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CIRCULAR

Sub.-Mahavitaran Vehicle Policy 2020.

To develop standard procedure the Chairman & Managing Director in consultation with Director (Projects), Director (Operations), Director (HR) & Director (Finance) has accorded approval for implementation of vehicle policy for departmental vehicle purchase and hiring of vehicle, in order to engage reliable and honest vendors for supply of hired vehicles and to standardize the procedure of purchase of departmental vehicle as well as scrapping of departmental old vehicles. The details of Vehicle Policy are as under-

1. Allocation of vehicles :

MSEDCL has departmental vehicles as well as hired vehicles at head quarter and at field offices. The vehicles are hired from vendors. To regularize vehicles around Maharashtra Vehicle policy is formed.

The allocation of vehicles is as below-

1. The departmental vehicle shall be allotted to CMD, Directors, Executive Directors & OSD to CMD.
2. For Regional Directors and Chief Engineer of (O&M) Zones, the departmental vehicle shall be allotted.
3. For Chief Engineer, CLA, CGM, CIRO, CPRO, CS, SE-TRC, SI-DF & GM working in head office, the hired vehicles shall be provided.
4. For Superintending Engineer working in field offices, (O&M Circle, Infra, Civil, TQA), a departmental vehicle (if available) / hired vehicle shall be provided.
5. For Executive Engineer (O&M Dn.), a hired car or similar vehicle and for SDO hired jeep or similar vehicle shall be provided.
6. For Rural Sub-Divisional offices, hired Jeep or similar vehicle shall be provided.
7. O & M Urban sub-division are classified into 3 groups as shown in Annexure-A.
8. For Civil wing, hired vehicle shall be provided to EE & SDO.

9. For Testing Divisions, hired vehicle shall be provided to EE (Testing) & for each testing batch a hired vehicle (preferably Tata Sumo or equivalent) shall be provided.
10. For each Flying Squad a hired vehicle (preferably Tata Sumo or equivalent) shall be provided.
11. The option of hiring Auto rickshaw in metro area such as Bhandup, Kalyan, Vashi etc. as and when required shall be utilized.
12. Vehicle with tower ladder & manpower (as per provisions) shall be permitted to identified 25 MIDC area and to increase or decrease MIDC of any areas prior permission of Review committee is required.
13. In some special cases, like Naxalite & Kokan area Purchasing of Departmental vehicle shall be allowed with prior approval of Review Committee required upto Sub-Division level.

2. A) Vehicle Procurement:

The financial limits of purchasing new vehicles for various officers working in MSEDCL are as per Annexure-B.

The requirement of the new vehicle shall be examined by the Review committee. Final approval for the purchase of vehicle shall be given by Chairman & Managing Director after the recommendation of committee.

B) Hiring of Vehicles :

Requirement of all the vehicles, as per sanction, to be hired shall be consolidated at circle level and tender to be floated at Circle Level, Standard Bidding Document (SBD) for the same will be provided by Head Office.

Following general guidelines shall be followed while hiring of vehicles:-

1. On every hired temporary board "On MSEDCL Duty" shall be fixed along with any other indication decided time to time.
2. Hired vehicles shall have valid Insurance/Registration/PUC and the RTO permit etc.
3. Hired vehicle should not be older than 5 Years.
4. Vehicles shall be hired for Three years.
5. Vehicle Tracking System (VTS) will be provided, installed & monitored by MSEDCL, HO(IT) will appoint the agency for VTS system by empanelment for MSEDCL vehicles as well as hired vehicles.

The details of limits of expenditure on hiring of vehicles per month basis shall be as per Annexure-C.

3. Vehicle Tracking system :

The VTS device will be installed on every departmental as well as hired vehicle. The VTS system will be provided, installed & monitored by MSEDCL. HO (IT) will appoint the agency for VTS system by open tender. The link between every vehicle will be established Central Command Center at head office to be established to monitor the day-to-day movement of vehicles. The vehicle tracking system (VTS) shall be introduced for the vehicles used by the Executive Engineer & below and in future decision for installation of VTS on other vehicles will be taken by the review committee.

