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रक्षा सेवा विनियमावली

DEFENCE SERVICES REGULATIONS

इस पुस्तक में दी गई जानकारी प्रत्यक्ष या परोक्ष रूप से प्रेस को या किसी ऐसे व्यक्ति को न दी जाए जो भारत सरकार का कर्मचारी न हो ।

The information given in this book is not to be communicated either directly or indirectly, to the Press or to any person not holding an official position in the service of the Government of India.

सेना यांत्रिक वाहन विनियमावली MECHANICAL VEHICLE REGULATIONS FOR THE ARMY

संक्षिप्त शीर्षक
SHORT TITLE

(एम वी आर)
(M V R)

संशोधित संस्करण—1990
REVISED EDITION—1990



(31 अक्टूबर, 1990 तक जारी हुए आदेश इस विनियमावली में शामिल कर लिए गए हैं) ।
(Orders issued upto 31st October, 1990 have been incorporated in these Regulations).

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C. S. A. NEW DELHI

PREFACE

1. The rules contained in this publication are based on the orders issued from time to time up to October 1990 and are being issued under the authority of the Government of India.
2. These regulations are applicable to all units holding Mechanical vehicles on charge, in so far as they affect the administration and operation of these vehicles.
3. In those cases in which it is not possible to apply these rules in letter, the spirit of these rules should be observed, with the paramount consideration being the interests of public revenues and the public service.
4. These regulations supersede the "Mechanical Vehicle Regulations (Revised Edition 1965)".

(T. C. JOSHI)

NEW DELHI
31st October, 1990

Director, Government of India,
Ministry of Defence

Abbreviations

AFV	. .	Armed Fighting Vehicle
ASC	. .	Army Service Corps
AHSP	. .	Authority Holding Sealed Particulars
MG EME	. .	Major General, Electrical & Mechanical Engineers
BER	. .	Beyond Economical Repairs
BPL	. .	Bulk Petroleum Lorry
CO	. .	Commanding Officer
CE	. .	Chief Engineer
C OF I	. .	Court of Inquiry
CEME	. .	Commander, Electrical and Mechanical Engineers
CIV	. .	Certificate Issue Voucher
DADEME	. .	Deputy Assistant Director, Electrical and Mechanical Engineers
DGOS	. .	Directorate General of Ordnance Services
DGWE	. .	Directorate General of Weapon and Equipment
FOL	. .	Fuel, Oil and Lubricants
Govt.	. .	Government
HQ	. .	Headquarters
IS	. .	Internal Security
KPL	. .	Kilometres per Litre
LAD	. .	Light Aid Detachment
LCV	. .	Load Carrying Vehicle
MT	. .	Mechanical Transport
MTO	. .	Mechanical Transport Officer
MUA	. .	Major Unit Assembly
ODC	. .	Over Dimensional Consignment
OO	. .	Ordnance Officers
PDS	. .	Probable Date of Supply
RSSD	. .	Returned Stores Sub Depot
UE	. .	Unit Equipment
URO	. .	Unit Repair Organisation
VRD	. .	Vehicle Reserve Depot

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MECHANICAL VEHICLE REGULATIONS

CHAPTER I—GENERAL

1. General

The mechanical transport of the Army Service Corps and other Arms/Services, in conjunction with animal transport and hired transport, provides the lifting power for performing load carrying duties for the Army. The responsibility for provisioning of vehicles devolves on the Ordnance Services and that for maintenance on the user units or the Corps of EME. Training of MT drivers to meet unit requirements of various Arms and Services, which have MT vehicles on their establishments for their own particular purposes, will be the responsibility of the Centres concerned or other Units specially authorised.

2. Scope of these Regulations

These regulations lay down principles governing the use of military vehicles and instructions regarding the method of accounting for such use. The regulations define the functions of various organisations in relation to provisioning, inspection, receipt, issue, maintenance and repair of MT vehicles belonging to all Arms and Services. They also contain instructions regarding the method of storing and accounting of MT vehicles and FOL, procedure to be adopted on the occurrence of accidents and rules for the issue of military driving licences.

CHAPTER II—RESPONSIBILITY FOR PROVISIONING ISSUE AND REPAIR OF MECHANICALLY PRO- PELLED VEHICLES

3. Responsibility of Directorate General of Quality Assurance, Department of Defence Production and MGO

Directorate General of Quality Assurance (vehicles) under the Defence Production Department, is responsible for the design development and inspection of new vehicles/chassis (including body work) supplied ex-trade/Ordnance Factories.

The above organisation is also the custodian of paper particulars relating to all mechanical vehicles.

The MGO is responsible for provisioning, receipt, control, issue and repair of mechanical vehicles.

4. Light Repairs

Adjustments, minor repairs, replacement of accessible components and minor assemblies and light welding will be carried out in unit areas with the tools and equipments available in the Unit Repair Organisation or Light Aid Detachment. The responsibility of carrying out light repairs rests on UROs or LRWs.

5. Field Repairs

Replacement of major assemblies and general repairs beyond the scope of URO or LRW will be carried out by the field repair workshops including station workshops.

NOTE : Some ASC transport units have field repair facilities of their own.

6. Base Repairs

Complete overhaul and rebuilding of components, assemblies and equipment is the responsibility of Central and Advance Base Workshops.

7. Duties of Workshops

All workshops are responsible for the provision of spare parts and equipment for the vehicles they maintain. They also give technical advice on all matters connected with maintenance.

8. Vehicle Depots

Vehicle Depots are responsible for receiving vehicles ex-trade/ordnance factories/on stock transfer from other depots/ and those returned by units/formations. They are responsible for initial issue to units to make up their U.E. They are also

responsible for arranging replacement for vehicles evacuated by units for base repairs and to hold the vehicles till they are repaired or disposed of.

The bulk of the mobilisation and repair reserve vehicle are maintained by the vehicle depots.

9. Central Ordnance Depot

These depots provision, hold and issue stores peculiar to mechanical vehicles which are the responsibility of the Army Ordnance Corps. Such stores include major/minor assemblies spare parts, tubes and tyres, material and accessories required for maintenance; and plant, machinery and equipment for the repair of vehicles.

10. AHSP, C&A (V)

The functions of concerned AHSP are to :—

- (a) conduct trials and experiments on mechanical vehicles and connected items;
- (b) investigate suggested improvements in A & B vehicles
- (c) investigate, when necessary, any defects in A & B vehicles; and
- (d) give an opinion on any technical matter referred to it.

INSPECTIONS

11. Inspections

There are three kinds of vehicles inspections as mentioned below :—

- (a) Unit Inspection—The Officer commanding/MTO of a unit or detachment is responsible for carrying out inspection of all vehicles held on his charge at least once in a month.
- (b) Workshops Inspection—Workshops are responsible for periodical inspection of vehicles on their maintenance charge.

(c) Technical Inspection by DDs EME/CsEME—
DDs EME/Cs EME are responsible for technical inspection of vehicles held in the Area/Division.

NOTE : Periodicity of inspection will be as laid down by the Government from time to time.

12. HQ Technical Group EME

Quality Control Wing HQ Technical Group EME exists for the purpose of :—

(a) periodical inspection of vehicles held in vehicle depot stocks.

(b) inspection of fit vehicles prior to their issue from vehicles depots excluding those vehicles which are being issued on stock transfer and are not due for normal stock inspection.

(c) inspection of fit vehicles received in vehicle depots with the exception of those on their depot transfer and which are not due for normal stock inspection.

(d) final out-inspection of vehicles overhauled in Army Base Workshops.

CHAPTER III—GENERAL INSTRUCTIONS

PRINCIPLES GOVERNING THE USE OF MILITARY VEHICLES

13. Use of Vehicles

Vehicles will be used solely for military duties, except when hired out under the terms of paras 68 to 76.

- NOTE : 1. Terms 'military duty' includes military duties performed by civilians of the first three grades serving in Defence Services as classified under Rule 18 of Travel Regulations. As such, civilians of the first three grades are to be treated at par with military personnel and are, therefore, entitled to the use of service MT for bonafide military duty.
2. Journey performed by officers selected to constitute quarterly audit boards to audit non public funds accounts at their permanent headquarters station is treated as "duty run".

14. Classification of Employment

Employment is classified under the following headings :—

- (a) Operational including IS duties and road protection.
- (b) Training.
- (c) Amenity including payment.
- (d) Regimental and Administrative duty.

15. Operational and IS Duties

Operational including IS duties and road protection will include all running in connection with operation and IS duties.

16. Training

The term "training" will include all runnings in connection with individual and collective training, units/formations exercises and manoeuvres including running in connection with preparation or removal of camps and similar arrangements for exercises and manoeuvres.

The classification under this heading will be supported by unit/sub unit orders in general terms.

17. Amenity

The term 'Amenity' will comprise of all runs on amenity drives for JCOs and OR and recreational journeys for officers on payment within the limits laid down by the Government from time to time.

18. Regimental and Administrative Duty

"Regimental and Administrative Duty" comprises running of vehicles in connection with normal peace time maintenance of the units carried out by its own vehicles on its own behalf or by the detailment of second or third line transport by the Station Commander or by the coordinating officer of the formation headquarters in cases of formation transport e.g. drawing of unit ration/stores, running of ambulance on normal duties and running of vehicles for purposes other than those mentioned in paras 15 to 17 above.

19. Instructions for Employment of Vehicles

Certain additional instructions regarding the employment of vehicles are included in Appendix 'A'.

20. Powers of Local Commander for Employment of Vehicles

A Local Commander, however, has the power to authorise the use of a Government vehicle for any public purpose in the interest of the State or in the case of operational or administrative necessity. In all such cases he will be the sole judge.

NOTE : 1. Commandant NDA Khadakwasla has been delegated the power of local Commander under this para.

2. At stations where first or second line transport are not available for use on amenity, the third line transport may be detailed for amenity by the station/formation commanders. Detailing of third line transport for amenity purpose should be resorted to only in exceptional circumstances.
3. In case of detailment of third line transport for operational and administrative duties, approval of Army Commander will be obtained in writing within a reasonable period. Also see Note 1 para 81.

21. Provision of Transport to VIPs

(a) Suitable Military transport or hired transport in case military transport is not available, will be provided for, as bonafide military duty, when the Prime Minister or other cabinet ministers and Deputy Defence Ministers of the Government of India and the Chief Ministers and other cabinet ministers of the State Governments are on a visit to units/installations of the Defence Services.

(b) Unit/formation HQ will arrange for the provision of transport to the members of visiting sub committees or Study Groups of the Estimate Committee or other Parliamentary Committees to and from the railway station or central places of assemble and for their visits to various Defence Installations at the respective places either by utilising the Govt Staff car/transport at their disposal or by hiring such civil transport, if necessary, under the orders issued from time to time.

Government MT will not ordinarily be used between places connected by rail unless it is necessary in the public interest. The circumstances will be recorded in each case where such use has been authorised.

The use of Government MT will also be permissible from residence to Railway station/Airport and vice-versa at Delhi and at the outstations on the above occasions.

22. Transport for Lectures in Staff College, Wellington

Free Government transport will be provided for road journeys performed by officials of the Central and State Governments and other distinguished non-officials, who visit the Defence Services Staff College, Wellington, from time to time, on invitation for giving lectures etc. Transport will not be hired for the purpose.

23. Use of Government Transport by Officers for the Reception of VIPs

Government transport may be used by officers to receive/send off VIPs and senior officers of the ranks of Major General and above and civilian officers of corresponding rank, subject to the following conditions :—

(a) One staff car will be detailed for conveyance of local officer(s) to receive/send off the visiting officer(s).

(b) Transport will not be hired for the purpose.

(c) Transport will be detailed at the discretion of the OC station. An illustrative list of VIPs is given below :—

(i) President.

(ii) Vice President.

(iii) Prime Minister.

(iv) Defence Minister.

(v) Governors of States.

(vi) Heads of States (Foreign).

(vii) Ministers and Deputy Ministers of the Union.

(viii) Speaker and Deputy Speaker of Lok Sabha.

(ix) Deputy Chairman of Rajya Sabha.

(x) Top ranking (i) foreign experts ; and (ii) officers of Armed Forces of foreign countries.

(xi) For receiving/seeing off foreign missions/delegations and other dignitaries when requested by the State Governments and attendance on the occasion is ordered by the OC Station.

24. Detailing of Transport for the Visit of Foreign VIPs

Transport belonging to Defence Organisation, as detailed below, may be detailed for the following duties in connection with visits of foreign VIPs :—

(a) Transporting of personnel (including the band) for guards of honour and rehearsals connected therewith from unit lines to places where guards of honour are provided and back.

(b) Providing of ceremonial outriders/escorts and public address equipment and rehearsals connected therewith.

(c) Transporting of Senior Service Officers to and from an Airport/Railway Station at the time of reception and send off of a VIP.

(d) Transporting of Service Officers for coordinating arrangements in connection with the visits of VIPs.

(e) Transporting of officers deputed to accompany/follow a VIP during his visit.

Specific orders in each case will, however, be issued by Service Headquarters concerned before transport can be so utilised. Only one vehicle will be provided for transporting of Senior Service Officers to and from Airport/Railway Station. These orders will be quoted as "authority" in the duty slip and other connected documents.

