

Government of Pakistan

FEDERALLY ADMINISTERED TRIBAL AREAS  
DEVELOPMENT AUTHORITY



**NOTIFICATION**

Peshawar, the 7<sup>th</sup> September, 2010

No. Secy/FDA/7-35/2010. In exercise of powers conferred by section 40 of the FATA Development Authority Regulation, 2006, the Board of Directors of the FATA Development Authority is pleased to make the following Standing Order, namely: -

**“The FATA Development Authority Transport (Use & Maintenance)  
Standing Order, 2010”**

1. **Short title, enforcement and application:** (1) This Standing Order may be called “The FATA Development Authority Transport (Use & Maintenance) Standing Order, 2010”.  
  
(2) This shall come into force with immediate effect.
2. **Definitions:** - In this Standing Order, unless there is anything repugnant in the subject or context: -
  - (a) “Authority” means the FATA Development Authority established under Section 3 (1) of the Regulation.
  - (b) “Chief Executive” means the Chief Executive of the Authority appointed under section 5(1) of the Regulation.
  - (c) “officer incharge” means an officer responsible for the proper maintenance and utilization of the Authority’s vehicles.
  - (d) “official duty” means an journey performed in the Authority’s interest from office or residence or to a place where the presence of the officer is

required for official work, and back.

- (e) “operational vehicle” means a vehicle used for execution and other operational duties of the projects.
- (f) “staff car” means a motor vehicle of any type maintained by the Authority, including operational vehicles, if any.
- (g) “entitled officers” includes the Chief Executive, General Managers, Managers, Secretary, Project Managers/Project Directors, Agency Coordination Officers and such other officers allotted staff cars by the Authority.
- (h) “Regulation” means FATA Development Authority Regulation, 2006.

3. **Overall Responsibility:-** The overall responsibility for proper use, management, control & maintenance of the Authority vehicles shall rest with the Secretary, who may nominate an “officer incharge” to assist him in the discharge of his duties and functions under this Standing Order.

4. **Duties of the officer incharge:** - It shall be the responsibility of the officer incharge to ensure the following: -

- (a) All drivers are in possession of valid Driving Licenses.
- (b) All vehicles are duly registered and registration renewed regularly on due dates.
- (c) Registration number plate of standard size and shape is available on each staff car at all times.
- (d) Staff Cars are maintained in good, proper and road worthy condition at all times.
- (e) The milometer of each vehicle is in working condition. Normally, no vehicle should go on road without its milometer being in order.
- (f) Maintenance schedules regarding service intervals for engine components, ignition system, fuel systems, Crank-case Emission Control System, Exhaust Emission Control System, Chassis and Body of the staff cars are rigidly observed and enforced, as per Annexure to this Standing Order.

- (g) That all gauges, steering, brakes, Chassis Lubrication, Engine Lubrication, Differential Lubrication, Manual Transmission, Clutch, Battery and Cooling system, are checked at regular intervals as per schedule laid down in the Instructions Book/ Owner's Manual of the vehicle concerned as well as given in the Annexure.
- (h)
  - (1) That staff cars are in perfect working condition and all systems are functioning properly.
  - (2) That average fuel consumption is correct & if not, why;
  - (3) That legal documents e.g. registration, insurance, driving license of the Staff cars drivers etc. are available and are upto-date.
  - (4) That no major repairs are called for;
  - (5) "Log Books" and "History sheets" of the vehicles are maintained correctly in respect of each vehicle.
  - (6) All drivers are fully conversant with Traffic Laws, rules/ regulations and the Highways Code.

**5. Responsibility of Drivers: -**

- (i) The driver shall be responsible, on daily basis, for checking: -
  - (a) Indicator, lights, gauge and meter operation.
  - (b) Lighting system, horn and turn signal operation.
  - (c) Door locks & mirror condition.
  - (d) Number plate condition, tyres air pressure and tyre wear/damage.
  - (e) Engine oil level and fuel level in the fuel tank.
  - (f) Engine cooling water level.
  - (g) Steering operation, clutch pedal play and foot brake fluid level.
  - (h) Battery electrolyte level.
  - (i) Cleaning of interior & exterior of the vehicle.

- (ii) Whenever a vehicle moves out of its garage for a journey, the driver should possess the following documents: -
  - (a) Log Book.
  - (b) Driving License.
  - (c) Registration Certificate.
  - (d) Insurance Certificate, if any.
- (iii) Any fault discovered by the driver in a vehicle while on duty shall be reported immediately to the entitled officer concerned.

