



**INSTITUTE OF HUMAN RESOURCES DEVELOPMENT
PRAJO'E TOWERS, VAZHUTHACAUD,
THIRUVANANTHAPURAM**

No. PA5/12746/2017/HRD

Dated: 14.11.2017

CIRCULAR

Sub:- IHRD – Associate institutions – Maintenance of office vehicles – guidelines issued

The audit team from the Accountant General Office had offered the following remarks regarding maintenance of log books and usage of office vehicles during the audit of accounts of IHRD Headquarters for 2016-17.

1. History of the vehicles should be noted in the Log Book as under:
 - (a) Custodian Officer
 - (b) Registration Number
 - (c) Make & Model
 - (d) Engine No. & Chasis No.
 - (e) Total kilometres covered at the time of repairing
2. The Custodian of the vehicles should ensure that the vehicles are used only for official purposes and are not misused. Vehicles are to be used by the officials with proper sanction and the details of persons using the vehicles should be recorded in the Log Book.
3. Log Book of the vehicles should be maintained up-to-date recording the required details as instructed in para 3 of the Government Circular No. 41/2008/F in dated 02.08.2008. Name, Designation and full signature of the officers using the vehicle should be recorded in the log book.
4. As per the circular mentioned above, fuel consumption test of the vehicles should be got done by the Assistant Executive Engineer, PWD Mechanical Sub Division once in every year and certificate of fuel efficiency should be obtained and pasted in the Log Book.
5. Monthly abstract of fuel consumption should be recorded in the log book of the vehicles noting opening kilometre reading, total kilometres covered, opening tank balance, closing tank balance, fuel purchased, fuel consumed and closing tank balance at the end of the every month.

6. Bills of fuel shall not be settled without thorough verification of the same with reference to the entries in the log books and on confirmation as to the consumption of fuel as per the Fuel Consumption Certificate issued by the PWD.

All the Heads of Associate institutions /Section heads in IHRD Headquarters are instructed to comply with the above guidelines strictly.

Sd/-
Dr.P. Suresh Kumar
DIRECTOR

To

1. Heads of all associate institutions
2. Additional Director
3. Deputy Director
4. Finance Officer
5. Administrative Officer
6. All section heads in IHRD Headquarters
7. S.F
8. O.C

Approved for issue


Finance officer