25. Provision of Service Transport to Military Attaches/Advisers of Foreign Countries

Service transport will be provided on reciprocal basis, to the Military Attaches/Advisers of the USA, China, U.K., Burma, Thailand, Indonesia and Pakistan, in India, free of charge, for the road journeys performed in connection with their official visits to units/establishments in India.

Free transport would be made available only from/to the nearest Airport/Railway Station to/from the installation visited. Free transport will not be provided to the Military Attaches of U.K., Burma, Thailand and Indonesia when visiting installations in Delhi.

Transport for the purpose would be made available only from the existing authorised establishments of vehicles.

26. Use of Government Transport by the Personnel of Defence Security Corps

(a) Officers, JCOs and other ranks of the Defence Security Corps will be entitled to the use of transport for various purposes in the same manner as is admissible to the corresponding ranks of the Regular Army, except as provided in clause (b) below.

(b) Government transport can be provided for the conveyance of beddings and meals of Defence Security Corps personnel from unit lines to place of duty and vice versa when the distance involved is more than one kilometer.

NOTES : 1. No separate transport will be used for the conveyance of meals in the morning but the transport used for the conveyance of beddings will be utilised for this purpose. In the evening government transport can again be provided for the conveyance of meals, but if transport is detailed for additional guards at nights, evening meals will be conveyed in that transport.

2. The transport requirements will be met from unit resources to which DSC personnel are attached for guard duties.

3. Hiring of transport will not be resorted to under any circumstances.

27. Use of Government Transport for Duty

The use of military transport for the following journeys by personnel will be treated as on duty :—

(a) Purchase of wreaths to be laid at State funerals.

(b) Other journeys such as taking of important dak and other papers for obtaining orders of senior officers of the rank of Colonel and above and of civilian officers of the corresponding status while proceeding or returning from tour, to the Airport/Railway Station or to their residence.

NOTES : 1. No road mileage allowance will be claimed for the above journeys.

2. All personnel who use the transport for these duties will specifically indicate the nature of duty in the car diaries, and other connected documents, which will be countersigned by commanding officers or the officer authorised on their behalf. In case of Army HQ transport company, the car diaries will be countersigned by officers of Army HQ when transport is used by personnel of Army HQ and by civilian officers not lower than the rank of Under Secretary, when transport is used by personnel of the Ministry of Defence.

28. Transport for Military Funerals

Locally available service transport to the minimum extent necessary to meet the requirements of escorts for military funerals will be provided. No separate transport will exclusively be provided to the next of kin/near relatives of the deceased. They may, however, use military transport provided for the escorts at the military funerals.

29. Use of Government Transport by Cantonment Board President/Members

Officers commanding the station or any other Military Officer who is a President/Member of the Cantonment Board, in his official capacity, may use Government transport, if available in the same way as for any other bonafide official duty, for purpose of attending meetings of Cantonment Board, locally at the station.

30. Use of Government Transport by Secretary Services Sports Control Board

Government transport may be used by the Secretary, Services Sports Control Board for the discharge of the following bonafide duties at various stations in India :—

- (a) To make arrangements for staging of Inter-Service Sports Tournaments.
- (b) To attend sports meetings sponsored by Civil Sports bodies to which Services Sport Control Board is affiliated.
- (c) To make arrangements for other important sports tournaments in which the Service Teams are participating.

31. Use of Government Transport in Military Farms

Officer-in-Charge, Military Farms, are permitted to use at their discretion, Government transport for the transportation of dairy produce between stations connected by rail in the best interest of the State, under the following circumstances :—

- (a) When train timings are inconvenient.
- (b) When an emergency has been caused due to the late running of train, dislocation of train service as a result of breaches of railway lines, non-availability of accommodation in train and such like factors.
- (c) When there are other inherent difficulties rendering the use of rail services impracticable and costly.

Movement of grains, fodder and stores, other than dairy produce will normally be effected by train. In case of emergency, the use of farms transport between stations connected by rail for transportation of these items and for performance of essential duties by Officers-in-Charge, Military Farms, may be permitted by DDs MF Commands taking into account the circumstances of the case.

32. Provision of Government Transport to Personnel for Journey to and from Railway Station for Proceeding on/Returning from Leave

Government transport can be provided at the discretion of OC Unit or Station Commander to JCOs, OR, recruit boys and cadets who are in receipt of financial assistance from Government, for conveyance between unit lines and railway

stations and vice versa when proceeding to and returning from leave/duty at State expense subject to the following conditions :—

- (a) The transport will be provided only if the distance exceeds one kilometer.
- (b) Conveyance of baggage to the extent of railway free allowance will be allowed in the same transport.
- (c) Animal transport/mechanical transport whichever is economical consistent with the requirements may be provided for the carriage of baggage to the same extent as given in (b) above in case the distance between unit lines and railway station is less than one kilometer.

All use of transport for this purpose will be coordinated by OC Station to ensure that minimum number of MT/AT are used.

33. Provision of Transport for those Living Outside Unit Lines

JCOs/OR who are permitted to live outside the unit lines under their own arrangements and are within the authorised married establishment, may also be provided with transport for the purpose, between residence and railway station and vice-versa subject to the conditions stipulated in Para 32 above.

34. Transport for Attending Safety First Week

Army personnel can participate and service transport can be used in Safety First Week organised by State Governments. Specialist vehicles, such as breakdown vehicles will not, however, be used.

35. Use of Government Transport for Attending Meetings

Use of Government transport for the following purposes is treated as 'Official duty' in case the officers concerned attend the meetings in their official capacity :—

- (a) Engineer-in-Chief attending meetings/conferences of the Institute of Engineering.
- (b) Director-General of Medical Services or his representative to attend meetings of :—
 - (i) Indian Council of Medical Research;

- (ii) Indian Red Cross Society and its associated organisations including any International Conferences held by or under their auspices ;
- (iii) Hind Kusht Nivaran Sangh and T.B. Association of India and its allied organisations ;
- (iv) Medical Association of India ;
- (v) World Health Organisation and its associated International Organisations and its sub-committees ;
- (vi) Scientific/technical matters organised by the Defence Science Organisation at National Physical Laboratory ;
- (vii) Institute of Nuclear Medicine and Allied Sciences ;
- (viii) Vallabh Bhai Chest Institute ;
- (ix) National Institute of Communicable Diseases ;
- (x) Office of the Director General of Health Services ;
- (xi) National Institute of Health Administration and Education ;
- (xii) Central Family Planning Institute ;
- (xiii) Municipal Health Office, Delhi Corporation/ New Delhi Municipal Committee ;
- (xiv) The Central Council of Health ;
- (xv) Army Hospital and Base Hospital Delhi Cantt., Lady Harding Medical College, All India Institute of Medical Sciences and Maulana Azad Medical College ;
- (xvi) Central Health Education Bureau."

NOTE : The above duties are illustrative and not exhaustive.

- (c) (i) Chief Principal Matron in her official capacity attending meetings of Trained Nurses Association, Indian Red Cross Welfare Services and Nursing Advisory Committee.
- (ii) Other professional bodies on which represented as ex-officio-member.

(d) Director General Armed Forces Medical Services or his representative for attending meetings of :—

(i) Indian Red Cross Society and its associated organisations including International Conferences held by or under their auspices ;

(ii) Medical Association of India/Medical Council of India ;

(iii) The Central Council of Health ;

(iv) Lectures/clinical meetings at Army Hospital Base Hospital/Lady Hardings Medical College/Maulana Azad Medical College/Irwin Hospital/All India Institute of Medical Sciences/Vallabh Bhai Patel Chest Institute ;

(v) Indian Council of Medical Research ;

(vi) Hind Kusht Nivaran Sangh and T.B. Association of India and its allied organisations ;

(vii) World Health Organisations and its associated International organisations and its sub-committees ;

(viii) Scientific/Technical matters organised by Defence Science Organisations at National Physical Laboratory ;

(ix) Meeting foreign medical experts ;

(x) Institute of Nuclear Medicine and Allied Sciences ;

(xi) Office of the Director General of Health Services ;

(xii) National Institute of Health Administration and Education ;

(xiii) National Institute of Communicable Diseases ;

(xiv) Central Family Planning Institute.

(xv) Central Health Education Bureau ;

(xvi) Municipal Health Office, Delhi Corporation/ New Delhi Municipal Committee.

NOTE : The above duties are illustrative and not exhaustive.

36. Free Use of Government Transport by Civilian Labour Officers

Free use of government transport, if available, by the civilian labour officers in Defence Installations including ordnance and clothing factories for the discharge of their bonafide government duties in the same way as it is being provided to other officers on duty and for visit to sick personnel in hospitals may be provided on the following conditions :—

(a) That extraordinary facilities such as free use of government transport between places connected by rail or served by public transport will not be granted.

(b) That the use of government transport should be authorised by the head of the establishment concerned.

37. Provision of Seats for R&AW Personnel in the Convoys Run by Army

Three to four seats may be provided to the personnel of Research and Analysis Wing on bonafide Government duty, in Army bus or in lorry 3 tonne/6.5 tonne GS vehicles when plying from stations to the respective stations and at the rates per seat, per trip in respect of each route as shown below :—

Rates

(a) Jammu to Rajouri	Rs. 19.90	} Subject to revision as and when the normal rates are revised.
(b) Srinagar to Uri	Rs. 9.80	
(c) Srinagar to Baramulla	Rs. 4.50	
(d) Leh to Tangtse	Rs. 11.70	
(e) Leh to Dungti	Rs. 21.60	

(f) The mode of payment of the charges to be made by the Cabinet Secretariat, Government of India, New Delhi, is once in a quarter as under and is to be credited to Major Head 069, Minor Head 12—Misc Receipts—Code

Head 1/575/30 of Defence Services Estimates.

- (i) Dec, Jan & Feb—15 Mar.
- (ii) Mar, Apr & May—15 Jun.
- (iii) Jun, Jul & Aug—15 Sep.
- (iv) Sep, Oct & Nov—15 Dec.

38. Use of Ambulance by Officers, JCOs, ORs and their Families

(a) For JCOs, ORs, NCsE and their Families

Sick and injured JCOs, ORs, NCsE and their families may be conveyed free by Service ambulance in following cases provided an ambulance is available and the Medical Officer-in-Charge considers that conveyance by the other means will be detrimental to the health of the patient :—

- (i) from their quarters, place of duty and/or place of accident/sickness to hospitals, MI Rooms, Sick Bay and Station Sick Quarters ;
- (ii) from MI Rooms, Sick Bays and Station Sick Quarters to hospitals including civil hospitals ;
- (iii) for whole or part of the journey on transfer from one hospital to the other including civil hospitals for specialist treatment for which facilities are not available in the hospital of admission ;
- (iv) to any place within the station for purpose of investigation and/or treatment ; and
- (v) on discharge from hospitals, MI Rooms, sick Bays and Station Sick Quarters to their homes when the physical condition of the individual is such that in the opinion of the Medical Authority transportation by ambulance car is essential.

(b) For Officers

As for JCOs, ORs, NCsE and their families at (a) above except on discharge from hospital for which see note 2 below.

(c) For Officers' Families

Provision of ambulance to the families of the officers for purpose of (a) above will be free except on discharge from hospital for which see Note 2 below.

NOTES :—

1. Officers' families include their servants also as provided for in the Regulations for the Medical Services of the Army in INDIA.
 2. Officers and their families may also be conveyed free by Government ambulance from hospital to their homes on discharge if the Officer Commanding Hospital certifies that considering the state of health of the patient his conveyance by an ambulance is essential.
 3. The use of ambulance cars would also cover maternity cases where there are complications or where labour pain had already started and the MO Incharge considers that the use of ambulance is essential.
39. Service ambulance may be provided to the personnel mentioned in para 38 above for conveyance to the nearest military hospital from another station where no military hospital exists. Where the stations are connected by rail, conveyance of emergent cases by rail or road will be at the discretion of the Medical Officer-in-Charge subject to conditions mentioned in sub para 38(a) above. However, approval of ADMS concerned will be obtained for detailing an ambulance. This procedure will also be applicable for conveyance from one hospital to another. Provision of ambulance to families of officers for this purpose will be on payment.
40. The rates for hiring ambulance will be as laid down by the Government from time to time.
- 41. Use of Government Transport for Visiting Hospital**
- (a) Officers/JCOs/OR who are required to visit the hospital and return therefrom for medical advice/treatment/admission/prescribed medical examination will be treated as on duty and use of government transport will be governed by the normal rules. In general, if the hospital is at a distance of more than 3.2 kms government transport can be provided to officers/COs/OR. It

is; however, emphasised that the most economical use of transport should be made and as far as possible only one trip from the M.I. Room of unit/units to hospital and back during the day, where necessary, should be made. Transport will not be hired for this purpose.

(b) Government transport can be utilised by medical officers visiting the quarters of entitled personnel under the provision of paras 284, 285, 286, 289, 296 and 320 of the Regulations for the Medical Services for the Armed Forces.

NOTE : If an ambulance is not available with a unit due to unserviceability or other reasons and also in the case of units which do not hold ambulances, other government transport available may be used in lieu, provided the conditions laid down in paras 38 and 41 are fulfilled.