**6. Entitlement for Staff Cars: - (1) The entitlement of the officers of the Authority for official vehicles shall be as given below: -**

- |  |   |
|--|---|
| (a) Chief Executive                    | 2.OD/1600 CC - Saloon Car with engine capacity of upto 1600 CC with petrol engine or 2000CC with diesel engine.       |
| (b) General Managers                   | Saloon Car with engine capacity of upto 1300 CC (standard model with AC).   |
| (c) Managers/Secretary                 | Saloon Car with engine capacity of upto 1000 CC (standard model with AC).   |
| (d) Agency Coordination Officers       | Jeep (1300 CC), or any other kind of such vehicle/jeep with engine capacity of upto 1300 CC (standard model with AC). |
| (e) For Admn general duties            | Van (800 CC), or any other kind of such vehicle with engine capacity of upto 800 CC (standard model with AC).         |
| (f) Project Directors/Project Managers | As per provision in the approved PC-I/PC-II of the Project.   |

(2) The officers who are in receipt of a fixed conveyance allowance shall not be entitled to a staff car, and those allotted official vehicles for official journeys from residence to office & vice versa, shall not be entitled to any conveyance allowance.

7. **Use of Staff Cars.** (i) The staff cars shall be driven by the authorized official drivers. However, entitled officers possessing a valid driving license may drive the staff cars allotted to them in the absence of the authorized drivers.

(ii) The entitled officers may use the staff cars for official and private use subject to maximum limit of gas (C.N.G) and petrol consumption as fixed by the Authority on monthly basis from time to time. For consumption of the P.O.L in excess of the admissible limit, the officers concerned shall pay for the excess fuel used in the car.

(iii) If available and without determinant to official work, staff cars may be authorized by the Chief Executive at his discretion to the officers to use the vehicle for private purposes in exceptional circumstances on payment of Rs. 5.00 per K.M.

(iv) In case of death of an employee or his family member, a reasonable official vehicle if available, may be used to carry the dead body to his native place, free of cost.

(v) The recovery of the hiring charges for private purpose or for the excess fuel used, shall be recovered from the salary bill of the officer concerned for the next month by the A.M (Admn) or he paid in cash to the A.M (Admn) against a proper receipt. This amount should be credited to the Authority's accounts as "misc. receipt".

(vi) A staff car may be allowed to the cashier for journeys from the office to the bank or treasury and back, whenever he is required to handle public money exceeding five thousand rupees. This will be treated as official duty.

(vii) Every officer using a staff car shall sign entries in the logbook in respect of the journey performed by him in the vehicle.

Provided that in case of Chief Executive & G.Ms, the Private Secretary or the Personal Assistant as the case may be, shall sign the logbook on their behalf.

8. **Parking of Staff Cars:** - All Staff Cars will be parked in the garage/specified place in the Head Office of the Authority except those in use of entitled officers which may be parked at their residence.

9. **Major Repairs:** - Major repairs shall include engine overhauls, changing of major parts and painting. Major repairs will be authorized by the Competent Officers subject to such limits of expenditure as prescribed in the FATA-DA Delegation of Financial Powers & Powers of Re-appropriation Standing Order, 2007”.

10. **Maintenance of Record:** The following books shall be maintained for each motor vehicle of the Authority: -

(i) Log book shall be maintained in form-A and shall remain in the custody of the driver of the vehicle. The name of the Authority/Project, the designation of the officer concerned, his telephone number and registration number of the vehicle shall be indicated on the title cover of the log book.

(ii) “History Sheet” of the staff car in a bound register containing about 50 to 60 pages shall also be maintained which shall remain in the custody of the entitled officer incharge of the vehicle. It shall form permanent record of the vehicle and all the incidents during the life of the vehicle shall be entered therein. It shall consist of parts relating to the tools, tyres/tubes/batteries, other accessories, and repairs & purchases alongwith cost of each item made for the car. It shall be as in the form “B” attached to this Standing Order.

