pages shall be maintained which shall remain in the custody of the Officer. It shall form a permanent record of a motor vehicle and all the incidents/

accidents during the life of a particular vehicle shall be entered therein. It shall consist of the parts in Form 'C'.

**(d)** Fuel/ oil Account Register shall be maintained separately in Form 'D'.

**18.** A bill shall be prepared on the last working day of each month in respect of private trips and presented to officer concerned who shall make payment to the Cashier/ Accountant of the University/ Faculty/ Department/ Institute/ Centre/ School/ University College concerned. When the amount has been recovered, an entry shall be made in the Log Book.

**19.** The driver of each motor vehicle shall be notified to observe strictly the following instructions.

(a) Shall be responsible for the proper upkeep and cleanliness of the motor vehicle, fuel consumption, careful driving, caution against accidents and timely service and repairs.

(b) Shall be responsible for any damage which may be caused to the vehicle due to negligence.

(c) Shall get entries recorded in the Log Book before an officer leaves the vehicle, except where the officer is not required to make entries personally.

(d) Shall strictly observe the driving and traffic regulations and speed limits laid down in the different areas.

(e) Shall not leave the vehicle un-attended or keep it in a dangerous position.

(f) In case any officer refuses to cooperate in regard to the observance of these Rules, the driver shall not argue with him/ her but carry out the orders of the officer and report the incident to the Transport Officer.

(g) Any contravention of the above Rules shall be considered as misconduct and disciplinary action shall be taken against the driver.

**20. Overtime Allowance to Drivers**

The drivers shall, for duty performed beyond office hours, be entitled to overtime allowance at such rates as may be prescribed by the university from time to time.

**21. Audit**

Audit of the accounts of University Vehicles shall be conducted periodically by the staff deputed by the Audit Officer of the University.

**22. Periodical Maintenance of Vehicles**

The following schedule of checking and servicing of the vehicles shall be observed for their proper upkeep and maintenance, namely:

**(a) Daily Maintenance**

A driver of the vehicle shall carry the following tasks daily:

- (i) Checking the level, cleanliness and temperature of water, if required.
- (ii) Constant checking of engine oil, battery and fuel for ensuring that there is no leakage from any part.
- (iii) Checking tightness of wheel nuts, bolts linkages, pressure and cleanliness of tyres to ensure that there are no flints or stones etc. which may cause deep abrasions or cuts in any tyre.
- (iv) Checking of all attachments, controls, gauges, lights, and brakes; and
- (v) Cleaning by dusting or wiping both the interior and exterior of the vehicle.

**(b) Weekly Maintenance**

A driver of a vehicle shall carry out the following tasks once a week:

- (i) Cleaning by washing of the entire vehicle from inside and outside including washing of wheels.

- (ii) Removing of battery for cleaning of corrosion from terminals and smearing them with petroleum jelly, checking of leaks or cracks, vent-plugs and vent-holes and refilling of battery with distilled water, if required; and
- (iii) The exterior parts shall be made to shine to give a presentable look to the vehicle.

**(c) Periodical Maintenance**

The Transport Officer shall see that the repairs/ servicing/ tuning/ oil change of the vehicle are always done according to the instructions laid down in the service manual of the vehicle.

**23. Faults Discovered to be Reported**

Any fault discovered by the driver while performing the tasks under clause (a) and (b) of rule 22 shall be reported immediately to the Transport Officer.

**24. Weekly Inspection by Transport Officer**

The Transport Officer shall be responsible to see that the vehicle driver is given sufficient time to carry out weekly maintenance and shall carry out weekly inspection to ensure that the tasks to be performed by the driver under clause (b) of rule 22 have actually been carried out and the vehicle is fit for duty in all respects.

**25. Relaxation of Rules**

The Vice Chancellor may, in special circumstances to be recorded in writing, relax any provision of these Rules.