42. Use of Military Motor Ambulances on Payment

(a) Military motor ambulances may also be used on payment for conveying sick and injured civilians in the circumstances other than those referred to in the note under para 38 above and chaplains who are paid from the Defence Services Estimates, and their families between their residence, place of duty and/or scene of accident and hospitals on the following conditions:—

(i) That military requirements are in no way prejudiced.

(ii) That conveyance, otherwise than by motor ambulances, would be detrimental to the welfare of the patient. The officers commanding hospital concerned shall decide whether these conditions are fulfilled in any individual case.

NOTE : No bonus shall be payable to drivers of ambulances employed on this work.

(b) Military motor ambulance may be hired out to civilians other than those mentioned in para 38 and sub para (a) above in real cases of emergency provided the conditions obtain as laid down in clauses (i) and (ii) of para 38(a) and that military requirements are in no way prejudiced. In all such cases the medical officer authorising the journey will report the full circumstances to the ADMS concerned.

(c) In the case of individuals mentioned in (a) and (b) above hire charges will be recovered at the rates laid down in Government orders from time to time.

(d) If any ambulance is not available with a unit due to unserviceability or other reasons and also in the case of units which do not hold ambulances, other Government transport available may be used in lieu provided the conditions laid down in para 38 and sub-para (a) and (b) above are fulfilled. In the case of individuals mentioned in para 38 and sub-para (b) above, the hire charges recoverable for use of other types of vehicles, in lieu of an ambulance on the basis of certificate from the competent medical officer that the use of ambulance is necessary, will be at the rate laid down for ambulance cars.

(e) The provision of other types of vehicles will, however, be subject to availability at the station from within the authorised transport establishment and provided also this can be done without detriment to other military requirements.

(f) The provisions of paras 38, 39 and 40 and sub-para (a) to (e) above are also applicable to Defence Security Corps personnel, students of KG School and Cadets of Rashtriya Indian Military College.

(g) Service transport may be provided for the conveyance of blood donors (Service personnel and civilians) who donate blood to entitled patients in an emergency from their unit/place of residence to Military Hospitals, where blood is to be donated. Return conveyance may also be provided to the donors if in the opinion of the medical authorities, they are suffering from temporary ill effect due to blood donation.

43. Use of Government Transport by Medical Officers to M.I. Rooms

Use of Government transport by the medical officers for going to M. I. Room should be avoided as far as possible either by :—

- (a) Posting the Medical Officer to M.I. Room if this provides a full day's job for the officer ; or
- (b) Other suitable arrangements.

In case it is considered absolutely necessary in the interest of public service that medical officers should perform official duties at hospitals in addition to their duties at the M. I. Rooms, government transport may be provided free of charge for the conveyance of such medical officers for journeys from a military hospital or their parent unit to M. I. Room and back.

If an officer happens to reside near the hospital and is asked to report for a short period to the hospital from residence before proceeding to M. I. Room, the use of government transport by him will normally be treated as between residence and place of duty and will be charged for at normal rates fixed from time to time.

44. Provision of Government Transport for Conveyance of sick Officers from M. I. Room, New Delhi to MH Delhi Cantt.

Government transport can be provided for the conveyance of sick officers from officers' M. I. Room New Delhi to Military Hospital Delhi Cantt as under :—

- (a) Officers of the rank of Col and above and their families..... Staff Car.
- (b) Other officers and their familiesStation Wagon.

Transport will be provided only when in the opinion of the Medical Officer-in-Charge of the M. I. Room, its use is essential. The transport will start from and stop at a fixed point near the M. I. Room and will make only one trip from New Delhi to Army Hospital Delhi Cantt and back at the timings to be fixed by the Defence authorities. If the timings of departure from New Delhi or from the Army Hospital in Delhi Cantt do not suit the convenience of an officer or his family, he will make private arrangements at his own expense. If and when a staff car is provided, the station wagon in addition will be used only if and when the number of junior officers and their family members exceeds the vacant seats available in the staff car.

No increase will be permitted in the transport pool of the Defence HQ to meet the commitment. In other words transport will run only if and when it can be spared for this purpose.

45. Use of Cars Between Places Connected by Rail

The use of military motor cars is prohibited between places connected by rail, except under the following circumstances:—

- (a) When required for training, operations, IS duties or in connection with convoy duty.
- (b) When considered convenient from an administrative point of view.

46. Eligibility for the use of staff and unit cars

Provisions governing the use of staff and unit cars between places wholly or partially connected by rail for administrative purposes are contained in Appendix "G".

47. Sanctioning authority and Conditions for use

Same as for para 46 above.

48. Use of Official Cars by Service Officers

The officers of the rank of Major General and above and their equivalents in the Navy and Air Force who seek to avail the facility of the use of Service transport (staff vehicles) between office and residence shall pay for the same at the following rates wef 26 Sep 90 and the charges are to be recovered every month from the salary of the officers who avail of this facility:—

- (a) Major General (and equivalent ranks—Rs 75 p.m. in Navy and Air Force).
- (a) Lt General and above (and equivalent—Rs 100 p.m. ranks in Navy and Air Force).

48A. Use of Military Vehicles for Non-duty Purposes

The Chiefs of the Army, Naval and Air Staff will be entitled to the use of staff cars for non-duty journey upto 500 kms per month on payment at the following rates wef 26 Sep 90:—

- (a) for Cars upto and including 16 H.P.—Rs 300 p.m.
- (b) for Cars above 16 H.P.—Rs 450 p.m.

**49. Free Use of Transport for Attending Meetings on Sunday/
Holidays or outside of Office Hours**

Free use of Government Transport may be permitted to a government officer where he is specifically required, under orders of superior authority, to attend a meeting or other official duty, whether at the normal place of duty or elsewhere, either on Sunday/Holiday or outside normal office hours on working days. In the latter case, free use of Government transport shall be admissible only where an extra trip from residence to office and back is entailed on the part of the officer concerned. Where an officer is called upon to attend office an hour or two earlier and then stays on in office for the performance of his normal office work, or where he is required to stay on in office beyond the prescribed office hours, free use of service transport will not be permitted.

A written order by the superior authority summoning the officer concerned for official duty outside office hours or on Sunday/Holidays shall be placed on record. The officer concerned shall also certify on the car diary that the government transport was used for attending to official work on Sunday/Holiday or outside office hours entailing an extra trip from residence to place of duty and back, under orders of his superior authority.

In case of an officer who is the head of office/unit, a certificate recorded by himself to the effect that the use of government transport was necessary for performing official duty, which could not be postponed on Sunday/Holiday or outside office hours, entailing an extra trip between residence and place of duty and back, shall be adequate.

**50. Provision of Govt Transport for Night Duty Officers,
JCOs and Enrolled Clerks**

Government transport is authorised for conveyance of bedding, food and other articles intended for the use of night duty Officers, JCOs detailed for duty in lieu of Officer and enrolled clerks who are living within a distance of 6 kms from their place of duty from their residence to office and

back. Government transport will also be provided to such of these personnel who are living within a distance of 16 kms from the place of duty located in the stations given in Appendix 'A' to AI 39/85, provided the Station Commander certifies that the accommodation is not available for them within six kms from the place of duty. The Officers and personnel who are provided with Government transport for the purpose will not get time off during the day following which night duty is performed or on the following day except that they may be given leave for some time before commencement of the duty and after its performance. They will not be paid any compensation in cash in addition. Only one trip from the individual's residence to the place of duty in the evening and one back to residence the following morning should be authorised for the purpose. Provision of hired transport will not, however, be resorted to in such cases. This, however, does not cover cases for provision of transport for use by duty drivers, night guards, quarter guards and categories of personnel other than Officers, JCOs and Enrolled clerks on night duty for which separate provision exists.

51. Use of Chief of Army Staff's Official Vehicles by AsDC

AsDC to the Chief of the Army Staff may use the Chief of the Army Staff's official vehicles for journeys between residence and place of duty.

NOTE:—The Chief of Army Staff's official vehicles for such purposes will be those held on the establishment of the Army Headquarters Transport Company and detailed for the use of the Chief of the Army Staff, from time to time.

52. Provision of Government Transport for Duty

(a) Government Transport, when available and considered essential, may be provided to the following categories of officers, when suitable public conveyance is not available, or if available, is found inconvenient, for the execution of their duties.

For Journeys on temporary duty

(i) Military officers and civilian officers of Gp 'A' serving with the Defence Services, including officers of the Defence Accounts Department, as determined with reference to the orders in force from time to time.

(ii) Civilian officers Group 'A' (Defence Service), as defined in DOP Notification No. 21/2/74 Estt(D) dated 11 Nov 1975 published as S.O. No. 5041 in the Gazette of India dated 29 November 1975.

While on outstation duty

(iii) Officers of the Defence Accounts Service.

(iv) Inspecting officers of the Defence Audit Department.

(v) Civilian officers Group 'A' (Defence Service) and civilian officers of Defence Accounts Department of Group 'A' for purpose of TA.

(vi) Accounts Officers of the Defence Accounts Department.

(vii) Officers of the PR Organisation [i.e. Armed Forces Information Officer; Information Officer; Photographer and Cine-cameraman and Photographer (Jr)] when accompanying the officers of the Armed Forces PR Organisation or when accompanying VIPs and Senior Service Officers and for covering functions/assignments from the publicity point of view, both at permanent station and outstations.

(b) The sanctioning authority for the provision of Government transport from the transport within their pool, will be the Formation Commanders including Field Commanders; Station Commanders; ADG (Adm & Coord). Army HQ or Camp Commandant HQ Western Command (In respect of officers serving in or visiting Army HQ and Western Command respectively). ADG (Adm & Coord), Army HQ will also authorise Government transport in respect of officers (military and civil as referred to above) paid from Defence Estimates serving with the Inter Services Organisations such as DG AFMS, Defence Science Organisation etc; which are directly administered by the Min of Defence.

(c) Officers serving in New Delhi and proceeding on temporary duty to North of Delhi, may be allowed to use Government transport upto Delhi Junction even if they have to travel by trains passing through New Delhi. This will remain in force so long as reservations are not made from New Delhi railway station.

(d) Government transport, when available, may be provided for journeys on temporary duty at the permanent duty station from residence/office to Railway Station/Air Port/Air Booking Office Roadways Office and vice versa.

(e) At an outstation, Government transport will be provided subject to availability :—

(i) From Railway Station/Air Port/Air Booking Office/Roadways office to temporary residence/ place of duty and vice versa.

(ii) From temporary residence to temporary place of duty and back for attending duty and for lunch provided the Station Commander considers it desirable in order to obviate administrative difficulties as mentioned in sub-para (f)(vii) below.

(iii) For bonafide official duty—If the visit to the private residence of an officer on official business is made a brief and clear indication of the business transacted and the reasons for doing so at the residence of the officer, instead of his office, must be specifically stated. In the absence of the same, the recovery for the journey will be made at the normal rates.

(f) Government transport will be provided subject to the following conditions :—

(i) Road mileage (Kilometres run) allowance will not be drawn for the journeys in question.

(ii) When officers claim road mileage (Kilometres run) allowance for the above mentioned journeys, they will be required to furnish a certificate to the effect that Government transport was not used.

(iii) The most economical type of vehicle will be provided.

(iv) The authorised establishment of vehicles will not be increased in order to provide transport for this purpose.

(v) Private transport will not be hired for this purpose except under circumstances referred to in Rule 91 of Travel Regulations. There is, however, no objection to the transport hired for an officer under Rule 91 (ii) Travel Regulations being utilised also for his journey from the Railway Station/Air Port/Air Booking Office/Roadways Office to place of duty or temporary residence and vice versa at outstation.

(vi) Normal rates as laid down in Government orders issued from time to time will be charged for non-duty journeys.

(vii) The use of staff and unit cars will be restricted to Group 'A' Officers. In all other cases other types of vehicles may be provided, in stations, where normal public transport facilities are not available.

Staff cars will not ordinarily be provided to officers on temporary duties at outstations, who are in receipt of daily allowance. The use of staff cars on duty journeys may be allowed by the competent authority in exceptional cases as visualised in Rule 91 (i) Travel Regulations for journeys from permanent HQ of the officer to outstation not connected by rail or where suitable public transport facilities are not available and to obviate administrative difficulties staff cars to and from the place of temporary residence may also be provided.

53. Use of Government Transport where not Permissible

The use of government transport at temporary duty stations for purposes other than those enumerated in para 52 above is not permissible. Hire charges at normal rates as laid

down by the government from time to time will be recovered from those who use government transport for other purposes. Use of government hired transport is not permissible for air/ rail bookings and reservations, visit to the residence of officers or to the Railway Station/Air Port to see/receive officers.

54. Provision of Government Transport to Officers of the Ministries of Defence, Defence (Finance) & Defence Audit Department

Government transport belonging to the Defence Services, if available, may be provided to officers of the Ministry of Defence, Ministry of Defence (Finance) and the Director of Audit, Defence Services who are working with the Defence Services while they are on temporary duty in military stations. It may also be provided for journeys between railway stations/ Air Port/Air Booking Office/Roadways Office and residence/ place of duty, but when used for this purpose, no mileage allowance will be drawn for such journeys. The nature of duties on which government military transport is used should be recorded.