11. **Replacement Schedule of Staff Cars:** -

(i) Following replacement schedule may normally be followed as a general guide: -

<u>Category</u>	<u>Maximum life/period/mileage</u>
(a) Motorcars (1000 to 1300 CC)	6 years or 2,00,000 KMs.
(b) Motorcars (1600 CC)	7 years or 250,000 KMs.
(c) Car/Vans (800 CC)	6 years or 160,000 KMs.
(d) Jeeps (1300 CC)	6 years or 150,000 KMs.
(e) Motorcycles/Scooters	5 years or 100,000 KMs;

whichever occurs earlier.

- (ii) Staff Cars when due for replacement as per their fixed life or total mileage, may be replaced at the discretion of Chief Executive subject to availability of funds.
- (iii) Wrecked, accidented or damaged vehicles uneconomical for repairs, may be replaced with the previous approval of the Chief Executive after a condemnation certificate has been obtained from the Condemnation Committee consisting of the following officers of the Authority: -
  - (a) G.M (Technical), FATA-DA Chairman
  - (b) Manager (B&A), FATA-DA Member
  - (c) Dy. Secretary (A&C), FATA Secretariat Member
  - (d) A.M (Admn), FATA-DA Member/  
Secretary
- (iv) No vehicle will be replaced before the completion of the prescribed life fixed on the basis of mileage/number of years used, except with the previous permission of the Board and on the recommendations of the Condemnation Committee.
- (v) The Condemnation Committee is required to ensure that the vehicle proposed for condemnation has completed the prescribed life as prescribed in this Standing Order and its maintenance for any further time is un-economical. In case of wrecked/accidented staff cars, it may recommend condemnation, replacement and auction of the vehicle before completion of the prescribed journeys or running life.

**12. Accidents: -**

- (i) In case of an accident, the entitled officer concerned shall report the incident to the Secretary who will arrange an enquiry and the enquiry report shall be submitted within three days.
- (ii) If in the light of the enquiry report, a vehicle is damaged as a result of carelessness or negligence on the part of driver or any officer/employee of the Authority, the matter shall be reported at once in writing by the Secretary to the Chief Executive with the details of the persons found

responsible for causing damage or loss to the Authority, and his recommendation for suitable action including recovery of the damages or a part thereof.

13. **Disposal of staff cars:** All vehicles after condemnation shall be disposed of through open auction.
14. **Internal Audit:** - Checking of accounts of vehicles including the accounts of repairs, petrol and lubricants issued to the vehicles/staff cars will be conducted periodically during the visit by Internal Audit Staff who should carefully scrutinize compliance of orders relating to the use and maintenance of staff cars as laid down in this Standing Order.

Sd/xxx  
**Attaullah Khan**  
**Chief Executive**  
**FATA Development Authority**

**Periodical check-up and Maintenance Schedules**

To carry out: -

- (1) Service after every 1,500 Kms.
- (2) Change Mobile oil, oil filter replacement and air cleaner cleaning, after ever 2,500 Kms.
- (3) Tightening of Nuts Bolts and inspection of steering condition, after every 5,000 Kms.
- (4) Checking of electrical wiring connection and light, and valve clearance after every 2,500 Kms.
- (5) Replacement of spark plug & distributor breaker point, inspection of Brake drum and shoes after every 10,000 Kms.
- (6) Inspection of shock absorber, differential oils, wheels and hub nuts after every 10,000 Kms.
- (7) Change differential oils after every 40,000 Kms



# **FATA DEVELOPMENT AUTHORITY**

**Staff Car No.** \_\_\_\_\_

# **HISTORY SHEET**

# VEHICLE HISTORY SHEET

## OUTER COVER

**DEPARTMENT:** \_\_\_\_\_

**Staff Car No.** \_\_\_\_\_

**Vehicle Log Book** \_\_\_\_\_

**Make No.** \_\_\_\_\_

**Chassis No.** \_\_\_\_\_

**Signature of Officer who certified  
correctness of the above entries.**

## TOOLS OF THE VEHICLE

Serial No.	Tool	Date of purchase	Remarks
1	2	3	4

1. Tyres and tubes.
2. Batteries and other accessories.

<b>Serial No.</b>	<b>Make and size of tyre and tubes/batteries/accessories</b>	<b>Date of purchase</b>	<b>Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>

### SUMMARY OF REPAIRS EXECUTED AND PURCHASES MADE

Date in Workshop		Particulars of repairs executed and purchase made	Cost of repairs	Contingent voucher No.	Signature of officer-in-charge of the vehicles.
In	Out				
1	2	3	4	5	6