

No: 15/24/99-VIG/  
Government of Goa,  
Directorate of Vigilance,  
Junta House (6th floor).,  
Panaji - Goa.

Dated: 12/7/2000

**CIRCULAR**

Sub:- Checks on misuse of Government Vehicle.

During the course of investigation of the complaints of misuse of vehicles of the Ponda Municipal Council, by certain Officers/Officials, the inspection of motor vehicle logbooks was carried out. It has been noticed that most of the Chief Officers and other Municipal staff do not adhere to the norms contained in the Staff Car Rules. It is also observed from the Log Book Registers that most of the entries which are entered in the logbooks are not signed by the Chief Officer as well as other officials of the Municipality. In some entries, the purpose of journey is not properly recorded in column No. 9. There are also instances where entries are made by clerical staff in the log book and signature of Chief Officer/Municipal Engineer are obtained after an interval of a fortnight or even a month, which is highly objectionable.

According to Rule 2 of the Rules for the use of Government Motor Vehicles of Government of Goa, the Controlling Officer is responsible for proper use, care maintenance of the vehicle or regulation of journeys in accordance with the aforesaid rules. Rule 3 makes it obligatory on the part of the Controlling Officer, to maintain the log book which inter-alia shall also record the petrol consumption. Under Rule 4, the Drawing & Disbursing Officer, where he is separate from the Controlling Officer, is required to record the certificate including the certificate prescribed under clause (b) of the said rules which deals with non-duty journeys. Rule 42 provides that complaints about misuse of vehicles received should be investigated by the concerned Head of Department/Office and its findings should be reported to the Chief Vigilance Officer within 2 months.

The administrative control of all Goa Municipalities is with the Directorate of Municipal Administration for which Director is the Head of the Department and as such, it is within his powers to investigate the matter in consultation with the appropriate Municipal Council.

4. It is therefore, enjoined upon all the Chief Officers of the Municipal Councils to strictly adhere to the norms of the Staff Car Rules and to ensure proper and regular maintenance of the log books with details of journeys such as purpose, places and distance for verification whenever required.

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5. This Directorate of Municipal Administration is requested to carry surprise inspection of the log books every month of all the Municipal Council in order to avoid/prevent misuse office vehicles in public interest.

This issues with the approval of the Government.

Sd/-

( Manisha Saxena)  
Director of Vigilance

To,

1. All Chief Officers of Municipalities.
2. The Director of Municipal Administration.
3. The Chief Vigilance Officer for information

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