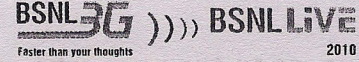




मो।अ।खान आई.टी.एस.  
मुख्य महाप्रबंधक  
MOHAMMED ASHRAF KHAN I.T.S.  
Chief General Manager



No.TN/Finance Review/10-11/3	January 21, 2011
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Dear Shri

Sub: Control over expenditure on vehicles - reg.

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CMD, BSNL-Corporate Office, New Delhi, vide his D.O letter No.16-54/2010-B dated 15.12.2010 has instructed the Circles to follow the guidelines given below to control expenditure on vehicles:

1. Hiring of vehicles to be restricted to maximum 75% of the shortage in justified and approved number of vehicles.
2. Pooling of vehicles may be resorted to wherever possible.
3. Maximum ceiling in usage of vehicles in KMs, based on some rational yardstick like earlier usage etc., may be prescribed for all vehicles. The idea is to limit the expenditure without affecting operational efficiency. The maximum limit for SSAs will be 1500 KMs and for Circle Office 2000 KMs.

As discussed in the Management Meeting held on 18<sup>th</sup> January 2011, you are requested to kindly control expenditure over hiring of vehicles by curtailing 25% on the existing sanctioned vehicles for hiring for the SSAs. The details of number of vehicles eligible for hiring and after reducing 25% of the number of vehicles, the number of vehicles that can be hired is given in the enclosed annexure. In any case the number of vehicles hired *should not* exceed the figures shown in the last column of the annexure. In addition to the above, following aspects can also be considered for controlling expenditure on vehicles:

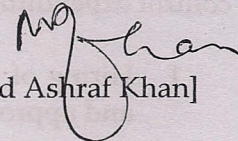
- a) Pooling of vehicles for the officers entitled for vehicle.
- b) Avoiding usage of vehicles for inter-SSA movement.
- c) Whenever the officer goes on leave/training, hiring of vehicle should be stopped for that period. Proportionate payment can be made to the Contractor.
- d) Vehicles should not be used beyond office hours and on Sundays / holidays to avoid over-time payment to the vehicle hirer / regular drivers.

- e) Vehicles may not be used for travelling to Circle Office from SSAs.
- f) Vehicles by Circle Office for the SSA GMs coming on tour to Circle Office may be provided as per availability of the existing vehicles. Shri Balaji, SDE (MVT), Circle Office will inform the availability of vehicles.

The above instructions must be implemented with immediate effect and compliance may be sent to the undersigned within a fortnight.

With best wishes,

Yours sincerely,



[Mohammed Ashraf Khan]

Encl: as above

Shri

PGM / GMs of Tamilnadu Telecom Circle.

Copy:

PCE (Civil) / PCE (Electrical) / Chief Architect  
PGM - CFA / DGM (Admn) / SDE (MVT)

ANNEXURE

SSA/ Unit	Justified			Dept. Vehicle Available				Eligible Hiring	75% hiring
	Car	MUV	Total justified	Car	MUV	Scrapped Dept. vehicles; awaiting replacement	Total Available		
CGM's Office & allied units	29	11	40	12	10	1	21	19	14
IMPCS	12	149	161	2	14	0	16	145	109
Architect	2	-	2	0	0	0	0	2	2
Electrical	3	6	9	0	0	0	0	9	7
Civil	8	10	18	2	3	0	5	13	10
Coimbatore	10	64	74	5	18	3	20	54	41

Puducherry	2	16	18	2	6	0	8	10	8
Salem	5	45	50	3	17	3	17	33	25
Thanjavur	5	26	31	7	4	2	9	22	17
Trichirappalli	7	56	63	3	18	5	16	47	35
Tirunelveli	4	24	28	1	13	3	11	17	13
Tuticorin	4	22	26	3	6	2	7	19	14
Vellore	4	36	40	1	14	4	11	29	22
Virudhunagar	4	18	22	1	7	2	6	16	12
<b>TOTAL</b>	132	694	826	57	202	40	219	607	455