No.1-8-05/SSW-PWD/Vol-I/2025-26/432
Government of Goa,
Office of the Suptdg. Surveyor of Works,
Public Works Department,
Altinho, Panaji-Goa.
Dated:27/01/2026

CIRCULAR

Sub: Guidelines for Hiring of Vehicles in Public Works Department.

In supersession of earlier Standard Guidelines issued for hiring of vehicles vide Circular No. 3. Circular No.1-8-05/SSW-PWD/Vol.I/2024-25/460 dated 17/02/2025, revised Standard Guidelines as under shall be followed.

1. All the existing hired vehicles whose contract validity will expire before 31.03.2026 shall be extended upto 31.03.2026 on the same terms and condition and proposal for issue of Revised AA &ES shall submitted on priority.

2. Hired Vehicles whose contract period is beyond 31.03.2026 shall be curtailed till 31.03.2026 and final bill be prepared and settled on priority.

3. The Period of contract for hiring of all vehicles in the Department will be for a period of 05 years i.e. from 01.04.2026 to 31.03.2031 in line with the Circular issued by Finance Department vide No.7/5/2021-Fin(Exp)/151 dated 05/09/2024 and no further extension will be permitted as below:
    a. The hiring of vehicle to be taken up in the absence of Departmental vehicle through call of quotation for a period of one financial year only with 5% escalation in the rates at the beginning of each financial year.

b. The category of vehicles to be hired shall be based on the designation/rank of the officer/official and monthly billing shall be restricted within minimum working hours and distance in kilometres and the rates for hiring of vehicles will be as under which are exclusive of GST.

TABLE-A

1.	For Official use Principal Chief Engineer, PWD/ Chief Engineer (PWD)/ Director (Adm) or any other official use with prior approval.	Ertiga or equivalent Rate @Rs. 29.00 per km with distance of 2000 kms/month and minimum working hours of 300/month.
2.	For other official use	Wagon- R or equivalent (capacity 998-1199 c/c). Rate @Rs. 20.50 per km with distance of 2000 kms/month and minimum working hours of 300/month.
3.	Utility vehicles for Regular Operation and Maintenance purposes	Utility vehicles with 4 doors and carrier- Tata Eicher/ Mahindra or equivalent with distance of 2000 kms/month and minimum working hours of 300/month. Rate @RS. 23.00 per km.
4.	Mini pick up for minor maintenance works	Tata Ace/ Mahindra or equivalent with distance of 2000 kms/month and minimum working hours of 300/month. Rate @Rs. 17.00 per km.

Item Description: For Hiring of vehicles in Public Works Department.

For 1 – Hiring of Vehicle including driver and all other expenses etc., complete for a period of 1 year for official use viz., Ertiga or equivalent.

For 2 – Hiring of Vehicle including driver and all other expenses etc., complete for a period of 1 year for official use viz., Wagon-R or equivalent.

For 3 – Hiring of Utility Vehicle with 4 doors and carrier including driver and all other expenses etc., complete for a period of 1 year for official use for day and night use as required viz., Tata/Eicher/Mahindra or equivalent.

For 4 – Hiring of Mini Pick up Vehicle including driver and all other expenses etc., complete for a period of 1 year for official use for day and night use as required viz., Tata ACE/ Mahindra or equivalent.

c. Proposal for further extension of the contract for each financial year will depend on the satisfactory performance of the vehicle and condition of the vehicle and the proposal shall be referred for issue of AA &ES for each financial year i.e. AA &ES Order to be issued for each financial year during the 5 year contract period.

d. In case the service of the hired vehicle is discontinued for any reasons fresh quotation to be limited for hiring of vehicle for the

balance remaining period of the financial year and the same agency will not be eligible to quote for the same work.

e. Vehicles to be hired will be as per Annexure and should not exceed the approved number of Vehicles.

f. Maximum number of Vehicles to be awarded to a particular agency/applicant will be 03 vehicles in the entire Department and the Executive Engineer concerned will ensure this compliance as per the self-declaration submitted by the agency/applicant based on Circular No.1-8-05/SSW-PWD/Vol-I/2025-26/249 dated 26 /09/2025.

g. The Executive Engineer/ Head of Office will justify the need for hiring of each vehicle and type of vehicle to be hired.

h. Vehicles required for regular maintenance purpose will be only utility vehicle with 4 doors and carrier as per Table- A.

i. The vehicle hired shall be registered under Tourist Taxi only and should have valid RTO Registration certificate and Driver should possess valid Driving License.

j. The vehicle should be made available on demand as and when intended by the Department.

4. The Vehicle will be hired on monthly basis. Hence the minimum running of the vehicle shall be worked on monthly basis i.e the number of days the vehicle is used/ indented in a month subject to a maximum of 2000 kms per month and minimum working hours of 300 per month.

5. The vehicle should have valid PUC Certificate and insurance during the contract period.

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6. In case if there is any breakdown then the agency should arrange an alternative vehicle within reasonable time as decided by the concerned officer to whom the vehicle is hired.

7. The Driver of the vehicle should be well dressed in prescribed uniform and the vehicle should be maintained and kept clean and neat at all times. The driver of the vehicle should be provided with a mobile phone and should be aware of all the routes in the state.

8. The estimate should not include any contingencies.

9. Each Works Division shall be provided advance fund allocation including GST component if applicable for each Quarter to upload the respective claim in the CINB System as per the requirement for Hiring of Vehicles and no diversion of funds for other purposes shall be entertained and in case of any lapses the concerned Executive Engineer and Divisional Accountant will be held responsible.

10. The Executive Engineer shall upload the claim of the Hired Vehicles in the CINB system on or before 2nd of every month and authorize the claim for further process of payment as per the Work Order amount every month for upto 2000 K.Ms only.

11. The Joint Director of Account, PWD shall prepare a detailed proposal to obtain Cash Advice from Finance Department (Exp.) and once the Cash Advice is released by Finance Department, Joint Director of Accounts, PWD shall authorize all claims in the CINB System and coordinate with the Directorate of Accounts for final payment to the agency every month.

12. The Expenditure shall be debited under Demand No. 21 under the Budget Head – 3054 – 80 – 800 – 06 – 00 – 27.

This issues with the approval of the Government vide U.O No.177/F dated 18/09/2025 and concurrence of Finance Department (Fin Exp) vide U.O.No.1400117691 dated 10.11.2025.

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(U.P.Parsekar)
Principal Chief Engineer
P.W.D

Authorized for Issue
27/11/25
(Sanjay Gaude)
Suptdg. Surveyor of Works
P.W.D

Encl: Annexure

To,

1. The Chief Engineer – NH,R&B/ Buildings, PWD, Altinho, Panaji - Goa
2. The Director (Administration), PWD, Altinho, Panaji - Goa
3. The Chief Architect, PWD, Altinho, Panaji - Goa.
4. The Superintending Surveyor of Works, PWD, Altinho, Panaji - Goa.
5. The Superintending Engineer – I/II/III/IV/VII/IX/ (Mon. & Eval.), PWD , Altinho, Panaji/ Margao - Goa.
6. The Joint Director of Accounts, PWD, Altinho, Panaji - Goa.
7. The Land Acquisition Officer, PWD, Altinho, Panaji - Goa.
8. The Engineering Officer/ Executive Engineer (Legal), PWD, Altinho, Panaji - Goa.
9. Office file
10. Guard file

C.w.cs.to:

1. The Chief Secretary, Secretariat, Porvorim – Goa.
2. O.S.D. to Hon. C.M., Mantralaya, Porvorim – Goa.
3. O.S.D. to Hon. Min. (PWD), Mantralaya, Porvorim – Goa.