EAST CENTRAL RAILWAY

Office of the
General Manager
Hajipur

No. ECR/ADM/Hiring of Vehicles/Policy/2025 Date:- 18/06/2025

All PHODs/CHODs, E.C.Railway, Hajipur.
CAO/C/North & South/ECR/MHX/Patna
CPRO/ECR/HJP.

Sub:- **Policy on 'Hiring of Vehicle Service.**

In supersession of the earlier instructions for hiring of vehicles, the revised guidelines for *'Hiring of Vehicle Service'* and the consolidated instructions are issued.

This issues with the approval of the competent authority.

DA:- As above.

Abhishek Kumar
Digitally signed by Abhishek Kumar
Date: 2025.06.18 18:12:38 +05'30'
(Abhishek Kumar)
Dy.General Manager/G

Copy for information and necessary action to:-

1. Secy to GM for kind information to GM.
2. PS-I to AGM for kind information to AGM.

POLICY FOR HIRING OF VEHICLES FOR OFFICIAL USE OVER ECR

At present, about 170 vehicles hired from private service providers are being utilized for official purposes including commuting from official residence to office by officers posted at the HQ office in Hajipur as well as in Construction organization at Mahendrughat, Patna. Private vehicles are also hired by Divisions and training institutes as per their requirement. For officers of ECR/HQ visiting Delhi for official purposes, vehicles are hired for use in Delhi-NCR. Vehicles are presently also hired for officers visiting ECR for various official purposes such as inspection, on transfer etc. These vehicles are at present hired by different departments through separate contracts. However, managing multiple contracts with different service providers has led to challenges in maintaining uniformity in rates and other essential aspects pertaining to tender and contract management. Non-uniformity in usage of vehicles by various offices in terms of mileage (Kms) and hours of use for similar nature of job is also required to be addressed.

With a view to ensure uniformity in use of type of vehicles by officers of different grades all over ECR, it is imperative to define the entitlement of officers for different categories of vehicles based on the grades of the user officers. Monthly usage of vehicles in terms of kms and hrs is also required to be defined to ensure uniformity in use of vehicles by officers of same grade assigned with similar nature of work all over ECR. Furthermore, the framing of general terms and conditions of tender/contracts for hiring of vehicles from private service providers is essential to streamline the process and to maintain uniformity across ECR in tendering process and management of contracts.

To ensure uniformity in monthly usage of vehicles, contract rates, terms and conditions of contract, level of services etc. as well as to engage minimum manpower in the whole process of tendering and managing vehicle contracts, uniform policy for hiring of vehicles for official use from private service providers has been made for guidance and compliance by concerned officials across ECR.

For hiring multiple eligible agencies for providing commercial vehicles to officers of all the departments at ECR HQ, Construction organization/Patna and CSSH/Patna, Rate Contract (RC) will be finalized by Stores department at ECR HQ/HJP.

For hiring of vehicles from private service providers for official use by officers of Divisions/Training Institutes/Divisional hospitals/workshops/other offices, contracts will be finalized by Divisional Stores officers/associated Stores officers of these units.

Keeping in view the above facts, the following aspects will form part of the Policy for hiring of vehicles through private service providers for official use in ECR:

(1) *Categorization of vehicles (2) Eligibility of officers for use of vehicles (3) Kms and Hrs for use of vehicles.*

Terms & Condition as well as Draft agreement for Rate Contract(RC) for hiring of vehicles for official use by officers of ECR HQ, Construction organization at Patna and Central Super Specialty Hospital, Patna can be used for reference by other units of ECR for concluding and managing similar vehicle contracts.

1.0 Categorization of vehicles: The categorization of vehicles based on the Pay Level of officers and nature of works assigned to them is outlined as follows:

SN	Officers	Type of vehicles	Segment of Vehicle
1.1	GM and AGM	Premium SUV	Innova Hycross, Toyota Innova Crysta, and equivalent.