4. Scraping / Auction of Departmental Vehicle:-

Vide circular no.CEC/CO/MUM/FM/Vehicle Policy/617,dtd.02.05.2018 & CE/MMC/ HTM-2 /Scrap Vehicle/No.9316, dt.3.4.19, (सं.सि.ह-१,सं.सि.ह-अ.ब.क) directives regarding vehicle scrapping are as follows:-

- A. The departmental vehicles which are in good and serviceable condition, purchased prior to Dec-2012, shall be auctioned. Review committee will time to time declare dates of auction.
- B. All other departmental old, unserviceable vehicles shall be disposed of by scrapping and auctioning.
- C. Vehicles purchased after 2012 shall be continued with provision of drivers on outsource basis, if required.
- D. Delegation of powers for scrapping of departmental vehicle will be as per Annexure-D and e-auction service provider shall be obtained from Chief Engineer (MMD), HO.

5. Promoting use of E-vehicle:-

Govt is promoting e-vehicles by its FAME India (Faster Adoption and Manufacture of (Hybrid and Electric Vehicles) Scheme. The penetrations of electric vehicles will contribute to the clean climate and green energy. MSEDCL as a responsible Government undertaking also promotes the utilization of e-vehicles in the day to day business process, under this policy it shall be explored that the vendors providing e-vehicles shall be preferred.

6. Review Committee:

A Review Committee (RC) as per the constitution and scope of work given below is the competent authority for, procurement services of hired vehicle related matters. The constitution of the Review Committee will be as per Annexure-E.

The Review Committee shall meet once in every quarter & take review/decisions on:-

- i) Rates approved for hired vehicle.
- ii) Decision on Requirement / curtailment of vehicles provided to particular office.
- iii) Analyze the financial burden on MSEDCL.

Chief Engineer (Civil) shall be assigned all responsibility of implementation of the said policy in true letter and spirit.

7. Material movement:


For the movement of the material from major stores to divisional stores heavy vehicles viz. truck, trailers are required. For this purpose Empanelment of Transporter to be done. The tender for the same shall be floated at circle office SBD for the same will be provided by Head Office. Further transportations of material from division store to field to be incorporated in the scope of empanelled contractors for R & M works.

The Review Committee as specified shall be responsible for the administration, interpretation, application and revision of this policy. The policy will be reviewed as and when needed.

All circulars earlier issued related to purchase of vehicles or hiring of vehicle shall be superseded. For further details, refer the 'Mahavitaran vehicle policy-2020' document.

This Circular shall come into force with immediate effect and copy of circular & vehicle policy document are available on company portal.

Encl-Annexure-A, B, C, D, E.


(V. S. Jahagirdar)
Chief Engineer (Civil)
Mumbai

Copy s.w.rs. to:-

1. The Director (Operations/Finance/Commercial/Projects/HR), Mahavitaran.
2. The Jt. MD/RD, Mahavitaran(Aurangabad/Kalyan/Pune/Nagpur Region).
3. The Executive Director (Dist-II/Infra-III/Proj-IV/B&R/HR/F&A/ S&E), Mahavitaran.

Copy f.w.c. to:-

All Chief Engineer/ All Chief General Manager, Mahavitaran

Copy to:-

1. OSD to Hon. CMD, Mahavitaran.
2. The Dy. Director (S&E), Aurangabad/Kalyan/Pune/Nagpur Region.
3. All Superintending Engineer, Mahavitaran.
4. All Executive Engineer, Mahavitaran.