55. Provision of Free Service Transport for the School going Children of Serving Service Personnel (Officers, JCOs and OR) and on Payment to the School going Children of Civilians paid from Defence Service Estimates/DAD Staff

Detailed instructions governing the rules and conditions are contained in Army Instruction 15/87.

56. Provision of Government Transport to the Officers and Staff of the Defence Accounts Department and the Audit Department of Defence Services

Following categories of staff, at remote and inaccessible places only where public transport is not available and distances are large, are authorised to use Government transport, subject to its availability and at the discretion of local/formation commanders:—

- (a) Local Audit officers and their staff officers and staff of Director of Audit Defence Services for audit duties to units and formations.

(b) Non-Gazetted staff of Defence Accounts Department/ Director of Audit, Defence Services while on outstation duty in connection with audit and inspection of stores/ cash accounts etc., of units and formations located at out of the way places within their audit jurisdiction.

The provision of Govt transport will be subject to other conditions stipulated in para 52 above. The discretion for detailment of service transport will rest with the local commanders from whose resources Govt transport is required to be detailed. No transport will be hired for this purpose.

57. Provision of Free Service Transport for MES/Civilians on Specific Official Duty

MES civilian personnel may travel by Army transport/ buses free of cost while moving on official duty as a member of planning team/Recce-cum-Siting Board in J&K and North Eastern sectors on production of identity card and authority letter certifying the actual nature of official duty issued by the superior officer, subject to availability of seats.

HIRING OUT OF MT

58. Hiring out of Vehicles

Certain types of vehicle may be hired out for other than military uses provided that the duties for which they are maintained do not thereby suffer.

59. Recovery of Hire Charges

The rates for hiring will be laid down by the Government from time to time. Responsibility for getting hire charges fixed by Government for General Service and specialist vehicles will be as under :—

- (a) QMG's Branch—General Service Vehicles.
- (b) GS Branch/DWE—Specialist Vehicles.

60. Hiring of Vehicles during Working Hours

Vehicles may be hired only for normal working hours ; but, with the permission of the officer commanding the unit, this stipulation may be waived.

61. Applications for Hire

Applications for hire will be addressed to:—

- (i) The S.T.O.;
- (ii) The OC unit where there is no S.T.O.; and
- (iii) The OC of the hospital concerned in the case of an ambulance attached to a hospital.

62. Hiring of Vehicles for which Hire Charges are not Laid Down

Vehicles for which hire charges are not laid down in Government orders will not normally be hired out without prior sanction of Army Headquarters. In exceptional cases, however, Div/Area commanders may sanction hiring out of vehicles for which hire charges are not fixed, provided that action is immediately taken to obtain the hiring rates from Army Headquarters in accordance with the procedure laid down in government orders from time to time. The unit/body hiring the government transport will, however, be apprised that hire charges to be subsequently intimated by Army Headquarters will be final.

63. Hiring of Jeeps and Motor Cycles

Jeeps and Motor Cycles will not be hired out/used for amenity purposes. Such vehicles will be for official use only.

64. Instructions for Drivers when Vehicles are used for Recreational Purposes

When vehicles are hired out/used for recreational purposes, the drivers of such vehicles will be in possession of a certificate stating the purpose for which the vehicle is being used.

65. Use of Government Transport by Officers for Changing Residence

Officers are not entitled to use free government transport when changing residential quarters. They can hire the same at reduced rates.

66. Instructions for Hiring of Government Transport

Provisions governing the hiring of government mechanical vehicles are contained in Appendix 'B'.

INSTRUCTIONS REGARDING VEHICLES HELD BY UNITS FOR USE ON MOBILIZATION

67. Mobilization Reserve of Vehicles

A mobilization reserve of vehicles is maintained in peace; partly by the units concerned.

68. Use of Mobilization Reserve Vehicles

GOs C-in-C may at any time sanction the use of these vehicles, other than vehicles with the Vehicle Depots; subject to the following conditions:—

- (i) That the vehicles are held within the command for units whose station of mobilisation is in the same command.
- (ii) That the vehicles are not to be used as a repair reserve or to replace casualties in the peace strength of a unit.
- (iii) That after use they are inspected and put into a proper state of repair, before being returned to mobilization reserve.

69. Approval of QMG for use of Mobilisation Vehicles

To employ mobilisation vehicles in peace under circumstances other than in para 68 above requires the prior sanction of the QMG.

70. Procedure in the use of Mechanical Transport

The procedure for the use of all types of vehicles viz; lorries, trucks, station wagons, jeeps and staff cars, on charge of all units including formation headquarters, will be followed as laid down in the succeeding paragraphs. The following are the exceptions:—

- (a) Embarkation Headquarters/Movement Control Group and Detachment.
- (b) Category 'A' and 'B' Establishments.
- (c) Defence Production Establishments.

- (d) R and D Organisation including R and D Establishments and Laboratories.
- (e) National Cadet Corps Units.
- (f) Territorial Army Units.
- (g) Land and Cantonments Service.
- (h) All Provost Units.
- (i) All MES establishment.

71. Procurement of Vehicles for Administrative Requirements

Units/establishments exempted vide para 70 above will meet their administrative requirements from the vehicles authorised in their own establishments, and will not draw from the station pool. This does not apply to hiring of transport by personnel of those units, who are entitled to hire transport from the station pool if available. In case these units are unable to provide for their own administrative duties, they may draw from the station pool, but they will be subjected to the pooling procedure as is applicable to other units not exempted vide para 72 below.

72. Pooling of Unit Transport

Whenever possible, unit transport will be pooled on a station basis, and will be used to supplement ASC. resources. This pool of transport will be controlled by the following:—

- (a) Local Commanders in the case of transport on charge of units not forming part of field formations; and
- (b) Formation Commanders in the case of transport on charge of units under their command.

73. Control of the Pooled Transport

The control will be exercised by commanders through the Station Transport Officers, where available, or officers detailed to perform the duties in the case of para 72 (a) above and Army HQ (Q Branch) in the case of para 72 (b) above. Whenever Station Transport Officer require transport from field formations, they will place a consolidated demand on the formation concerned.

74. Coordination between Controlling Offices

Control offices already exist for the control of non-formation transport, and similar offices will be opened at Formation Headquarters for formation transport. The closest co-operation is essential between formation control offices and

Station Transport Officers, to ensure that vehicles are used as economically as possible.

75. Carter Patterson System of Collection and Delivery of Supplies and Stores

The Carter Patterson system should be followed for the collection or delivery of supplies and stores. Under this system, if several units in a station have to collect supplies or stores from the same place, requisite transport should be detailed by the Station Transport Officer to collect and deliver the supplies or stores to units concerned, instead of each unit detailing its own transport. This system may also be adopted for various other purposes as given below:—

- (a) Despatch of stores or supplies to the railway station or salvage depot.
- (b) Despatch of baggage of leave parties between unit lines and railway stations, and vice versa ; and
- (c) Attendance of lectures and conferences when the use of transport is permitted under rules.

76. Government Animal Transport

Government Animal Transport (pack and draught) will be used to the maximum extent possible for all station duties, if available at the station. Maximum use should be made of motor cycles, trailers, bicycles and hand carts, if available, in preference to vehicles.

77. Control of Transport—Statistics

All units, excluding those mentioned in para 70 above, will submit a weekly return to the coordinating officer at the appropriate control office giving the following details:—

- (a) The total number of vehicles on charge ;
- (b) The number of vehicles which will be off road for maintenance each day ;
- (c) Vehicles off roads on account of defects ; and
- (d) Balance available for general duties.

78. Use of Unit First Line Vehicles

Unit first line vehicles will not be used for any duties without the prior concurrence of the coordinating officer at the control office, except for operational duties.

79. Demand for Transport—Procedure

Units requiring transport will submit their demands on IAFZ-2150 to the control office, forty eight hours in advance. In cases of emergency, these requests may be telephoned, but in all cases will be confirmed by submission of regular indents on the above mentioned form within forty eight hours.

80. Procedure to be Followed by Coordinating Officers

On receipt of the request, the coordinating officer will decide how the demands can best be met in the interest of economy and will inform the indenter accordingly. If he decides that the demands can best be met from the units own transport, he will inform them accordingly, and allot a control number which will be endorsed in the car diary of the vehicle. If the demand is a recurring one and the control officer considers it justified, he should endorse the approval with the word 'recurring'. Recurring authorisation will be renewed once a week. In due course, all the demand forms will be returned to the unit endorsed or otherwise.

81. Checks by Military Police

Military police will carry out checks from time to time to see that drivers are in possession of car diaries endorsed as per para 80 above.

82. Proper Use of First, Second and Third Line Transport—Responsibility

First, second and third line transport are controlled by Station Commanders, or by the Coordinating Officers of the Formation Headquarters in the case of Formation transport. It is, therefore, their primary duty to exercise control over the transport used, and before they authorise and detail the transport, they must satisfy themselves that the use of Government transport is actually permitted for the purposes asked

for under the existing rules and regulations. In case of audit objections to the use of Government transport for purposes not covered by the existing rules and regulations, it will be the Station Commander, or the Coordinating Officers of the formation who will be called upon to explain the audit objections and if no satisfactory explanation is forthcoming, they will be held responsible for permitting irregular use of Government transport, knowing it to be such. In case the Station Commander or the coordinating officers have any doubt as to the interpretation or applicability of any order or instruction regarding use of government transport, they should obtain the orders of the Station/Sub Area/Formation Commanders and keep a record of the orders/decisions given by the Station/Sub-Area/Formation Commander to enable them to answer audit objections, if any, at a later stage. Station Commanders or the coordinating officers of the formation will, therefore, ensure that transport is always detailed for authorised purposes and demands for transport for unauthorised purposes are not complied with. When once the transport is detailed by the Station Commander or the Coordinating Officer for authorised duty/purpose, it is for units/users concerned, who have demanded the transport to see that transport is not used for unauthorised purposes. In case where transport detailed by the Station Commander or the coordinating officer of the formation for authorised purposes is used for unauthorised purpose by units/users, unit commanders, users will be responsible for such irregular use of transport and they will be called upon to answer audit objections at a later date.

NOTE — Third line load carrier vehicles can be detailed for first line duties for the following type of units where first line transport is not available with the approval of GOC-in-C Command: —

- (a) Formation Headquarters
- (b) Supply/FOL Depots.
- (c) Minor units not authorised more than two LCVs on their establishment.
- (d) Static units/Depots/Installations.
- (e) Transit Camp/Movement Control Detachments.

83. Delegation of Power for use of Unit Vehicles for Training

Division/Area/Brigade Commanders may delegate to unit commanders the control of unit vehicles for the purpose of training (including training of drivers).

84. Observance of Maintenance Day for Vehicles

All units and establishments, including those exempted in para 70 above will observe one maintenance day per week for each vehicle.

85. Staggering the Maintenance Day due to Administrative Reasons

Division/Area/Brigade Commanders may, at their discretion, stagger the maintenance day during the week where the observance of one maintenance day in the week causes administrative difficulties. In the case of Ordnance/Ammunition/Vehicle Depots and other ordnance establishments, Commandants/Chief Ordnance Officer/Ordnance Officer may, at their discretion stagger the maintenance day during the week.

86. Maintenance Courses

Local commanders will arrange short maintenance courses for all commanders and seconds-in-command of units having MT on charge, who have not previously attended any such course.

87. Work Orders for Vehicles

Unit commanders will ensure that work orders are sent to the dependant EME workshop in respect of all vehicles which are off road due to defects and that any restrictions placed by the EME workshop on the speed/loading of individual vehicles are complied with.

88. Work Orders in Case of Vehicles Garaged in Other Units

If vehicles allotted for duty with a formation headquarters or other establishment are garaged in the lines of another unit, the formation or establishment concerned will appoint an officer through whom all details of work will be communicated to the officer commanding the unit, with which the vehicles are garaged.

When such vehicles are garaged in the lines of the formation headquarters or other establishment; the formation or establishment will appoint an officer who alone will be responsible for all detail of duties to be given to the personnel in charge of the vehicles.

89. Time Allowed to Drivers for Preparation for Duty

Details for duty will when possible be given the day before, in order that drivers may have sufficient notice to prepare themselves and their vehicles.

90. Use of Vehicles for Training Personnel

Military vehicles will not be used for the training of personnel of services which have no vehicles or drivers in their own establishments, except in the case of men undergoing vocational training or as authorised from time to time in special orders from Army Headquarters (GS Br/MT Dte).

91. Dismantling of Vehicles for Training Purposes

Vehicles and MUAs with the exception of those specially allotted for the purpose will not be dismantled or stripped for instructional purposes except by EME workshops.

92. Responsibility for Loads

Mechanical transport convoy commanders or men in charge of individual vehicles, may be required to take charge of packages by number, but they will not be held responsible for contents by weight.

93. Forms for Conveying Stores

Whenever vehicles are used for conveying stores, IAFZ-2600 "Load Tally Form or IAB-14 Convoy Note" will be used and signed by the driver, consignor and consignee.

DRIVER'S ORDERS AND DRIVING LICENCES

94. Driving Licences

Civil driving licences are not required by military personnel for driving military vehicles. They must, however, be in possession of military driving licences. The rules for the issue of military driving licences are contained in Appendix 'C'.