SN	Officers	Type of vehicles	Segment of Vehicle
1.2	P/CHODs, DRMs/ADRMs	SUV(AC)	Innova Hycross, Toyota Innova Crysta, Suzuki Invicto, XUV 700 and equivalent.
		Sedan (AC)	Maruti Suzuki Ciaz, Honda City, Hyundai Vernaand equivalent.
1.3	Secretary to GM, DGMG & CPRO*	SUV (AC)	Innova Hycross, Toyota Innova Crysta, Suzuki Invicto, XUV 700 and equivalent.
		Sedan (AC)	Maruti Suzuki Ciaz, Honda City, Hyundai Vernaand equivalent.
1.4	NF-HAG/SAG officers, CWMs (in SAG)	SUV(AC)	Kia Carens, Kia Seltos, Toyota Rumion, Maruti Suzuki Ertiga, Scorpio N, Maruti XL6, Hyundai Creta and equivalent.
		Sedan (AC)	Maruti Suzuki Ciaz, Honda City, Hyundai Vernaand equivalent.
1.5	NF-SAG/ SG/JAG/Branch Officers	SUV/Sedan (Non-AC)	Kia Carens, Kia Seltos, Toyota Rumion, Maruti Suzuki Ertiga, Scorpio N, Maruti XL6, Hyundai Creta and equivalent.
			Maruti Suzuki Ciaz, Honda City, Hyundai Vernaand equivalent.
1.6	SS/JS officers	Sedan (Non-AC)	Maruti Brezza, Toyota Urban Cruiser, Hyundai Venue, Mahindra Scorpio (Classic), Mahindra Bolero Neo, Tata Nexon, Kia Sonet and equivalent.
		SUV (Non-AC)	Maruti Swift Dzire, Tata Tigor, Honda Amaze, Hundai Aura and equivalent.
1.7	Control/Emergency Vehicle at HQ/Divisions	SUV (AC)	Kia Carens, Kia Seltos, Toyota Rumion, Maruti Suzuki Ertiga, Scorpio N, Maruti XL6, Hyundai Creta and equivalent.

*DGM(G), Secretary to GM and CPRO are required to accompany GM for several official purposes including during the movement of VVIPs (Hon'ble MR, MoSRs, CRB & CEO etc). During course of discharge of the official work by these officers, they need to interact with VVIPs such as Minister/MPs/MLAs/other dignitaries, officials from Railway Board, Central and State Governments. Nature of job associated with these officials entails public interaction also. These vehicles have to invariably accompany during GM's movement by road and may be used in emergency by GM as well.

2.0 Eligibility of officers for use of vehicles: The eligibility of officers for use of vehicles, including details of the hours& mileage of use, shared or independent usage etc., shall be determined by the pay level and the nature of the job associated with the officer, as follows:

2.1 The P/CHODs, DRMs, other HAG officers, ADRMs, Secretary to the GM, DGMG and CPRO shall have independent vehicles for 24 hours (640 hours monthly).

2.2 NF-HAG/SAG officers shall have independent vehicles for 12 hours (320 hours monthly). If any change is required in timing (i.e., from 12 hours to 24 hours) for any officer, approval of AGM will be required.

2.3 NF-SAG/SG/JAG officers: The officers posted at the HQ/HJP reside either in Railway accommodation, i.e. PRP/RNCC/Rail Aashray or in private accommodation. They are required to conduct regular scheduled inspections including night inspection as well as inspections of

Workshops, Sheds, Stores Depots etc. To facilitate smooth discharge of their official duties, these officers shall be provided **independent vehicles for 12 hours** (320 hours monthly).

2.4 **SS/JS officers posted at HQ/HJP:** Most of the SS/JS officers reside in private accommodations all along the city (Patna) due to non-availability of sufficient Railway accommodation. They shall have access to **shared vehicles, with one vehicle allocated for every two officers for 12 hours** (320 hours monthly).

2.5 Secretary to P/CHODs (in Senior Scale), who is directly associated with the P/CHODs, has an independent job profile. Similarly, the role of Sr ADGM & Dy.Secy to GM, who is responsible for handling various functions such as ZRUCC meetings, Parliamentary Committee meetings, APOI for ECR in RTI matters, etc., is of important and urgent nature and related to dealing with public also. Therefore, they shall be entitled to vehicle facilities at par with JAG officers, consistent with the standardization of furniture and office equipment provided to these officers.

