SOP FOR RUNNING OF AMENITY VEHICLES

1. **GENERAL:**

HQ DG SSB, FHQ New Delhi, being located in the capital of the country, is approached by a lot of serving and retired SSB personnel for detailment of vehicles even on payment. Next of kin and relatives of many serving SSB personnel also make halt in NCR and demand transport for visiting Delhi and places of interest/historical places. Therefore, a necessity is felt for acquisition of two amenity vehicles having capacity of 08 seats each, out of SSB Welfare Fund to cope up with the demand of serving/retired SSB personnel as a welfare measure. Accordingly two 08 seater amenity air-conditioned vehicles have been purchased for the said duties.

2. **AIM**

Aim of this SOP is to lay down detailed guidelines for effective and judicious use of amenity vehicle by SSB serving & retired officers, SOs and ORs including their relatives.

3. **IDENTING**

a) A register will be maintained by MTO, FHQ SSB with prescribed proforma for sanction of the vehicle on payment by Competent Authority.

b) Force personnel who desire to avail the facility of amenity vehicle will submit indent preferably 07 days in advance of the proposed date of the journey.
c) Personnel from outside Delhi will send their request addressed to Asstt. Director(Admn), FHQ either through signal or on the prescribed indent form well in advance. Acceptance of the request will be guided by availability of the vehicles and discretion of the competent authority. However, once request accepted, vehicle shall be provided.

d) While placing the indent, the indenter will have to deposit Rs.300/- as non-refundable advance which will be adjusted against the final bill.

e) Information requesting cancellation/postponement of proposed journey be made at least two days (working days) in advance otherwise the security deposit will be forfeited.

f) The vehicles can be booked for a maximum of three night halts at one time for indentor.

g) The vehicle can be booked upto 300 kms one side by Asstt. Director (Admn), upto 500 KMs one side by DIG(Admn) and beyond that permission of IG (Adm) will be obtained. Since only one driver will be provided on these vehicles, the driving time of 500 KMs per day shall be maintained for plain areas and 300 KMs for hilly areas.

h) The person indenting the vehicle will invariably be one of the members of the travelling passengers.

4. ALLOTMENT

The vehicle will be allotted on first come first serve basis according to the waiting list maintained in the indent register of amenity vehicle.
PURPOSE

The vehicle will be provided only for following purpose:

a) For visiting places of worship, sight-seeing, educational excursions and marriage ceremonies of Force personnel and their relatives.

b) For conveyance of official delegates on payment basis.

c) The vehicle will not be provided for any commercial purpose.

d) Indenters should not carry any illicit articles prohibited under the law under any circumstances.

e) The vehicle will not be used for transportation of dead body.

f) For purpose other than mentioned above, permission of IG(Admn) be obtained.

6. KMPL AND RATES:

a) KMPL of the vehicles will be fixed by BOO. The same will be reviewed on half yearly basis and after major repairs/overhauling on approval of Competent Authority.

I) HIRING CHARGES:

The hiring rates will be Rs. 11/- per KM and these will be reviewed every six months.

II) CALCULATION OF DISTANCE

The calculation of KMs will be done from MT Pool, R.K. Puram, New Delhi to the places of travel and back to MT Pool, R.K. Puram, New Delhi.
III) FOOD/CONVEYANCE CHARGES FOR DRIVER:

i. Person hiring the vehicle will provide Rs.50/- to the driver if the vehicle is hired for more than 04 hours and less than 12 hours.

ii. Rs.100/- will be provided to the driver only for meals per day if the vehicle is hired for the night.

iii. Proper arrangements for stay of the driver will be made by the hirer who will also pay for the lodging charges of the driver.

7. PARKING/ENTRY CHARGES

Parking charges/entry charges, toll charges, if any, charged by the civil authorities will be paid by the indenter.

8. ACCIDENTS:

The hirer will use the vehicle at his own risk and in case of any untoward incident/accident resulting into injuries/death to the occupants of the vehicle, SSB will not bear the cost of damage/claims if any. All indenters will have to sign an indemnity bond.

9. DOCUMENTS:

The following documents will be maintained by Asstt. Director(Admn), FHQ SSB R.K. Puram, New Delhi.

a) Indent sanction register.

b) Indent form/indemnity bond.

c) Log book and history sheet.

d) Stock for serviceable/unserviceable spares and burnt engine oil.

e) Bill book.
f) Correspondence file.
g) Receipt Cash/Pay Cheques.
   Cash book for income/expenditure will be maintained by AD (Welfare), FHQ.

10. ISSUE/PAYMENT OF POL

   Diesel and lubricants will be issued from petrol pump from where vehicles of MT Pool, FHQ have been drawing the POL on payment basis.

11. FARE DEPOSIT:

   The fare charged from passengers will be deposited with Cashier, Welfare Branch, Admn Dte on receipt from MTO, FHQ, on weekly basis. The same will subsequently be deposited in Central Welfare Fund.

12. REPAIR/MAINTENANCE

   a) The vehicle will be maintained/repaired from authorized dealers only of amenity vehicle and expenditure on the same will be met out of the Central Welfare Fund.

   b) Rs.50,000/- will be advanced to MTO from Central Welfare Fund for initial POL and maintenance expenditure.

   c) The financial powers to sanction expenditure on upkeep and maintenance of amenity vehicles will be as under:

   Asstt. Director (Admn) : Rs.10,000/- per case.
   DIG (Admn) : Rs. 25,000/- per case.
   IG (Admn) : Rs. 50,000/- per case.
   Director General : Full Powers.
13. **CAPACITY:**

The vehicle is not authorized to carry more than its seating capacity, i.e., eight passengers including children above five years of age. Therefore the vehicle will carry seven passengers excluding the driver.

14. **REVIEWING OF SOP**

The SOP may be reviewed on need basis after seeking approval of competent authority.

15. **CONCLUSION:**

The vehicle is purchased out of Central Welfare Fund for the amenity services of serving/retired employees of the Force. Therefore, all concerned are requested to ensure proper and judicious use of the vehicle for welfare activities of the force as a whole.