

ASSAM ELECTRICITY GRID CORPORATION LIMITED

OFFICE OF THE MANAGING DIRECTOR

Regd. Office: (FIRST FLOOR), BIJULEE BHAWAN, PALTANBAZAR; GUWAHATI - 781001

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Vehicle (Operational) Policy' 2019

A vehicle policy is need of the hour for streamlining the ever growing need and use of vehicles in AEGCL. This Vehicle (Operational) Policy, 2019 is designed to support easy and prudent use of official vehicles as well as in order to set forth definite guidelines to bring about uniformity in the following primary issues pertaining to vehicles across AEGCL.

- a) *Guidelines for hiring vehicles and drivers for AEGCL Head Quarter as well as fields.*
- b) *Guidelines framed for bringing uniformity in allocation of vehicles (Type/ No. etc) Zone/Circle/ Division / sub-division wise,*
- c) *Guidelines for disposing of present old & non operating vehicles of AEGCL.*
- d) *Other issues.*

- 1) All Circles/ Field Offices are required to have a list of few empanelled Vehicle Rental Agencies/ individuals within their area of jurisdiction that shall be responsible for rendering their service at every beck and call of the concerned AEGCL Office depending upon their needs and urgency and their service shall be governed by some fixed terms & conditions laid down by AEGCL.
- 2) Two wheeler allowance of Rs. 2000.00 per month will be allowed to AM or JM for visiting remote areas with non-motor able roads, difficult topography etc while attending to urgent call of duty. The eligibility of allowance (AM or JM) must be justified by the concerned DGM depending on the remoteness and terrain of the concerned area.

Moreover E-Rickshaw may be provided for larger substations like the 400 kV Kukurmara Grid Substations for ease of movement of substation personnel with tools and apparatus across the substation premises.

- 3) **The type of vehicle should be same for the offices and field.**

In order to bring uniformity in allocation of vehicles (Type / Qty. etc) Zone/Circle/ Division/Sub-Division wise Modalities are prepared as follows.

- a) Depending upon requirement, Grid Substation may be provided with a vehicle (Maruti Omni Van or equivalent) as per the prior approval of the Managing Director, AEGCL. The Substations without having vehicle, can hire vehicle from the empanelled Vehicle Rental Agencies at the time of emergency situation.
- b) Each field Division will have a Bolero Camper (Diesel) or equivalent (either departmental or Hired) for Line Maintenance work.

c) **Vehicles for T & C and Communication Cell:**

- Under the T & C Circle, AEGCL each AGM (T & C and Communication) will be given 1 no. of LMV (Low end Diesel Model of Swift Dezire, Tata Indigo or equivalent) and each "T & C Division", under respective AGM (T & C) will have 1 no. of Tata Sumo or equivalent for carrying Testing Equipments. In addition to the above, each "T & C Subdivision", "SAS Protection & Technical Cell" and "Communication Cell" will be given one no. of vehicle i.e. Bolero Camper or equivalent as per prior approval of the Managing Director, AEGCL.

- d) The proposed AEGCL stores, coming up centrally for each Circle in the advent of replacement of existing equipments with PSDF equipments, will be provided with 1(one) TATA 609 Truck or equivalent each as and when requested by concerned DGM on hired basis as and when required.

- 4) For the following categories of AEGCL officers, Financial ceiling i.e. Ex Showroom price is hereby fixed for purchasing/ hiring of vehicles as shown below in line with the policy adopted by GOA.

Officer (E3- E6)		Ceiling for the vehicle (Purchased/ Hired)	A few currently available brands/ models.
Pay Band	Grade Pay		
Rs. 37,300 - 1,12,000/-	Rs. 16,000 (AGM)	Rs. 7,50,000.00	Maruti Swift Dzire, LDI/ VDI (Diesel), Hyundai Xcent (1.2 CRDi E/S, Base Model, Diesel), Tata Nexon, 1.2 Revotron XE/KRAZ (Petrol).... etc.
Rs. 42,000 - 1,16,000/-	Rs. 17,400 (DGM)	Rs. 8,00,000.00	Mahindra Bolero EX AC (Diesel)
Rs. 42,000 - 1,16,000/-	Rs. 19,500 (GM)	Rs. 15,00,000.00	Tata Hexa XM (Diesel), Mahindra Marazzo, M8 8Str (Diesel/ Top M), Mahindra XUV 500, W5/W7 (Diesel),.... etc.
Rs. 42,000 - 1,16,000/-	Rs. 20,000 (CGM)	Rs. 15,00,000.00	
Managing Director, AEGCL			Toyota INNOVA

- 5) All the CGMs, GMs, Field DGMs and Field AGMs of respective Divisions will have one vehicle allotted to him or her as above. In case of **AEGCL, HQ (O/o the MD, AEGCL, 1st floor, Bijulee Bhawan, Paltan Bazar, Guwahati-781001)**, pool vehicles will be allowed for the officers of the rank of AGM and DGM up to 12 km (Covering Jalukbari, Narangi, Basistha and Khanapara) and allotted vehicles (departmental or hired) only will be allowed for officers of the rank of GM & above.