**26. Auction and Purchase of Vehicles**

There shall be constituted a committee for examining and judging the need for auction and purchase of vehicles. The committee will examine the condition of existing vehicles and in case these have outlived utility, will recommend auction of the vehicles. For determining the justification for purchase of new vehicles, the committee will take into consideration the existing number of vehicles, the availability of funds, the entitlement of the officer/ official, the capacity and the make of the vehicle to be purchased etc. The Committee shall consist of the following:

|    |   |                   |
|----|---|-------------------|
| 1. | Registrar   | Chairperson       |
| 2. | One Dean of Faculty<br>(Nominated by the Vice Chancellor) | Member            |
| 3. | Treasurer   | Member/ Secretary |
| 4. | Transport Officer   | Member            |

### **ANNEXURE-1**

#### **27. STUDY TOURS/ FIELD WORK**

1. Students will be given one chance for study tour during their course of study.
2. Students undertaking tours for educational purposes in Pakistan shall be paid an amount per day, as may be prescribed by the University from time to time. Excess amount incurred will be met by the students themselves.
3. Deans/ Directors/ Chairpersons of Faculty/ University Colleges/ Institutes/ Departments/ Centres/ Schools are authorized to depute teachers to accompany the students on tour within Azad Kashmir/ Pakistan.
4. The amount incurred on study tours shall be subject to audit by the audit authorities.
5. Duration of study tour shall not exceed ten days at the maximum.
6. University transport shall not be provided for long distant cities like Quetta and Karachi to avoid depreciation and wear and tear charges. In case of long distant tours University transport shall be provided for the nearest Railway Station and rest of the journey shall be undertaken by the train.
7. University transport shall not be provided for study tour if the number of students is less than 15.
8. One day trips shall be allowed on the recommendations of the concerned head of faculty/ department/ institute/ centre/ school only

on holidays subject to the availability of transport. All the expenditure in case of one day trips shall be borne by the students.

9. No one day trip/ study tour shall be allowed separately for the students residing in the hostels.
10. University transport shall be provided for educational purposes and no transport shall be provided for political or organizational purposes. The Vice Chancellor, however, on the recommendation of concerned Dean may allow the use of University Transport in favour of students only on half of the rates fixed for private use for specific purposes.
11. University transport shall be provided on preferential basis for fieldwork of the students.
12. Only one teacher shall accompany the students during study tours but the duration, destination and number of teacher to supervise the field work shall be determined by the Head of the Department.
13. Field work/ Study tours shall be conducted within the given resources and any extra amount, if involved, shall be borne by the students themselves.

## **ANNEXURE-2**

### **28. PRIVATE HIRING OF UNIVERSITY VEHICLES**

Hiring of Vehicles for a private duty by students/ employees is a privilege and cannot be claimed as a matter of right. Hiring of vehicle for private use shall purely be subject to availability and convenience of the University.

Rates for private hiring of university vehicles shall be as may be prescribed by the University from time to time.

#### **1. School Children Van**

Rates for per child, per month, shall be charged as may be prescribed by the University from time to time.

#### **2. University Ambulance**

In the event of emergency, ambulance shall be provided free of charge to a sick student to the nearest Dispensary/ Hospital and to bring him/ her back. The student will invariably be accompanied by a teacher if emergency

occurs during the working hours or the Warden/ Superintendent of the concerned hostel if the emergency takes place after working hours.

University ambulance shall be provided to the employees of the university on the recommendations of the University doctor. The rates shall be charged as fuel and depreciation charges from the users as may be prescribed by the University from time to time.

- (a) Daily Allowance and over time to drivers shall be paid by the user.
- (b) The competent authority may provide ambulance free of charge for taking dead body in the event of death of an employee or member of his/ her family including dependent parents, brothers and sisters from University Campus to his/ her home/ village/ city.

### **3. Provision of Vehicle in Case of Death**

In case of death of a university student/ employee or his/ her member of family (wife and children) university vehicle shall be provided within the territory of AJ&K on the recommendation of the concerned Head of the Department/ Institute/ Centre/ School/ College on the rates as may be prescribed by the University from time to time.

- (i) DA of Drivers/ Conductors will be borne by the University instead of user.

