

**Kolkata Port Trust
Haldia Dock Complex**

**Administrative Office
Jawahar Tower Annexe**

Ad/0049/Car/2010-12/4493

December 3, 2012

C I R C U L A R

**All Heads of Division
(_____).**

Sub : Utilization of departmental & hired transport for official purpose.

Regarding subject matter, the following systematic improvement measures should be taken by the users concerned:-

1. Users using the official vehicles must sign on the log book immediately after performance of each trip of duty. The concerned users shall sign the log book mentioning the km reading, time of journey and description of the journey at the end of the each trip.
2. Only the user of the official vehicle shall sign on the log book.
3. Vehicle whose odometer reading is not functioning should not be accepted in any circumstances by the user concerned. Such vehicle shall be declared as non-acceptable.
4. All documents relating to age, fitness, commercial licence (for transport), status of pollution control etc. be verified by the user before use of the car and be certified too before processing the bills in respect of such use of car.
5. Users shall also ensure that relevant space in the duty slip for providing information about the car / use of car, be filled up before releasing the car.
6. Administration Division would make surprise inspection/checking for verifying the condition of the vehicle and whether the log books are maintained properly or not by the user concerned.

The above may be circulated widely amongst all the officials using the transport (hired and departmental) for strict compliance.

Sd.
(B. Ray Chaudhuri)
General Manager (M&S)