



Government of Goa
Finance (Expenditure) Department
Secretariat, Porvorim,
Bardez-Goa 403521

No.7/5/2021-Fin (Exp) | 151

Dated: 05/09/2024

C I R C U L A R

Sub: Guidelines towards Hiring of Vehicles.

Attention of the Head of Departments is invited to the O.M No.1/1/2017-Addl.Secy.(PER)/2941 dated 25/10/2019 issued by the Department of Personnel which states that the proposal for outsourcing of vehicles shall be referred to Finance Department.

2. It has been observed that various Departments face difficulties as regards to flexibility of working hours of vehicles hired from GTDC.

3. It is also noticed that despite office vehicles being present in working condition, vehicles are being hired and some are being used by non-eligible category of staff. Further, non-field functionaries who are not entitled for vehicles, also use these vehicles for commutation purposes.

4. Hence, for better price discovery in order to cut down the cost and to provide flexibility of timing etc to the various user Departments, it has been decided by the Government that henceforth, all the Head of the Departments shall mandatorily hire the vehicles from open market through call of tenders/quotations. Prior approval of the Finance Department shall be mandatorily obtained before any codal formalities are initiated for hiring of vehicles.

5. The category of vehicles to be hired shall be based on the designation/rank of the Officer/Officials and monthly billing shall be restricted within minimum working hours and distance in kilometres as under:


Designation	Category	Minimum working hours	Distance
Heads of Departments/ Managing Directors of Government owned Corporations/Autonomous Bodies	B (AC) - Ertiga/ Swift Dzire or equivalent.	300 hrs per month	2000 kms per month
For other official use	C - Wagon-R or equivalent.	300 hrs per month	2000 kms per month

The upper ceiling limit of rates per km for hiring these vehicles shall be the rates as notified by the Department of Transport from time to time.

6. Further, Departments who have engaged vehicles from open market/GTDC shall resubmit all such proposals for approval of Finance Department after expiry of the engagement of the current duration. These instructions shall also be applicable to the vehicles engaged by the works executing Departments such as PWD, Electricity, WRD, Agriculture, RDA, Panchayat etc even if such vehicles are hired against the work.

7. The Directorate of Accounts shall not entertain the bills of vehicles hired by Departments without prior approval of the Finance Department.

This issues with the approval of the Hon'ble Chief Minister/Finance Minister vide U.O. No.3798/F dated 04/09/2024.


(Naresh Gaude)
Under Secretary (Finance-Exp.)

Copy to: 1) All Heads of Department/Autonomous Bodies.
2) All Secretaries to the Government.
3) Guard file.
4) O/C

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