ANNEXURE-A

- O & M Urban sub-division are classified into 3 groups-

Group	Classification of Urban sub-division area	Type of Vehicle
A	Thane(U), Vashi, Ganeshkhind, Rastapeth, Nagpur(U) & Kalyan-I Circle	For O&M Sub-Division (Urban)- 3 Tower ladder vehicles to be allotted for each O & M Urban Sub Division on 24 x 7 basis. To be compound with existing vehicles.
B	Town areas of Aurangabad, Nashik, Kolhapur, Vasai & Amaravati Circle	For O&M Sub-Division (Urban) - 2 Tower ladder vehicles to be allotted for each O & M Urban Sub Division on 24 x 7 basis
C	Other corporation areas and district head quarters	For each Sub-Division (Urban) - 1 Tower ladder vehicles to be allotted for each O & M Urban Sub Division on 24 x 7 bases.

ANNEXURE-B

- The financial limits of purchasing new vehicles in MSEDCL

Sr No	Name of Officer	Type of Vehicle	Cost Limit
1	Hon'ble Chairman and Managing Director	Honda City or any other	No Limit
2	Director	Maruti Ciaz or equivalent	08 Lakh
3	Executive Director / Regional Director	Toyota Etios or equivalent	08 Lakh
4	Chief Engineer (O & M) Zone	Maruti Dezire or equivalent	07 Lakh
5	Other officers as recommended by the Review committee	Jeep/Car	06 Lakh

** Above cost limit is exclusive of Permanent Registration & Insurance charges.

ANNEXURE-C

- The limits of expenditure on hiring of vehicles-

Sr No	Particulars	Limits Of Expenditure On Hiring Of Vehicles Per Month
1	Chief Engineer and Equivalent Chief General Manager at Head Office	Rs.35700/- Monthly & Rs.4.28 Lakh Yearly
2	Superintending Engineer, General Manager, OSD to Hon'ble CMD & equivalent at Head Office	Rs.31500/- Monthly & Rs.3.78 Lakh Yearly
3	A) Division and Sub Division offices in Urban area	1) Rs.29900/- p.m. per vehicle. Above Rs.29900/- but up to Rs.33500/- p.m. per vehicle with the approval of C.E.
		2) Rs.37300/- p.m. per vehicle for complaint centers working in 3 shifts i.e. for 24 Hrs.
	B) Division and Sub Division offices in Rural Area and Civil Sub Division offices.	Rs.31900/-p.m. per vehicle. Above Rs.31900/- but up to Rs.35800/- p.m. per vehicle with the approval of C.E.
4	A) S.E. (Infra), SE (Civil), SE (TQA), SE (O&M) Urban Circle, EE (Civil)	Rs.38500/- p.m. per vehicle with annual ceiling of Rs.462000/-
	B) SE (O &M) Rural Circle	Rs.41000/- p.m. per vehicle with annual ceiling of Rs.492000/-
	C) Testing a) Urban Area Testing Divisions & Testing Quality Assurance Batch b) Rural area Testing Divisions	Rs.41000/- p.m. per vehicle with annual ceiling of Rs.492000/-
5	Flying Squad (revised vide circular No. 879 dated 17.05.2017)	Rs.41500/- p.m. per vehicle with annual ceiling of Rs. 498000/- or actual whichever less
6	Sub Station Maintenance Wing at Division Offices	Rs.41000/- p.m. per vehicle with annual ceiling of Rs. 492000/-

** The limits of expenditure are exclusive of all taxes etc. as mentioned time to time.

ANNEXURE-D

- Delegation of powers for scrapping of departmental vehicles-

Sr. No.	Limit	Delegation of power
1	Up to Rs.1,00,000/-	CE in consultation with AGM (Acct)
2	Up to Rs.2,00,000/-	RD in consultation with GM (Acct)
3	Up to Rs.4,00,000/-	Director (Finance) in consultation with Director (Operation) and Director (Projects)
4	Without any limit	CMD in consultation with Director (Finance)

ANNEXURE-E

- The constitution of the Review Committee-

Sr. No.	Designation	Designation in the committee
1	Director (Operations)	Chairperson
2	Director (Finance)	Member
3	Executive Director (Billing & Revenue/ IT)	Member
4	Executive Director (Infra-III)	Member
5	Chief Engineer (Civil)	Member Secretary