**29. GOVERNMENT OF PAKISTAN**  
**Finance Division**  
**(Regulations Wing)**

F.No.1(3)Imp/2012

Islamabad, the 16<sup>th</sup> July, 2012

**Office Memorandum**

**Subject: REVISION OF SPECIAL PAY AND ALLOWANCES**

The undersigned is directed to say that pursuant to the approval of the competent authority, the following Travelling and Mileage Allowance admissible to civil employees of the Federal Government as well as civilians paid from Defence Estimates are hereby revised with effect from 1<sup>st</sup> July, 2012:

**iii. TRAVELLING AND MILEAGE ALLOWANCE**

| S. # | Transportation                                       | Existing Rates  | Revised Rates          |
|------|--|---|------------------------|
| 1    | Personal Car/ Taxi                                   | Rs.5/- per k.m  | Rs.10/- per k.m        |
| 2    | Motor Cycle/ Scooter                                 | Rs.2/- per k.m  | Rs.4/- per k.m         |
| 3    | Bicycle  | Rs.1/- per k.m  | Rs.2/- per k.m         |
| 4    | Public Transport                                     | Rs.1/- per k.m  | Rs.2/50- per k.m       |
| 5    | Travel by Air  | Admissible to Government Servants in BPS-17 and above | -----                  |
| 6    | Carriage of personal effects on transfer/ retirement | Rs.0.008 per kg per k.m                               | Rs.0.02 per kg per k.m |

Sd/-  
(Muhammad Azam Awan)  
Section Officer (Imp)

**30. MIRPUR UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST), MIRPUR**

Dated: 30-07-2013

**Notification**

No.F.2/Senate(4-M)i-12(si-xxxxiii),i-13(si-v)/5132-5174/2013. The University Senate in its 4<sup>th</sup> meeting held on 13<sup>th</sup> April 2013, on the recommendation of Syndicate 4<sup>th</sup> & 5<sup>th</sup> meeting held on 14<sup>th</sup> December, 2011 and 6<sup>th</sup> September, 2012 has approved the rates of hiring of university vehicles for private use by the employees as detailed below:

| Sr.# | Type of Vehicle   | Per Kilometer |                             |                             |
|------|---|---------------|-----------------------------|-----------------------------|
|      |   | Existing      | Revised w.e.f<br>06-08-2010 | Revised w.e.f<br>02-03-2012 |
| 1    | Car/ Jeep/ Van/ Carry up to 800cc, OR equivalent              | Rs.5/-        | Rs.5/-                      | Rs.6/-                      |
| 2    | Car/ Jeep/ Van/ Carry up to 1000cc, OR equivalent             | Rs.5/-        | Rs.6/-<br>Rs.7/-(AC)        | Rs.7/-<br>Rs.8/-(AC)        |
| 3    | Car/ Jeep/ Wagon/ Pick-up/ Hi-ace up to 1300 cc OR equivalent | Rs.6/-        | Rs.8/-<br>Rs.9/-(AC)        | Rs.9/-<br>Rs.10/-(AC)       |
| 4    | Toyota Hi-ace Van 3000cc (12 seater OR equivalent)            | -             | Rs.8/-<br>Rs.9/-(AC)        | Rs.10/-<br>Rs.11/-(AC)      |
| 5    | Mini Bus/ Coaster (20 to 30 seater)                           | Rs.15/-       | Rs.20/-                     | Rs.25/-                     |
| 6    | Bus (30 to 50 seater)   | Rs.20/-       | Rs.25/-                     | Rs.35/-                     |

**Fare for Shuttle Bus Service for Bhimber Campus**

| Sr. # | Description                             | Existing<br>(per month)<br>(up to 01-03-2012) | Revised<br>(per month)<br>(w.e.f 02-03-2012) |
|-------|---|---|--|
| 1     | University Students                     | Rs.1500/-                                     | Rs.1600/-                                    |
| 2     | University Employees (Grade 1 to 16)    | Rs.1500/-                                     | Rs.1600/-                                    |
| 3     | University Employees (Grade 17 & above) | Rs.2000/-                                     | Rs.2200/-                                    |
| 4     | Government Employees (preferably women) | Rs.3000/-                                     | Rs.4000/-                                    |