- The pull vehicles assigned to AGM/ DGM may also be availed by some of the JM/AM/DM (s) purely on temporary basis subject to availability of vehicle/ space. It is to be noted that Pick-up points of the officers of the Rank of AGM & DGM is his/ her residence and for other officers (DM/ AM/ JM) it shall be some specific point in between the route fixed for the vehicle for regular plying. Application of the desired JM/ AM/ DM is to be addressed to the NO, Vehicle (HQ) for final decision.

- Another option available to the officers of the rank of AGM (HQ) and DGM (HQ) is that instead of pull vehicle, the AGM and DGM working in the Corporate office of

AEGCL (O/o the Managing Director, AEGCL), may opt for monthly Conveyance allowance of Rs. 8,000.00 (Rupees Eight Thousand only) and Rs. 10,000.00 (Rupees Ten Thousand only) respectively subject to approval of the higher authority. This allowance will be revised in proportion with the Change of "Consumer & Fuel Price Index" considering the year 2019 as the Base Year subjected to the extent of 25% as per the following formulae.

$$X * \frac{CPI_i}{CPI_o} * \frac{F_i}{F_o}$$

X = Allowance given initially.

CPI_i = Current CPI

CPI_o = Base CPI

F_i = Current Fuel Index

F_o = Base CPI

- The revised rate shall be applicable from the following month of as and when the allowance increases by 25% of the base rate.
 - The entitlement of type of vehicles to HQ officers will be uniform with their counterparts at AEGCL field as mentioned in the Pt. no. 5 above.
- 6) Of hired Pull vehicles- Type/ Category of vehicles, Monthly/ Daily hiring rates & Mileage Charges (depending on type of vehicle) and detailed Terms and Conditions (for a stipulated period of time), will be fixed upon tendering. Moreover, Mileage charge of hired and departmental vehicles will be linked to average Fuel Price for that month.
- 7) Ministerial and non ministerial staff working in the Bijulee Bhawan can avail Official Bus Services via following 3 routes with subsidised monthly fee.:
- Narangi - Zoo Road - Dispur Last Gate - Bijulee Bhawan.
 - Narangi - Gita Mandir - Chandmari - Bujulee Bhawan.
 - Narangi - Noonmati - Bijulee Bhawan.
- 8) The existing conveyance charge for the officers and staff availing pool car and Bus service respectively are to be reviewed at fixed intervals and should be decoded by the vehicle committee by analyzing and fixing the monthly expense for hiring rate for pool vehicle (s) bus service.
- 9) In case of hiring of a new outsourced driver through valid labour contactor, approval needs to be sought from appropriate Authority. In order to calculate the total cost involvement for a hired (outsourced) driver, the contractor's profit @ 10% and any applicable taxes applicable that are to be included in addition to the current approved fixed pay for semi skilled driver. The breakup of the calculation is as follows:
- Current approved fixed pay for semi skilled driver (Rs. 10,900.00 pm at present) as amended from time to time as per Govt. notification.
 - Contractors profit.
 - Total (a+b)
 - GST at actual on c
 - Total = a + b + c

This is to be ensured that the labour contractor submits authentic documents in support of drivers' monthly receipt of the payment/wages as recommended by the labour law, with his every subsequent bill.

10) This vehicle Policy will always encourage for adopting Electrical Vehicles in future.

11) The Guidelines formulated for disposing of present old & non operating vehicles of AEGCL are listed below:

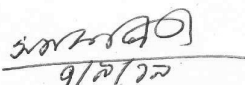
a) A "Division Level" Vehicle Condemnation Committee- (DLVCC) is to be formed. The proposed committee should be constituted by the following officers:

- The DGM : Chairman of the Committee,
 - The AGM : Member Secretary,
 - The RE/ DM : Member,
 - Head of Accounts (in the Division) : Member,
 - One Graduate Mechanical Engineer : Member.
- (To be nominated by the Chairman-Committee)

The following points are to be considered primarily prior to condemnation of a certain vehicle:

- In case, a departmental vehicle is more than 15 years old or crossed travelling distance of 1,00,000 km (in case of Petrol Cars) and 1,50,000 km (in case of Diesel Cars), then that vehicle is to be considered for disposal as scrap/ exchange with new one if the Exchange Value is 15% or more than original price of the Vehicle. In case of Exchange, prior Approval from the MD, AEGCL should be taken.
 - The Procedure must be followed for Condemnation/ Disposal of old/ non-operable departmental vehicles are formulated below.
- b) The concerned AGM (Member/ Secretary) of the committee is to initiate the process of condemnation towards disposal by compiling data of the subject vehicle and assess salvage value, duly certified by the Mechanical Engineer of the committee in a standard Format and to be approved by the DLVCC.
- c) A proposal containing the above report should reach Chief General Manager, Head Quarter for approval from higher competent authority.
- d) The committee shall assess all vehicles for their serviceability condition at least once in every financial year.
- e) The above committee shall be accountable and responsible for the observance of procedure till conclusion of the process.

12) The Managing Director, AEGCL is entrusted with full power to cancel all or any aforementioned points of this Vehicle Policy if deems fit.


9/2/22
Managing Director, AEGCL