95. Orders for Drivers

Orders in English, Hindi and the regimental language of the unit for drivers are incorporated in the driving licence IAFZ-2036.

96. Civil Driving Licences for Non Military Vehicles

Civil driving licences are necessary to entitle military personnel to drive non military vehicles.

97. Driving Licences for Civilian Drivers

Civil driving licence is necessary to entitle a civilian driver to get military driving licence to drive MES vehicles.

DRIVER'S CAR DIARY

98. Car Diary IAFZ-2209 (Revised) (Specimen given at Appendix 'A' to AI 167/70 as amended)—Car Diaries are required to be maintained in the case of all types of vehicles viz staff cars including jeeps, station wagon, ambulances, motor cycles and load carriers. These are very important auditable documents and must be properly completed and maintained. Two car diaries will be maintained for each vehicle and these will be used for alternate quarters to record the duties for the respective quarters till these are exhausted. The car diary for previous quarter will be produced for audit while the current one will be used by the driver for recording current duties. It should be seen in particular that:—

(a) The specific duty performed is showing under column 2 heading 'specific nature of duty' e.g. inspection, to at-

tend Public Accounts Committee meeting, to receive a dignitary, conveyance of stores to railway station for despatch by rail or drawing rations from supply depot.

(b) Column 7 of the Car Diary should be completed and signed by the officer using the vehicle/user of the vehicle in case of load carrying vehicles. Where senior officers not below the rank of Brigadiers are the users of the staff cars, the staff officers accompanying them may sign the Car Diary. In no case Diaries will be completed by the drivers themselves.

(c) Kilometre reading and FOL drawn should be recorded in the relevant columns.

(d) All pages of the Car Diary have been numbered to prevent risk of additional unauthorised journeys being recorded. Blank pages and lines in the car diaries will not be left while making entries.

(e) Authority for use of load carrying vehicles will be entered in the "Remarks" column. At the end of the quarter, when the Car Diary is replaced by another, a certificate of the OC or his representative will be endorsed on the Car Diary to the effect that moves entered therein have been authorised by him as per authority quoted against such moves in the "Remarks" column.

(f) Motor spirit in tank will be checked on the last day of the month by filling tank to the maximum capacity and result recorded in the Car Diary in red ink.

(g) Journeys performed on amenity (payment or free) and other payment duties will also be recorded in the Car Diary in red ink. TR No. giving disposal of the money will be given in the "Remarks" column. A manuscript register showing comprehensive record of payment duties viz particulars of transport, kilometreage rate and disposal of cash will be maintained in the units wherein all payment including amenity payment duties will be recorded.

(h) Car Diary will be allowed to be retained by the drivers for the period of the daily duty only and will be

deposited in the M.T. Office every day unless otherwise required for duties of longer duration.

(j) All journeys against which nature of duty performed is not clearly specified in the Car Diary will be treated as "non-duty journey" and charges recovered from the officers using Government transport, for the kilometres run at normal rates. Powers for regularisations of audit objections for non-duty journeys in certain cases are laid down in Schedule XIV, Appendix II, F.R. Part I (1983 Edition).

99. All running in connection with maintenance, testing, repair and static running either by the unit or EME will be recorded as workshop road test and static running under column 2 of the Car Diary viz "Specific Nature of Duty". The quantities of fuel for static running of 'A' vehicles will be laid down by Army Headquarters. 'B' vehicles, when detailed or used for Fire Station duties for towing trailer fire pumps, will be given static run thrice a day (24 hours) and this fact will be borne in mind while determining the scale of fuel and its write off for the purpose of static running of these vehicles. As the daily consumption of FOL for test and static running would be negligible, it may not be feasible to account for the quantity consumed on a day to day basis. Therefore, the quantity consumed for this purpose will be deducted from the total petrol consumed for the month as a whole and an entry to this effect made in the kilometrage card. However, it must be ensured that the maximum quantity authorised for static running is not charged off as a matter of course in respect of any vehicle. The quantity of FOL consumed on static running of vehicles will be excluded while working out KPL achieved.

100. Vehicles Establishments under CCR&D/DGQA may, however, use form TDEV-522 or a suitable form as evolved by them for the vehicles used for trials.

101. Instances of non-completion/improper completion of Car Diary will be dealt with by OC units as follows:—

(a) The Car Diary will be examined by an officer as soon as the duty has been performed with a view to ensure that the nature of duty has been clearly stated so as to determine if the journey pertains to bonafide Government duties.

(b) If the nature of duty shown does not convey the exact nature of duty and it is not likely to meet the audit requirements, the following action will be taken:--

(i) The OC unit demanding transport/user will be asked to submit the explanation/reasons indicating the exact nature of duty performed in support of the bonafide of the journey.

(ii) If from the explanation/reason, it is found by the OC unit that the transport was not used for bonafied Government duties, the user will be billed for forthwith and the amount recovered.

102. The charges recovered for unauthorised, non-bonafide duties will be at normal rates.

ACCIDENTS

103. Procedure to be Followed in Case of Accidents

The procedure to be followed on the occurrence of an accident is laid down in Appendix 'D'. The officer commanding the unit, to which the vehicle involved in the accident belongs, is responsible that the police are informed, as early as possible, in cases where police investigation is likely to be necessary.

104. Investigation by Civil Police

The necessity referred to in para 103 above will arise in cases of MT accidents involving injury to civilians, or damage to civil property. It will also arise in cases of injury to military personnel or damage to military property from the act of omission of a civilian. All accidents involving government transport will be investigated by a Court of Inquiry. The assistance of civil police may be obtained by formation commanders to investigate such cases.

105. Assessment of Losses for Purposes of Effecting Recoveries

For the purpose of recoveries to be effected from units or individuals on account of losses of part-worn MT stores, such losses will be assessed at fifty per cent of the PV rates, plus 8½ per cent departmental charges, to cover expenses at the issuing establishments which are not included in the catalogue prices of MT stores.

106. Recoveries to be Effected from Units or Individuals

In the case of stores damaged, where the cost of repair is payable by a unit or individual recoveries will be made in accordance with the rules contained in Financial Regulations, Part I. The cost of repair/damage will be assessed by the EME Workshops on which the unit is dependent.

107. Recovery in Case of Unserviceable Stores Lost

In the case of unserviceable stores which are lost, one-tenth of the PV rates plus eight and a half per cent department charges will be recovered.

108. Loss of Unused MT Stores

In the case loss of unused MT stores in stock (new as well as retrieved), full PV rates plus eight and a half per cent departmental charges will be recovered.

ACCESS TO VEHICLES

109. Responsibility for Ensuring that Drivers and Vehicles are not Overworked

The officer in executive control of the detailing of vehicles is responsible that vehicles and drivers are not overworked. He is also responsible that vehicle detailed for duty are fit for that duty and may withdraw vehicles for maintenance purposes in order to ensure that maintenance as laid down in existing instructions is carried out.

110. Garaging of Vehicles

When vehicles belonging to one unit are garaged in the lines of another unit, the officer commanding the unit to which the vehicles belong will be given access to his vehicles at all times.

111. Instructions for the Conveyance of Explosives by Petrol Driven Vehicles

Instructions regarding the transport of ammunition and explosives by road are contained in Magazine Regulations, India, and Army Service Corps Regulations 1951.

112. Use of Army Transport by Navy and Air Force

Transport supplied by the Army to Navy and Air Force for the conveyance of stores and personnel will be a free issue and no adjustment in respect of the cost thereof will be carried out.

CHAPTER IV—FUEL, OIL AND LUBRICANTS

113. Target Fuel Consumption 'A' and 'B' Vehicles

(a) Target fuel consumption figures which different types of vehicles are expected to attain are laid down in Electrical and Mechanical Engineering Regulations i.e. EMERs and given KPL (Kilometres per litre). These figures are to be taken as a guide only and are such as might be expected from Class I vehicle operating under ideal conditions. They represent a basis for calculation in connection with the running of vehicles of all arms and services. The actual consumption figures may vary according to circumstances such as terrain manoeuvres, cross country running and training. These figures, are not applicable to vehicles which are used exclusively for training of drivers.

(b) When the Kilometres run obtained by a vehicle varies considerably from the kilometres per litre laid down in EMERs (I), officers commanding units with mechanical vehicles on charge will investigate the cause of low kilometres run and take suitable action in the matter. Station/sub area/formation commanders will also investigate the matter when cases of low kilometres run are brought to their notice by audit officers.

(c) If, however, a vehicle is found consistently to give KPL figure below the target KPL prescribed for it, the officer commanding holding unit will have the vehicle inspected by the maintaining Field Repair Workshop. Officer commanding workshop is authorised to amend the KPL figure in the vehicle log book to one which he considers consistent with the age of the vehicle and conditions under which it is operating. Such corrections will be entered in red ink and countersigned by the officer commanding workshops.

114. Allotment of FOL and Annual Meterage Restrictions

Allotment of FOL and annual incharge restrictions for MT vehicles will be as specified by the Government from time to time.

FOL ACCOUNTING

PEACE SYSTEM OF ACCOUNTING

115. All units, formations, schools, centres and other installation except those with a fixed allotment of MT Gasoline will draw FOL as required. The Officer Commanding unit to which the mechanically propelled vehicles belong or are attached will be responsible for the correct allocation of gasoline consumption, subject to the kilometreage restrictions imposed from time to time. The following forms will be maintained in peace system of accounting and will be subject to audit :—

- (a) Kilometre Card (IAFZ-2212) (Revised).
- (b) Car Diary (IAFZ-2209) (Revised).
- (c) Vehicle Register (IAFZ-2186).
- (d) Ledger of Stocks and Supplies (IAFZ-2109).
- (e) Requisition of FOL (IAFZ-2206) Part I (Revised).
- (f) FOL Retail issue Voucher (IAFZ-2206) Part II (Revised).
- (g) Vehicle Log Book (IAFZ-2197) (Revised).
- (h) Payment Transport Register.

115 (A). *FOL Indent Form-IAFZ-2206 Part I (Revised)*—Five copies of the form IAFZ-2206 Part I (Revised)—“Requisition for FOL” will be prepared by the unit out of which four copies will be submitted to OC Supply/FOL Depot and the fifth will be kept as an office copy. These copies will be disposed of as follows:—

- | | |
|--|--|
| (a) Supply/FOL Depot—Original | } one of these copies will be used as a gate pass as well. LAO's copies will not be used as a gate pass. |
| (b) Unit demanding FOL—Duplicate | |
| (c) Local Audit Office—Triplicate and quadruplicate. | |

115(B). The MES Organisation and other semi/para military forces with separate accounting procedures will submit this indent to Supply/FOL Depot in quintuplicate. An extra copy in their case will be required for their own accounting authority. Their office copy will be made by inserting a blank paper in the bunch as required. The numbered form in the bunch will be submitted to the Supply/FOL Depot as the fifth copy.

115(C). *IAFZ-2206 Part II (Revised)—“FOL Retail Issue Voucher”*—This form will be used for making FOL issues to individual vehicles over a period of one week. However, on the last day of the month issues on this form will be closed and total issues charged off the FOL ledger. Similarly all issues of oils and lubricants other than the engine oil will be written off once a month on expense issue voucher as is the case with expendable stores.

NOTE : Detailed instructions are contained in AI 167/70 as amended.

116. *Authority For Vehicles Daily Running*—Running will be ordered by unit commanders in respect of first line transport. For the second line transport running will be ordered by the station/formation commanders. Transport requirements of units over and above unit first line transport will be met by station/formation commanders by pooling of transport in the station, or from second line transport resources if any, available. Such requests will be made by units to station/formation HQ on a demand form (manuscript) in duplicate giving the following information:—

- (a) Name of the unit.
- (b) Nature of duty for which the transport is required.
- (c) Details of transport required.
- (d) Duration—date and time.
- (e) Orders of the Formation HQ.

Formation/station HQ will issue instructions as to which unit will detail the transport. One copy of the form signed by station/formation HQ will be sent to the unit supplying the transport. This authority will be mentioned in the remarks column of the car diary in respect of all types of vehicles.

116(A). For detailing transport from the station pool, units will forward a weekly return to station/formation HQ giving the following information so as to reach Formation/Station Headquarters every Monday:—

- (a) The total number of vehicles on charge.
- (b) The number of vehicles which will be off road for maintenance **each day**.
- (c) Vehicles off road on account of defects.
- (d) The number of vehicles employed on unit duty including training.
- (e) Balance available for general duties.

116(B). Transport Indent and Order Form—IAFZ-2150—The rules for the preparation and disposal of the form are given in para 162 ASC Regulations. This form will now be used only for transport hired from civil sources and service transport hired out to organisations like MES, MF and civil departments. The following points in the preparation and disposal thereof should be borne in mind :—

- (a) The requisition signed by commissioned/gazetted officer indenting for the transport, will bear underneath his signature, his name and initial in block letters.
- (b) It should be checked that the applicant is entitled to the provision of conveyance (free/on payment) and that competent authority has sanctioned the allotment.
- (c) Units should submit their demands on IAFZ-2150 to Station/Formation Commander 48 hours in advance. In cases of emergency, the requests for transport may be intimated on telephone and subsequently followed by a regular indent on the above mentioned form within 48 hours.
- (d) The nature of duty for which the vehicle is required should be clearly stated in the transport indent. Expressions like "Government duty" or "on as required basis" or "Headquarters only" are vague and will NOT be used.
- (e) With the abolition of STO's staff, the duties so far performed by the STO's organisation concerning hired as well as Government transport will now devolve on

local Station/Formation Commanders. Portion of transport indent IAFZ-2150 previously completed by the STO will now be completed by the officer designated by the Station/Formation Commanders ie so far as hired transport is concerned.