Sd/-  
(Abdul Qayum Tahir)  
Registrar

**31. MIRPUR UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST), MIRPUR****Notification**

No.F.3/Senate(7-M),I-4(SI-V)/1346-1388/2015, dated: 30-01-2015. The Senate in its 7<sup>th</sup> meeting held on December 25, 2014, on the recommendation of the Syndicate (7<sup>th</sup> meeting held on December 05, 2014), has approved the order No. R/18923-73/2013, dated: 04-12-2013 & corrigendum issued No.R/9333-92/2013, dated: 06-12-2013 policy & revision of rates for private use of University vehicles:

| Sr.# | Description of Vehicle                            | Rates per K.M.               |                    |
|------|---|------------------------------|--------------------|
|      |   | Existing<br>03/2012          | Revised<br>12/2013 |
| 1    | Vehicles upto 800 cc-hp or equivalent             | Rs.6/-                       | Rs.8/-             |
| 2    | Vehicles upto 1000 cc-hp or equivalent            | Rs.7/-<br>Rs.8/- (with AC)   | Rs.10/-            |
| 3    | Vehicles upto 1300 cc-hp or equivalent            | Rs.9/-<br>Rs.10/- (with AC)  | Rs.12/-            |
| 4    | Toyota Hi-ace Van 3000 cc 12-seater or equivalent | Rs.10/-<br>Rs.11/- (with AC) | Rs.15/-            |
| 5    | Mini-Bus/ Coaster (20-30 seater)                  | Rs.25/-                      | Rs.35/-            |
| 6    | Isuzu/ Hino Bus (30-50 seater)                    | Rs.35/-                      | Rs.45/-            |
| 7    | Ambulance   | Rs.3/-                       | Rs.6/-             |
| 8    | Motorcycle  | Rs.1/-                       | Rs.5/-             |

- i) The vehicle will be provided only on the eve of Death/ Marriage/ Haj and Umrah facility to the employees himself/ herself and their family.
- ii) The vehicle will be provided subject to the availability and first-cum-first serve basis.
- iii) No vehicle will be allowed for pleasure/ picnic purposes.
- iv) DA to the Driver/ Conductor and Toll Tax shall be paid by the user as usual.

Sd/-  
(Engr. Muhammad Waris)  
Registrar

**32. Form 'A'**  
**See in Proformas Folder as Page 784**

**PART-I**  
**33. FORM B**  
**REQUISITION SLIP FOR UNIVERSITY VEHICLE**

A.....vehicle is required for .....on  
.....(date) from .....to .....(time) for going to .....  
in connection with official/ private business.

**Signature of Requisitioning Officer**

To  
The Transport Officer

**PART-II**  
**TO BE USED IN TRANSPORT SECTION**  
**34. UNIVERSITY TRANSPORT DUTY SLIP**

The Driver Mr. ....with Vehicle No. .... , is directed to  
report for duty to .....as.....on.....for  
.....  
.....(Details of nature and duration of duty).

**Signature of Transport Officer**

**PART-III**  
**35. TO BE COMPLETED BY THE REQUISITIONING OFFICER**  
**AT THE TIME OF THE RELEASE OF THE VEHICLE**

Released at place ..... time ..... on ..... actual miles meter reading at the time of release .....

**Signature of Requisitioning Officer**

**36. FORM 'C'**

1. Tyres & Tubes
2. Batteries and Other Accessories

| S. No. | Make and Size of Tyres and Tubes/ Batteries and Other Accessories | Remarks |
|--------|---|---------|
|        |   |         |
|        |   |         |
|        |   |         |

**PART-IV**  
**37. TOOLS OF THE VEHICLES**

| S. No. | Tools | Date of Purchase | Remarks |
|--------|-------|------------------|---------|
|        |       |                  |         |
|        |       |                  |         |
|        |       |                  |         |

**38. FORM 'D'**

| <b>Date</b> | <b>Opening Balance on the First Day of the Month</b> | <b>No. of Liters of Fuel/ Oil Obtained</b> | <b>Voucher No. &amp; Date</b> |
|-------------|--|--|-------------------------------|
| <b>1</b>    | <b>2</b>   | <b>3</b>                                   | <b>4</b>                      |
|             |  |  |                               |
|             |  |  |                               |
|             |  |  |                               |

| <b>Balance on the First Day of Month</b> | <b>Total Fuel/ Oil Consumed During Month (col. 2+3-5)</b> | <b>Total Mileage</b> | <b>Remarks</b> |
|--|---|----------------------|----------------|
| <b>5</b>                                 | <b>6</b>  | <b>7</b>             | <b>8</b>       |
|  |   |                      |                |

Sd/-  
Deputy Treasurer