

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
1, PT. RAVI SHANKER SHUKLA LANE, K.G.MARG, NEW DELHI  
(CARETAKING BRANCH)

F.No./Misc/DWCD/Veh/08/Part file/ 23558-565 Dated:

CIRCULAR

29 AUG 2018

Vide office order No F2/559/2018/CT-III/GAD/8954 dated 24.08.2018 issued by Special Secretary (GAD) instructions regarding use of official vehicles have been issued.

A copy of office order as cited above is enclosed herewith for strict compliance in Toto.

A compliance report in this regard be submitted periodically to the HOD.

  
(S.C. VATS)  
JT. DIRECTOR(CTB)

Encl. As above.

F.No./Misc/DWCD/Veh/08/Part file/ 23558-565 Dated: 29 AUG 2018

Copy to:-

- 1 P.S to Sectt. (WCD) 1, Cannaing Lane, K.G. Marg, Delhi
- 2 OSD to Director (WCD) 1, Cannaing Lane, K.G. Marg, Delhi
- 3 Jt. Director (CTB),1, Cannaing Lane, K.G. Marg, Delhi
- 4 Jt. Director (Admn.) 1, Cannaing Lane, K.G. Marg, Delhi
- 5 All Dy. Director/DO's
- 6 All HOO/DDOs of Institutions and ICDS Projects
- 7 System Analysis to upload this at department website
- 8 Guard File

  
(S.C. VATS)  
JT. DIRECTOR(CTB)

108/c

**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.





107/c

-3-

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*  
24/08/2018  
**(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*  
24/08/2018  
**(J.P. Agrawal)**  
**Spl. Secy. (GAD)**