117. FOL Stock Account

FOL stock account is required to be maintained by all units/Formations in IAFZ-2109. Receipt and issues should be properly accounted for in this ledger as and when a transaction occurs and issues made to the driver of a vehicle on a requisition (IAFZ-2206) should be signed by him in token of his having received the FOL.

118. Stock Taking

The Monthly stock taking of FOL will be carried out in accordance with the procedure laid down in para 865 of the Regulations for the Army (1987 Edition). The stock taking certificate should be endorsed on IAFZ-2109 (Stock Ledger) by the OC or any commissioned/civilian gazetted officer authorised by him for the purpose.

119. Bulk FOL Stock Accounts

Bulk FOL stock accounts will be maintained on the standard ledger form IAFZ-2109. FOL in containers will be accounted for on IAFZ-2286-A. The distribution of containers will be shown on the reverse of IAFZ-2286-A.

120. Issue of Stocks of FOL

The stocks of FOL will be issued on the normal rate of issues for particular vehicle depot and approximately eight days maintenance stock including reserve for any non-commitments will be maintained. The period of eight days is dependent on the periodicity of collection from Army Service Corps.

121. Demand of FOL from Supply/FOL Depot

Bulk requirements of FOL will be demanded from supplying unit on IAFZ-2206 (Part D).

Where the storage capacity of bulk tanks is less than the quantity received, stored and issued in a month and whenever Rail Tankers could not be emptied due to limited tankage capacity or insufficient space in the bulk tanks to receive the

entire stocks, FOL will be delivered to major consuming units without any demand at short notice after ascertaining the space available in their tanks. IAFZ-2255 (Revised) will be utilised by supply/FOL units instead of IAFZ-2206 (Part I) to cover such transactions and when FOL is delivered in bulk/Pack.

122. FOL for Vehicles Under Issue

In the case of issues of vehicles from vehicle depots, a record of the quantity of FOL issued to each vehicle will be indicated on a separate issue voucher. Units and formations receiving the vehicles will bring on charge the FOL vouchered over and charged off by means of a certified issue voucher the quantity actually expended in transit including at the time of entraining the vehicles, if despatched by rail.

123. Issue of FOL to Service Station

Bulk issue of oil and lubricants to the service stations will be posted off the ledger by a certificate issue voucher. Any detailed issues from the stores of filling points to vehicles for maintenance purpose will be made on IAFZ-2206. The quantity of MT FOL issued for such purposes will be in accordance with existing instructions.

124. Issue of FOL to Maintenance Teams

Bulk Issues will be made to maintenance teams in different parks and the daily consumption will be written off charge by means of CIV prepared at the end of each day giving the BA/DD numbers maintained.

125. Issue of FOL to Depot Transport

Issues for depot transport will be made on IAFZ-2206 (Part-II). Separate copy will be prepared for the total quantity issued every week and charged off the ledger on weekly basis.

126. Issue of FOL to Convoys

Bulk issues to convoys will be made in containers on IAFZ-2206 (Part I) which will be used as a CIV. Each voucher will be endorsed with reference to the connected movement order, convoy note number.

127. Issue of FOL for Fit Vehicles

Retail issues will be made for fit vehicles as required to fill the tanks. Each issue will be noted in IAFZ-2206-Part II (Revised) against the relevant BA number. One or more sheets of this form will be used at each fuel filling point to record the week's issues. At the end of the week the sheets will be totalled up, and the total quantity written off the bulk account treating the IAFZ-2206 as a CIV.

128. Issue of FOL for Unfit Vehicles

Detail issues of FOL for unfit vehicles will not exceed the approximately quantity required to get them to their destination. The issues will be recorded in Part II of IAFZ-2206 against the relevant BA/DD number.

129. Scale of Issue of FOL

Fuel issues will generally be based on the following scale :—

(a) Transfer of stock vehicles between depots by road on as required basis.

(b) Unfit road delivery—10 litres per Veh.

(c) Issues by Rail—Vehicles despatched by rail will have a maximum of 3 litres in case of motor cycles and 10 litres in case of 'B' vehicles provided that conditions laid down in para 187 (b) (i), are completely fulfilled. 50 to 60 litres of fuel be issued in case of issue of 'A' vehicles by rail.

(d) In case of vehicles with diesel engines the fuel tanks will be fully topped up.

NOTE—The indiscriminate carrying of FOL in tins round the vehicle depot is prohibited. A stringent check of fuel consumption is necessary and daily running account, will therefore be maintained for all vehicles including unit vehicles.

**130. Issue of FOL to Vehicles Sent to EME Workshops for
Repair/Modifications and Central Inspectorate or
DDsEME/CsEME Inspection Teams for Inspection**

(a) FOL issued to vehicle sent to EME Components for repair/modifications and Central Inspectorate for inspection will be issued and treated as consumption for normal maintenance, the former being an integral part of the vehicle depots. Para 33 of AI 167/70 as amended cannot be made applicable to Army Base/Combined Workshops as the vehicles involved are mainly non-runners and are towed by other vehicles to workshops. In such cases FOL should be drained off from the tanks before handing over the vehicles to workshops. Vehicles offered for inspection to Central Inspectorate by vehicle depot or EME Workshops will have full FOL tanks (where so required). Fuel consumed and the kilometreage done during the tests will be entered in the Vehicle Log Book by the Resident Inspector or in his absence by a JCO of the detachment only.

(b) There may, however, be rare cases in which the vehicles may be sent to the Army Base/Combined Workshops under their own power for building or for completion of vital modifications. In such cases the unit should account for FOL expended in transit and for balance of FOL left inside the tanks after reaching the workshops, either obtain a temporary receipt from the workshops or drain off the FOL from the tanks. In the former case, the same quantity of FOL will be returned along with the vehicles after repairs.

(c) Vehicles sent to dependent Field Repair Workshops for repairs/maintenance, KPL test will have ten litres of FOL (three litres in case of Motor Cycles)/as specified above. This FOL will be accounted for by the workshops in the log book with the appropriate details in support. Workshops will ensure that only the minimum quantity of FOL required for the road test/KPL test is used.

WAR SYSTEM OF FOL ACCOUNTING

131. System of FOL Accounting in an Operational/Field Area

All fighting formations/units in an operational/field and other areas notified as such in government orders are not required to maintain detailed accounts for FOL in the manner mentioned in the preceding paras in accordance with Accounts Mannual (War) para 52. However, supply depots, and other static formations like hospitals, reinforcement camps etc. (as distinct from fighting units) on the field area with mechanically propelled vehicles on charge will maintain regular FOL accounts which will be subject to audit check by LAOs.

CONVEYANCE OF FOL IN COMPLETE LORRY LOADS

132. Rules Applicable when FOL is Carried in Lorries

When FOL is carried in lorries in complete "lorry loads" the following rules will apply :—

- (a) Leaky containers will not be accepted for carriage.
- (b) Containers will be loaded with stoppers uppermost, particular attention being paid to this point when containers are packed on their sides.
- (c) Containers will be so packed as to obviate movement due to vibration during transit.
- (d) Smoking in the vehicle is forbidden.
- (e) Persons other than the crew and the individuals in charge of the petrol, will not travel on the vehicle.
- (f) When vehicles are at rest, the petrol supply to the engine will be turned off.
- (g) Spare petrol, required for the vehicle itself, will not be carried in the body of the vehicles, but in the racks provided for the purpose.

PREVENTION OF FIRE DURING FUEL FILLING AND DECANTING OPERATIONS FROM BULK PETROL LORRIES

133. Occurrence of Fire during the Filling of Fuel Tanks

The occurrence of fire during the filling of fuel tanks has been traced in certain cases to the generation of static electricity during filling operations. Test have clearly shown that static electricity may be developed by pumping or filtering or splashing and that the static electricity increases with the quantity delivered, the length of the hose used and the insulation resistance of the tank.

134. Precautions Adopted to Prevent the Development of Static Electricity

The following precautions will be adopted in all cases to prevent the development of static electricity, and the occurrence of sparks during both filling and decanting operations :—

(a) The hose used will be either all metal, or internally or externally armoured, and care will be taken to ensure that armoured wires are in metallic contact with the metal connections.

(b) A copper twisted cable will be permanently attached to one of the straps securing the tank to the chassis particular care being taken that the strap itself is in contact with the tank. A steel stake which can be driven into the ground, will be permanently attached to the free end of the cable, in order that such static electricity as is generated may be effectually and safely earthed. The steel stake will remain in the ground, when the petrol tank lorry is in use, either for filling or decanting.

135. Fire Precautions to be taken at the time of Fuel Filling Decanting

The following fire precautions will be taken at the time of fuel filling and decanting operations from bulk petrol lorries :—

(a) The whole operation of filling will be carried out by personnel who are trained in FOL fire fighting.

(b) Before commencing filling "NO SMOKING" boards will be prominently displayed in the area.

(c) The operators will wear rubber soled foot-wear and will not carry any matches or cigarette lighters or cigarette on their person.

(d) Non-ferrous tools will only be used.

(e) Earthing pins and appliances will be firmly positioned in the surrounding earth and the copper wire connected the frame of the bulk petrol lorry should be firmly fixed. No reliance will be placed on the trailing chain for efficiency of earthing. There will be no loose connections.

(f) Fire extinguishers will be so positioned that they can be readily brought into action. If a Trailer Fire Pump is available, a fire line will also be laid before, commencing filling. Sufficient sand buckets will be placed in position.

(g) The engines of the BPLs will be switched off and will not be restarted during the process of filling.

(h) Filling of BPLs from the top manhole is dangerous. Whenever possible the discharge pipe should be connected to the bottom of the BPL. In case this is not possible it will be ensured that the discharge pipe touches the bottom of the BPLs to avoid splashing and generation of static electricity. This may be done by providing a rubber extension to the discharge pipe.

(j) When a thunder or dust storm is approaching or in progress the operation should be discontinued and the top manhole closed. During storms the atmosphere is charged with static electricity, hence this precaution.

(k) Sillage on the ground, if any, must be covered with earth or sand before starting the vehicle engine.

136. General Precautions against Fire

Empty BPLs will be parked in the open or in a shed without walls 10 metres away from other vehicles and any source of fire.

A filled BPL should be parked in the open 6 metres from another BPL and 15 metres away from any source of fire or other mechanically propelled vehicles.

Vehicles which are replenished directly from BPLs should stand 3 metres away with engines cut off. Engines should not be restarted until/hose connections are withdrawn and caps on fuel tanks are secured.

CHAPTER V—INSPECTIONS, MAINTENANCE AND REPAIRS OF VEHICLES AND VEHICLE EQUIPMENT

INTRODUCTION

137. General

All vehicles held on charge of the units or stocked in the depots which are maintained and repaired by EME will be inspected by EME. There are two kinds of inspections—

(a) Unit Inspections—These inspections will be carried out by unit/sub unit commanders and the mechanical transport officers (MTOs) to assess the efficiency of the unit maintenance arrangements once a month.

(b) EME Inspections—EME Inspections will be carried out as under :—

(i) Periodic inspection by the field repair workshops. Periodicity of these will be notified in Army Orders and programmes issued by the respective workshops.

(ii) Inspection by UROs LRWs will be restricted to unit maintenance checks under the unit commander.

(iii) Annual inspection will be carried out by CEME/DADEME/Bde EME for units and formations. These will be independent of above inspections.

(iv) Inspections by the Central Inspectorate of all vehicles of Depot Stocks and also the output from Army Base Workshops.

138. Inspection Programmes

Inspections are normally carried out in accordance with definite programmes but special instructions may be ordered by the staff, if considered necessary.

139. Purpose of Annual Inspection

The purpose of annual inspection is to apprise the area/division/independent sub area/independent brigade commanders of—

(a) The condition of all technical equipment in the area/division/independent sub area/independent bde; and

(b) the standard of maintenance efficiency attained by units under their command for administration.

140. Responsibility for the Preparation of Programme for Annual Inspection

DDsEME/CsEME/DADSEME/Bde—EME officers will prepare the programme for the annual inspection with the concurrence of staff at area/division/independent sub area/independent brigade headquarters.

N.B.—Procedure as laid down in EMER(I) GN/H 101 No. 1 will be followed for annual inspection.

RESERVE VEHICLES

141. Vehicle Holdings of the Defence Services

The existing vehicle holdings of the defence services, cover two major elements :—

(a) Those that are covered by the automatic discard programme on completion of prescribed vintage and metrage. The programme is based on the total liabilities including reserves.

(b) Vehicles not covered by the automatic discard programme, will continue to be maintained till the vehicles are declared BER or new Vehicles are introduced in lieu. In order to ensure that the vehicle fleet is maintained to the authorised establishment both during peace and emergency, certain elements of reserve as sanctioned by the Government from time are included.

