

CIRCULAR No. 219

SUBJECT- Government Vehicles --- Proper and economic use of --

Read -- Govt. Circular, F.D.No. FNR 1067/967/VII, dated 1st August 1983.

The Charity Commissioner, Maharashtra State, Bombay is pleased to authorize the Director of Accounts in this office to be incharge of vehicles purchased by the office of the Charity Commissioner, Maharashtra State, Bombay for their use and maintenance as per instructions contained in Government Circular, F.D., No. FMR 1067/967/VII, dated 1st August 1968. All requisition slips for vehicles should be submitted to Charity Commissioner, through the Director of Accounts except in case of Charity Commissioner and Joint Charity Commissioner. No vehicle shall be made available unless the requisition slip is furnished and approved by the Charity Commissioner as above. The Director of Accounts will scrutinize log books at least once a month as per instructions contained at Serial No.17 in the aforesaid Govt. Circular.

Important instructions contained in above Govt. Circular are given here below for information of all concerned:-

(1) All the entries in the log books should be filled in invariably, immediately after each journey is performed, neatly and legibly.

(2) The exact purpose of the journey, the places visited and the nature of duties performed should be clearly mentioned in adequate details, so that these entries in the log books are susceptible of independent check. Vague terminology such as "discussion" "inspection of work or site", etc. should be avoided where the purpose of the journey is not stated at all or is stated in such manner that the exact purpose is not clear, recovery from the Officer should be made at normal rates treating the journey to be for private purpose.

(3) The log book should indicate all the details also in respect of additional journey undertaken, if any, on the way to and from, in and around, the place of final destination.

(4) Journeys from residence to office and back; journeys to and from airports railways stations, State Transport stands etc. should be considered as journeys on "Private purpose" and charges at normal rates should therefore, be recovered from the user and credited to Government.

V.G. NIRGUDE,
Charity Commissioner,
Bombay