2.6 ADRMs shall have ***independent vehicles for 24 hrs (640 hours monthly).***
Branch Officers/Other Officers in Divisions whose responsibilities directly involve asset management/maintenance and train running/operations can be allotted independent vehicles for 24 hours/12 hours depending upon requirement duly justified, concurred by Finance and approved by DRM.

2.7 Vehicles for officers in the field up to SS/JS level (not holding independent charge) and field supervisors can be provided in accordance with Railway Board's letter No. 2017/Trans/Policy Dt. 18.10.2017, items No. 8.

2.8 JAG and above officers, including Branch Officers in Senior Scale and other officers mentioned in Para 2.5 above will be entitled for vehicle facilities during their official journeys to Hajipur as well as New Delhi and other places on occasional hiring basis.

3.0 Provision of Emergency Vehicles for Control offices and other places:

3.1 For HQ Control:

3.1.1 One vehicle (for 24-hour use) for each department having their control office at Hajipur shall be assigned to the **HQ Control Unit** with the approval of respective P/CHODs and concurrence of associated Finance. Monthly Km limit for the vehicle will be 2000 Kms.

3.1.2 The Control vehicles of HQ/HJP will be under administrative control of respective Nodal Officers of the department.

3.2 For Divisional Control:

3.2.1 The vehicles may be hired for 24-hrs/12 hrs use (as per requirement) for the **Divisional Control** with the approval of respective DRM and concurrence of associated Divisional Finance. Monthly Kms limit for the vehicles will be 2000 Kms.

3.3 Hiring of Ambulance:

3.3.1 Ambulance can be hired on regular basis for Divisional Hospitals, Sub-divisional Hospitals, Health Units and CSSH/Patna for 24 hrs and 2500 kms use. Number of ambulances to be hired by Divisional Hospitals/CSSH Patna with the approval of competent authority and concurrence of finance. Hired ambulances shall contain emergent medical facilities as recommended by doctors.

3.4 Other Emergency Vehicles:

3.4.1 Regular Emergency vehicles may be hired by the respective units with prior finance concurrence and approval of competent authority duly furnishing detailed justification for hiring. Such vehicles should be used judiciously, and the competent authority must ensure that hiring of vehicle is in the administrative interest and essential for operational requirements.

3.5 Zonal Training institute: Depending upon the capacity of the training institute and requirement, MUV/SUV and/or minibus of the required capacity (say 12/25 seaters) can be hired for movement of trainees and other official purposes with the approval of the concerned PHOD and concurrence of associated finance.

4.0 Kms and Hrs of use of vehicles:

4.1 Regular hiring of vehicles for official purpose:

4.1.1 The Kilometers run limit and service description will be as follows:

SN	Items	Service description
a.	Period	02 (Two) years with option to extend by one year
b.	Kilometer usage limit	For HQ: 3000 Kms/month
		For Division: 2500 Kms/month
		For Construction: 3000 Kms /month
		For CSSH/Patna: 2000 Kms/month
c.	Normal duty hours	12 hours/24 hours a day (Timing may vary as per the requirement of officer)
d.	Monthly ceiling hours	320 hours/640 hours per month

4.1.2 Officers posted at HQ/Hajipur normally commute from different locations in Patna to Hajipur which covers about 60-65 kms per day. The Km run increases further during frequent jams in the city and mainly over Gandhi Setu and JP Setu. The officers are also required to move for their scheduled and other inspections as and when needed.

4.2 Occasional hiring of vehicles at Hajipur/Patna:

4.2.1 Occasional hiring of vehicles at HQ: It will be required for (i) Officers visiting from Railway Board/Other Zonal Railways/PUs/Other Government Organizations for official work in ECR at HJP/Patna (ii) Officers reporting to ECR/HQ on transfer (iii) Officers from Divisions/Workshops/Training Institutes/Other Offices of ECR coming to HQ/HJP and Construction/Patna for scheduled meetings/inspections/other official purposes. Requests for arranging vehicles will be required to be sent through departmental Nodal Officers to DGMG along with schedule of meetings/visits and approved tour program/copy of transfer order/joining report. The Kilometers run limit and time of hiring per day will be as follows:

SN	Items	Service description
1	Period	02 (Two) years with option to increase by one year.
2	Kilometer limit usage	Per vehicle Day basis 120 Kms X 12 Hrs: Round Trip
		Per vehicle Day basis 80 Kms X 8 Hrs: Round Trip

4.2.2 Occasional hiring of vehicles at Divisions: Divisions may hire private vehicles on occasional basis on similar lines as Headquarters HJP and as per the entitlement mentioned in this policy, for

officers going to the Divisions for various official purposes such as inspection etc. The kilometers run limit and duration of hire per day will be as follows:

SN	Items	Service description
1	Period	02 (Two) years with option to increase by one year.
2	Kilometer limit usage	Per vehicle Day basis 160 Kms X 12 Hrs: Round Trip
		Per vehicle Day basis 120 Kms X 8 Hrs: Round Trip

4.3 Regular and occasional hiring of vehicles at New Delhi:

4.3.1 Regular hiring of vehicles at New Delhi: At present one private vehicle has been hired at New Delhi for protocol office. This vehicle shall continue. Hiring of additional number of vehicles for PHODs/CHODs visiting New Delhi on official visits shall be resorted to as per requirement.

4.3.2 The Kilometers run limit and time of hiring per day will be as follows:

SN	Items	Service description
1	Period	Normally for 02 (Two) years with option to extend by one year.
2	Kilometer usage limit	Monthly Basis (2500 KmsX320 Hours Local)

4.4 Occasional hiring of vehicles at New Delhi:

4.4.1 Occasional hiring of vehicles at New Delhi is required for officers of ECR visiting to Railway Board/Other Offices in Delhi NCR/Other Government Organizations for official work in Delhi NCR. Requests for arranging vehicles will be required to be sent through departmental Nodal Officers to DGMG along with schedule of meetings/visit and approved tour program.

4.4.2 The Kilometers run limit and time of hiring per day will be as follows:

SN	Items	Service description
1	Period	02 (Two) years with option to increase by one year.
2	Duty hours of vehicle	80 Kms X 12 Hrs per Day.

4.5 Occasional hiring of vehicles at places other than Hajipur, Patna and New Delhi:

4.5.1 Occasional hiring of vehicles at HQs of all Zonal Railways, PUs and RDSO/LKO is required for officers of ECR visiting to these offices for various official purposes viz. inspection of firms, inspection of material, training, meetings, seminars etc. Requests for arranging vehicles will be required to be sent through departmental Nodal Officers to DGMG along with schedule of meetings/visit and approved tour program.

4.5.2 The Kilometers run limit and time of hiring per day will be as follows:

SN	Items	Service description
1	Period	02 (Two) years with option to increase by one year.
2	Duty hours of vehicle	80 Kms X 12 Hrs per Day.

5.0 Other Conditions:

5.1 Emergency Vehicles:

5.1.1 The use of emergency vehicles should be limited to bare minimum. Logbook detailing use of the vehicle in terms of Kms and hours showing details of journey will be filled in by the user officer.

5.1.2 These vehicles will be stationed at the place mentioned in the work order for use for 24 hours on demand.

5.1.3 Requirement of Emergency Vehicles for further use may be reviewed by the department concerned at regular interval.

5.2 For regular hiring of vehicles:

5.2.1 Vehicles hired on regular basis will normally be required for 6 days a week. The day of weekly rest will be determined by the user officers. User Officer can, however, call the vehicle on 7th day of the week as per requirement and charges for 7th day equivalent to the charge for a day as per contract will be paid, subject to certification by user.

5.2.2 For vehicles hired for 12 hrs or less, duty hours per day shall be 12 hrs. or as mentioned in the work order and it will start from the first reporting time of the day. However, if required, the user officer can detain the vehicle beyond the contracted period.

5.2.3 In a day, charges for performing extra duty beyond the duty hrs/km specified in the contract will be paid only for number of hours/kms, if duty is performed beyond 320 hours/specified km in a month overall on pro-rata basis of monthly charge.