142. Army Headquarters Repair Programme

In case of those vehicles which are not covered by the automatic discard programme as referred to in the preceding paragraph, the quantum of vehicles to be repaired is assessed on the pre-determined repairable arising experience and repair programme sub allocated to the various Central EME Workshops, where the repairable arisings of Class V Vehicles will be repaired. In case of Class IV arisings which are evacuated to Vehicle Depots from the second Echelon Workshops, owing to non-availability of spares, the vehicles will be upgraded in a planned manner by the Vehicle Depot Workshops.

TRANSFER OF VEHICLES AND VEHICLE EQUIPMENT

143. Instructions for Transfer of Vehicles from one Unit to Another

When a vehicle is ordered to be transferred from one unit to another, the following instructions will be observed.

(a) Vehicle equipment—All vehicles will be transferred with equipment complete in accordance with the schedule of equipment prescribed for the particular type of vehicle. All loose equipments must be serviceable. This will not apply to the transfer of vehicles from Vehicle Depots to Central EME Workshops. In such cases the equipment will not be transferred except the items for retrieving.

(b) Documents to accompany vehicle—

(i) Vehicle Log Books IAFZ-2197 (in the case of armoured fighting vehicles. IAFZ-2157).

(ii) Vehicles Issue Voucher IAFO-2672/IAFZ-2096 (in duplicate) quoting the authority of Army HQ/HQ Commands.

(iii) Equipment Issue Voucher IAFO-2672/IAFZ-2096 (in duplicate) showing equipment to scale according to its particular schedule.

Equipment transferred will not be shown on IAFO-2672/IAFZ-2096 by items but a certificate will be endorsed thereon that it is complete according to schedule and will be accounted for by the receiving unit accordingly.

144. Vehicles Despatched by Road/Rail

All vehicles despatched by road or rail from one unit to another on transfer, will be struck off charge of the issuing unit on receipt of the receipted copy of the IAFO-2672/IAFZ-2096 from the consignee.

145. Miscellaneous Vehicles of Vehicle Depots on Deposit Issue Voucher

Miscellaneous vehicles held by MT units on deposit issue vouchers from vehicle depots are occasionally transferred from

one unit to another. To regularise these transactions and to obviate any difficulties in accounting for the vehicles and equipment, the following procedure will be followed:

(a) The "Handing over" unit will prepare four copies of IAFD-2672/IAFZ-2096 in respect of vehicles and four copies of the same forms in respect of equipment in accordance with the deposit issue vouchers as received from vehicle depots.

(b) The "handing over" unit will retain one receipted copy of the vouchers in respect of the vehicles and one in respect of the equipment and hand over three copies of voucher in respect of vehicles and three copies in respect of equipment of "taking over" unit.

(c) The "taking over" unit will forward two copies of the vouchers in respect of vehicles and two in respect of equipment duly receipted, to OC Vehicle Depot who will give his deposit issue No and date to the vouchers, and return one copy of the voucher in respect of vehicles and one in respect of equipment to the "taking over" unit.

UPKEEP AND MAINTENANCE OF VEHICLES

146. General

Maintenance, comprises the tasks of cleaning, inspection, lubrication, minor adjustments effected by the drivers with hand tools at their disposal and early reporting of defects. It has the object of keeping vehicles in first class running order and of preventing minor defects from developing into more serious ones due to lack of timely action.

147. Responsibility of Maintenance

It is the responsibility of the officers commanding units, having vehicles on their charge to see that these vehicles are properly and regularly maintained and that the personnel who drive and maintain these vehicles, discharge their responsibility efficiently. They may delegate this responsibility to their

MTO, but the final responsibility in this matter rests on the commanding officers.

It is the responsibility of the officers commanding units, to have their vehicles regularly inspected by the maintaining EME workshops in accordance with the periodicity laid down in relevant Army Orders and inspection programmes issued by them. On such occasions the vehicle will be accompanied by its driver.

148. System of Maintenance

The tasks system of maintenance (e.g. daily, weekly, monthly and Kilometres run task) and the method of carrying out routine unit checks and inspections have been laid down in the training pamphlet, "Notes on driving and maintenance of Mechanically Propelled Vehicles", and the relevant Electrical and Mechanical Engineering Regulations. The commander of a unit is responsible that these checks and inspections are carried out.

149. Maintenance of ASC (MT) Vehicles

Miscellaneous vehicles allotted to a formation HQ or other non-regimental establishments, but maintained by the ASC (MT) unit, provided they are within reasonable distance, will also be subjected to the inspections specified in paras 137 to 140.

150. Upkeep of Isolated Vehicles

For the inspection of isolated vehicles, where distance from the maintaining workshop prevent their being returned for the periodical inspections, special arrangements will be made by the MCASC/MCEME at commands.

The normal time to be allowed for all periodical inspections is twenty-four hours, but in the event of defects being discovered the vehicle will not be returned to duty. The defects will be rectified as far as practicable before the vehicle is returned.

REPAIRS TO VEHICLES

151. General

Repairs are classified as under :—

- (a) Light repairs—Adjustments, minor repairs, replacement of accessible components and minor assemblies and

light welding carried out in unit areas with the tools and equipment available in the URO/LRW.

(b) Field repairs—Replacement of major assemblies and general repairs beyond the scope of unit and LRW but practicable in the field. Repairs to certain assemblies and other items also to be carried out.

(c) Base repairs—Complete overhaul and rebuilding of components, assemblies and equipment.

152. Repairs of Mechanically Propelled Vehicles

Repairs to mechanically propelled vehicles are undertaken by the light, field and base repair workshops referred to above. The extent of repairs by different types of repair organisations is laid down in relevant Electrical and Mechanical Engineering Regulations (India) "Permissive Repair Schedules".

153. Procedure for the Repair of Vehicles

The procedure for the repair of vehicles in the various categories of EME workshops will be as laid down in the relevant Electrical and Mechanical Engineering Regulations for each category of workshops.

154. Repair to Vehicles Beyond the Scope of EME Field Repair Workshops

Vehicles requiring repairs that are beyond the scope of EME Field Repair Workshops, subject to certain conditions mentioned in para 188, are either downgraded to Class V or issued with a "Beyond Local Repair" certificate by the maintaining Field Repair Workshops. This constitutes an authority for the unit to strike the vehicle off its strength and receive a replacement.

155. Base Repairs

Vehicles and MUAs are sentenced for base repair as per instructions notified through EMERs and other orders issued by the Government from time to time. Only those

vehicles that are classified as Class V by EME will normally be accepted for repair in Army Base Workshops. Repairable Class V Vehicles will be fed by Ordnance Vehicles Depots against Army Headquarters repairs programme as laid down by the DGEME at Army Headquarters.

(b) Vehicles received at Army Base Workshops for overhaul will be thoroughly inspected by the EME and repairs will be carried out in accordance with the policy laid down by the DGEME.

(c) Entry of all changes of engine assemblies will be made in red ink in the log book of the vehicle. The registered number of the engine and modifications effected, will also be recorded in the log book.

(d) All vehicles sent to Army Base Workshops for deposit repair will be accompanied by an escort. The strength of escort will be notified through Army Orders. Such personnel will return to their units after handing over the vehicles to Army Base Workshops.

(e) When vehicles are sent for repair to Base Workshops, tools and accessories will not accompany them.

(f) After completion of repair Base Workshops, vehicles will be classified in accordance with current orders on the classification of vehicles.

156. Abnormal Repairs

The following procedure will be adopted in regard to abnormal repairs to vehicles :—

(a) In the event of a vehicle becoming a non-runner due to accident or abnormal repairs the OC unit will at once submit a work order on IAFD 1370 in triplicate to the dependent Field Repair Workshops for inspection and repair. The reason for urgent evacuation will be endorsed. "Abnormal repairs" or "Accident cases" as the case may be. The OC workshops will arrange to have the vehicle inspected and repaired. In the case of "Accident cases" an estimate of repairing the damage will be assessed as laid down in EMER (I) VG/A 909, No. 1, Issue 1.

(b) The documents, mentioned in (a) above, together with the inspection report (IAF EME EO-3) for "Accident" will be sent to the OC unit for action as envisaged in Appendix "C".

Repairs to the vehicles will only be taken up on receipt of a certificate from the unit concerned that the vehicle is not required by a Court of Inquiry for purpose of investigation into the causes of the accident.

(c) Whenever Motor Cycle frames are changed, the change will be entered in the vehicle log book together with the registered number of the frame, if any. The unit/depot concerned will inform Army Headquarters in the normal manner.

157. Repair of Vehicles by Local Contract

(a) Subject to the provision contained in clause (b) below, repairs may be carried out at the discretion of authorised EME officers in private firms in accordance with the financial powers delegated to them in this respect from time to time, provided that—

(i) In case of such repairs being authorised by commandants/officers commanding Army Base Workshops, repair facilities required do not exist in the Army Base Workshop, or, where available, the capacity is fully occupied,

(ii) In cases where facilities exist in EME Workshops, the transportation costs involved make repair in the workshop uneconomical, or

(iii) Where the urgency of the commitment does not permit transportation of the vehicles to the EME workshop for repair,

(iv) In cases where facilities do not exist in EME workshops, the requirements are so few and far between that it would be more economical to have the jobs done through private repair organisations than to provide facilities in EME workshops.

(b) Any repair carried out under the authority of clause

(a) above which are estimated to cost over and above the specified limit per vehicle, will be referred to the DGEME at Army Headquarters through MGEME HQ Commands before vehicles are sent for repairs.

DEFECTS

158. General

Defects which can be attributed to defective manufacture or inherent weakness in the design or the material used will be reported to AHSP Concerned on form IAF (EME)-01 in accordance with the procedure laid down by DGEME from time to time.

The onus of initiating a defect report rests primarily with the officer commanding the unit in which the defect is first noticed. It may be initiated by user units, stocking depots or by EME workshops.

Investigation of the defect will be undertaken by AHSP concerned and the necessary remedial action to be taken will be communicated to all concerned.

159. Improvement to Vehicles and Their Equipment

Improvements to vehicles and their equipment will be dealt with in the same way as for defects mentioned in para 158.

160. Trials and Experiments

Trials and experiments will be carried out under the directions of Director of Vehicles in the Department of Defence Production and under instructions of Director General Electrical and Mechanical Engineering.

161. Instructions for the Classification of Vehicles

Instructions for the classification of vehicles will be followed as given below :—

(a) Vehicles will be classified in accordance with the detailed instructions laid down in relevant orders issued from time to time. The classification of fit vehicles will be based on the actual kilometres run/fuel consumed by the vehicle. Mechanical condition as indicated by the echelon of repair will be the criterion for classification of unfit vehicles. Vehicles sentenced "Beyond Economical Repair" (BER) and obsolete will be classified as Class VI and VII respectively.

(b) Every time a vehicle is classified, the classification together with the signature, rank and appointment of the inspecting officer will be entered in the log book of the vehicle.

(c) Officers commanding units will be held responsible for ensuring that accurate Kilometres run and fuel consumption records, where applicable are maintained to enable correct classification to be assessed.

(d) Vehicles requiring base repairs will be classified as class V.

(e) Vehicles which in the opinion of the inspecting officer require extensive repairs due either to wear, deterioration, accident or damage will be considered as "Beyond Economical Repair" and classified as Class VI.

NOTES—1. A Board of three EME officers, under the chairmanship of at least a Major, will examine and decide when a vehicle is considered to be "BER". The Board will keep a record of the findings and conclusions.

2. Vehicles which are considered to be class VI during the process of overhaul in Army Base Workshops having been opened up and found to be in a state which is considered "BER" will not be subjected to the requirement in Note 1 above.

162. Equipment Mounted on Vehicles

Specialist vehicles will be awarded a double classification as an oblique, i.e. one indicating the class of the vehicle and the other indicating the class of the equipment it carries.

163. Deposit Repairs

(a) Only a limited capacity for deposit repairs is available with Army Base Workshops. Such workshops together with the type of vehicles/engines which they may accept for deposit repair will be notified through Army Orders.

(b) A user unit may resort to deposit repairs only under special circumstances, when replacements for vehicles/engines are not available with Ordnance Depots. Non-availability certificates from Ordnance Depots will accompany the application for deposit repairs. The requirement, however, will not apply to such items as are marked for depot repair in the List of Controlled Stores (India) as issued from time to time.

(c) User units may apply for deposit repair of vehicles or engines sentenced for base repairs on IAFO 1370 in triplicate through DDEME of Independent Sub Area/Bde EME of Bde/Bde Group, DDEME/CEME of Area/Division to MGEME.

(d) Accounting and documentation in respect of such repairs will be as outlined in DME (I) General Instructions Workshops Administration PO 1, work order procedure. Attention is also drawn to ER 1981, para 267, and RAOS Part IV, para 1482 for guidance on this subject.

164. Procedure for the Replacement of MES Vehicles Accepted by CEAs BER

As and when the MES vehicle is accepted by CE as BER, the replacement will be demanded from Director General of Work, Army Headquarters, who will arrange provision from DWE (MGO's Br) The supply of vehicles is against payment under special provision contained in para 193.