5.3 For occasional hiring of vehicles:

5.3.1 In the case of vehicle run, extra hours, and additional kilometers during occasional hiring, payment for the use of extra hours or kilometers will be made on a pro-rata basis, in accordance with the contract rates, like the procedure followed for regular hiring.

5.4 Type of vehicles to be hired will be Petrol/Diesel/CNG/EVs.

5.5 Contracts for hiring of vehicles should normally be of original validity of two years with provision to extend it for further one year.

5.6 Officers, including doctors who will use hired private vehicles, will not be entitled for any allowance for which they would otherwise have been entitled.

5.7 Divisions/Workshops/Hospitals/Other offices of ECR shall not hire vehicles separately on occasional basis for same purposes as mentioned at above at Para 4.4 & 4.5.

5.8 Non-official use of Staff Car by officer: The entitled officers using official vehicles for their personal (non-official) use must ensure the recovery of charges at the rates prescribed by the Railway Board from time to time.

5.9 Categorization of vehicles for occasional hiring at HJP/Patna, New Delhi/NCR and other places:

SN	Officers	Type of vehicles	Segment of Vehicle
1	SAG & above	Sedan (AC)	Maruti Suzuki Ciaz, Honda City, Hyundai Verna, Volkswagen Virtus, Skoda Slavia and equivalent.
2	NF SAG/SG/JAG & below	Sedan (Non-AC)	Maruti Brezza, Toyota Urban Cruiser, Hyundai Venue, Mahindra Scorpio (Classic), Mahindra Bolero Neo, Tata Nexon, Kia Sonet and equivalent.

6.0 Operation of Rate Contract (RC) for officers of HQ/HJP, Construction/Patna and CSSH/Patna:

6.1 For hiring multiple eligible agencies for providing commercial vehicles to officers of all the departments at ECR HQ, Construction organization/Patna and CSSH/Patna, Rate Contract (RC) will be finalized by Stores department at ECR HQ/HJP.

6.2 After issue of LOA, an agreement will be signed between DGM (G)/ECR/HJP or his authorized officer and the Service Provider. The signed and vetted agreement will form the Rate Contract (RC). PO will be placed by Stores department as per terms and conditions of the finalized RC to facilitate payment to the contractor.

6.3 PHOD of each department shall also nominate a nodal officer for vehicle hiring. The details of the nominated officers will be communicated to the offices of DGM/G and FA&CAO/Expenditure. If there are any subsequent changes in the nominations, these should be promptly communicated.

6.4 Once the agencies/service providers are empanelled, the nodal officers of various departments will communicate requirement of vehicles for their departments with approval of competent authority and concurrence of Finance to DGM/G for issue of work order.

6.5 Relevant documents related to the vehicle will be provided to the nodal officer of the department.

6.6 The officer using the vehicle will certify the use in the format attached with work order.

6.7 Placement of work orders against the finalized tender shall be solely on the discretion of the order placement authority. No representation on any account in this connection shall be entertained.

6.8 Bill for use of vehicles along with other related documents as mentioned in the contract will be submitted to the Nodal Officers, who will forward it to the Accounts Department for payment. Payments will be processed by the Accounts Department of East Central Railway through ECS.

6.9 Compliance of provisions in SOP and instructions/guidelines issued by Railway Board/zonal railways for hiring of vehicles for official use from private service providers shall be ensured by all concerned.

Abhishek Kumar
Digitally signed by Abhishek Kumar
Date: 2025.06.18 14:02:40 +05'30'
(Abhishek Kumar)
DGM(G)/ECR

MAHESH KUMAR
Digitally signed by MAHESH KUMAR
Date: 2025.06.18 14:56:06 +05'30'
(Mahesh Kumar)
CMM-II/ECR

Mahesh Kumar Roy
Digitally signed by Mahesh Kumar Roy
Date: 2025.06.18 14:59:24 +05'30'
(Mahesh Kumar Roy)
CRSE/F/ECR

SANKALP NARAYAN SINGH
Digitally signed by SANKALP NARAYAN SINGH
Date: 2025.06.18 15:42:01 +05'30'
(S.N. Singh)
FA&CAO/WST