165. Constructional Alterations to Vehicles

Constructional alterations to any part of a vehicle or its equipment are forbidden, except when they are authorised as modifications in accordance with Electrical and Mechanical Engineering Regulations.

PAINTING AND DISTINGUISHING MARKS

166. Painting of Military Vehicles

All vehicles will be painted as per the orders on the subject viz OG/Khaki/Disruptive pattern painting. Staff Cars may be painted with other colours.

NOTE—Should however a vehicle be delivered from the trade painted in colour other than standard service colour, unless otherwise ordered by Army Headquarters, the colour may be allowed to stay until the vehicle requires repainting.

167. Registration

All military vehicles are registered at Army Headquarters by Army Statistical Organisation who assigns a number to each vehicle for purpose of identification. This number together with the broad arrow mark will be painted on all vehicles on both ends namely front and rear.

168. Painting of Trailers

Two-wheeled trailers will have the BA number painted on the rear end only. Four-wheeled trailers will have the BA number painted on both front and rear. The rear BA number of trailers will be surmounted by a plate carrying the letter "T". The "T" sign will be RED reflection.

169. Colour

All BA numbers will be painted in white letters on the colour of the vehicle.

170. Illumination

All BA numbers painted on the rear end of the vehicle will be illuminated by the tail lamp the position of which must be fixed accordingly and will be visible even when the tail-board is in the 'down' position.

171. Position of Geneva Cross

The marking of Geneva Crosses on motor ambulance will be as follows :—

(a) Two red crosses made up of five 100 mm squares, on a white circular background of a diameter sufficient to leave a 25 mm white margin outside the corners of the arms of the cross, will be painted one on each side of the body of the vehicles and located centrally thereon.

(b) A similar red cross made up of five 300 mm squares on a white circular background of sufficient size to leave a 75 mm margin outside the corners of the arms of the cross will be painted on the roof.

172. Painting of General Information on Vehicles

The information mentioned below will be painted on Military vehicles as specified :—

(a) Registered laden weight in Kg on all except Staff Cars.

(b) Bridge Classification—On all vehicles.

All vehicles will have Bridge Classification painted in the front.

173. Removal of BA Number

When a vehicle is sold or otherwise ceases to be a part of the regular establishment of mechanical vehicles, the BA number, the Geneva Cross and other military distinguishing signs will be obliterated before the vehicle is transferred.

174. Instructions for Painting of Vehicles

Detailed instructions on painting of vehicles and disguising marks will be issued by Army Headquarters.

CHAPTER VI—STORES

175. Catalogue, Maker's Illustrated Part Lists and Maintenance Manuals

Field Repair EME Workshops will be in possession of catalogues, maker's illustrated part lists and maintenance manuals in respect of all vehicles they maintain, whether on the strength of their own unit or not.

User unit will be provided with maintenance manuals only.

176. Maintenance of Stocks by Field Repair Workshops

Field Repair Workshops will maintain adequate stock of spares required for the repair of equipment on their maintenance charge, in accordance with DGEME (Maintenance) Scales upto the authorised limits laid down from time to time. The Field Repair Workshops will be covered by instruction issued by the DGEME for accounting and stock taking of stores and articles in use. The ordnance stores section attached to Base Repair Workshops will be governed by the ordnance stores section procedure issued by the DG OS as amended from time to time.

CHAPTER VII—VEHICLES

177. Control of Vehicle Depot Stocks

(a) ARMY HQ Controlled Stocks :—

(i) All stocks of 'A' and 'B' vehicles held in vehicle Depots in classification I to VII are termed as Army Headquarter controlled stocks and remain as such until they are issued to units or released in bulk to HQ Commands or disposed of.

(ii) Army Headquarters also control the repair of class 'V' vehicles, held in vehicle depots. These vehicles are fed into Central EME Workshops nominated by DGEME in consultation with the DGOS for repairs in accordance with priorities and repair programme issued by the DGOS. After repairs the vehicles will be returned to the vehicle depots and will revert to Army HQ controlled stocks.

(iii) Orders for the disposal of vehicles in depot stocks will be issued by Army Headquarters.

(iv) Orders for the issue of vehicles from Army Headquarter controlled stocks will be issued by Army Headquarters only. Army commanders may, however, order the issue of vehicles from Army Headquarter controlled stocks in an emergency when circumstances are such that Army Headquarters sanction cannot be obtained by telephone or telegram. The circumstances governing such issues will be reported to Army Headquarters without delay in all cases for obtaining covering sanction.

(b) Command Stock—

(i) The term 'Command Stock' will apply to those vehicles which have been released by Army HQ and

earmarked in vehicle depot for eventual issue under the orders of HQ Commands. 'A' vehicle will not normally be allotted to command stocks.

(ii) The types and quantities of vehicles to be held by commands in their stocks will be determined by Army HQ. Releases to complete the target will be made at intervals, taking into account the all India stock position.

(iii) Orders for the release of vehicles from Command stock will be issued by HQ Commands.

178. Responsibility for Completion of Unit Entitlements

(a) Army HQ will be responsible for the release and issue of 'A' and 'B' vehicles. This includes bulk release of 'B' vehicles to commands against quarterly demands, and release of 'A' and 'B' vehicles to newly raised units and category 'A' establishments, to complete deficiencies against their authorisation. Exceptions to this stipulation if any, will be covered by special instructions.

(b) HQ Commands will be responsible for the release and issue from their own stocks of 'B' vehicles and in special cases 'A' vehicles placed at their disposal by Army HQ to make up deficiencies of units under re-organisation and to replace casualties. This responsibility covers all units/establishments situated within the command areas, irrespective of their role. But release of vehicles of category 'A' establishments will remain the direct responsibility of Army HQ. In the event of a shortage of any particular type of vehicle, Army HQ may assume responsibility for its direct release and issue to units, either as initial issues or replacements.

179. Release of Vehicles to Units

(a) Initial issues to units under raising or reorganising—

(i) Instructions regarding the issue of vehicles to establishments will be included in, or issued in conjunction with the orders for raising/reorganising.

(ii) The release of vehicles will be ordered as per instructions contained in *para* 178.

(iii) Those units to which reduced scale of vehicles is issued initially will be completed to war establishment by further release at a later date, as and when practicable.

(iv) Under no circumstances will demand be placed by units directly on Ordnance (vehicle depots).

(b) Replacement issues—Units casualties—

When a vehicle undergoes any change in its classification or has been written off/struck off unit charge for whatever reason, the casualty will be reflected in the MVCR for the month in accordance with the instructions issued by the Army Headquarters from time to time.

130. Issue of Vehicles from Vehicle Depots

(a) In every case, release/issue order will be despatched by Army HQ to the vehicle depot with copies to units/formations concerned.

(b) In the case of issues by road, units will be notified by the vehicle depots of the date on which they are to collect vehicles. In case of rail issues the vehicles will be despatched escorted. The units will be intimated the date on which the escort should report. These appointments as given by vehicle depots form part of a pre-arranged programme of issues and will be kept. In the case of despatches by rail, units will be notified of the date of despatch.

(c) It must be accepted that not every vehicle issued from a vehicle depot is a new one and units will not refuse to accept them on this account. Units must also bear in mind that vehicle depots may be compelled to issue vehicles deficient of non-essential items in case they are not

available at the time of issue. The list of non-essential items of 'A' and 'B' vehicles, the deficiency of which will not in any way affect the mechanical performance of a vehicle is appended below :—

Non-essential items—'A' vehicles—

Deflector Air
 Fender rear assy (left and right)
 Fender front assy (left and right)
 Guard head lamp (left and right)
 Guard side lamp
 Hood head lamp
 Brackets fire extinguisher
 Sand shields and extensions
 Mud flaps
 Rain shields tank periscope
 Periscope cover
 Head lamp assy (N/S)
 Bulb head lamp (one N/S)
 Side lamp (N/S)
 Bulb dash lamp
 Tail lamp (one only)
 Bulb tail lamp
 Lack boxes spares
 Siren
 Button siren
 Belt safety driver

Clock assy

Shackle towing (one)

Wipper periscope

Non-essential items—'B' vehicles—

One side light bulb

One side light

Dash light

Dash light bulbs

Inspection lamp plug

Interior light

Interior light switches

Interior light bulb

Electric clocks in staff cars

Brackets spare wheel carrier

Horn push button

Radiator overflow tank

Speedometer inner and outer cables

Fuel tank gauges

One tail light and bulb (where two fitted)

Mud flaps

Carrier spare wheel

Cigar lighter

Radio sets in staff cars

Fans, except in the case of ambulances

Safety strap assy

Trafficator

Chagul hooks

Monograms

Publication charts

Near side windscreen assy

Near side wiper motor assy

Near side wiper blade

Near side wiper arm

Dash light holder, bulb and cover.

The absence of any one or more of these items on a vehicle will not debar a vehicle from being issued from depot to unit as class I vehicle. Such issues will, however, only be made if the stores are not available with ordnance, or cannot be procured by the depot on local purchase in time to meet the demand.

Units receiving vehicles with deficiencies of this nature will take normal action to demand the items and have them fitted as and when received.

(d) When units collect vehicles from depots, it will be their responsibility to check carefully the vehicles, kits etc., for deficiencies, before taking over. Vehicles will, however, be in class I or class II or class III condition. If this checking is carefully done, there will be no need for prolonged correspondence on discrepancies, etc.

(e) Unit representatives will take over the vehicles with the least possible delay after the vehicles have been certified as fit by the Central Inspectorate. Units will not refuse to accept vehicles on the grounds that they are not in agreement with the classification awarded. Any

defects noted by the unit will be examined by the Central Inspectorate and a decision given on the spot. The Central Inspectorate will decide whether the repair is to be effected by Light Repair Workshops or certify that the vehicle is in roadworthy condition and note the repairs for execution by the unit's formation repair organisation.

(f) No road tests will be carried out by unit representatives prior to taking over vehicles.

(g) Units will reflect receipt of a vehicle in the MVCR (Part A) for the month.

181. Moves of Vehicles

(a) Vehicles may be despatched by road under their own power provided the distance involved does not exceed the following :—

(i) 'A' vehicles tracked—120 Km when transports are not available.

(ii) 'A' vehicles wheeled—160 Km.

(iii) 'B' vehicles including specialist vehicles and staff cars—960 Km.

NOTE :—The move of 'A' vehicles tracked by road will be kept to the minimum.

(b) If rolling stock is not readily available, 'A' vehicles tracked may be despatched by transporters, provided the distance involved does not exceed 400 Km.

(c) The above meterage will not be exceeded without prior sanction of Army HQ (OS/4D).

182. Despatch of Vehicles by Rail

(a) The following procedure will be observed when vehicles are despatched by rail :—

(i) Vehicles will normally be despatched by the cheapest mode of carriage by utilizing economically cheaper type of open wagons with drop ends or sides.

(ii) Rolling stock for movement of vehicles by rail will be obtained by registering wagon demands with the local Station Master/Port Trust Railway or through Embarkation HQ/Group or Milrail in accordance with the procedure in force on the subject.

(iii) In the event of a large number of vehicles being despatched from one station to another, entailing movement of 40 to 60, four wheeler Stock or 16 to 20, eight wheeler wagons, the officer commanding despatching unit will indent on Army Headquarters for a special train giving particulars as per current procedure.

(iv) Despatch by passenger train will be undertaken only in cases of urgency as authorised under regulations or with prior sanction of the competent financial authorities.

(v) Special wagons will be procured through Army HQ as stated in sub para (e) below.

(b) Action required to be taken in all cases of despatch of vehicles by rail will be as under :—

(i) All petrol will be drained from the petrol system of all mechanical vehicles except that a maximum of 2 litres in the case of motor cycle; and 50 litres in case of 'A' vehicles; 10 litres for 'B' vehicles having fuel tank capacity up to 50 litres and 20 litres having capacity of fuel tank over 50 litres may be left in the tanks, provided the condition laid down in Rule 93 of Red Tariff are fulfilled. Armoured fighting vehicles, when carried in military special trains under operational conditions, will be entrained and transported with their fuel tanks full with references to Rules 108, Section 16, Sub Section IV of the Red Tariff. This does not apply to vehicles despatched to a port for embarkation in which case all petrol tanks will be emptied at the place of entrainment.

(ii) The wheels of vehicles will be scotched and wheel will be securely lashed to the truck, so as to prevent any movement of the Vehicle while en-route.

The hand brake lever will be pulled on and the gear lever placed in first forward gear position.

(iii) The terminals of the positive and negative leads will be detached from the accumulator and secured with either wire or cord to an adjacent part of the frame or body. Care will be taken that they are secured in a position clear of the accumulator.

(iv) All crates and boxes containing parts and equipment of a vehicle will have a packing note nailed to the inside of the lid showing contents, make and BA number of the vehicle concerned. Component parts of not more than one vehicle will be packed in the same case.

(v) When the weight of any case is likely to cause difficulty in unloading, it will be placed on wooden blocks about 10 cm high.

(vi) A note will be made of the railway wagon number, and the number, make etc., of the vehicle it contains, and the number and weight of packages containing component parts of the vehicle. These particulars will be intimated to the consignee, who will check the consignment when accepting delivery.

(c) Closed wagons for despatch of vehicles by rail will be utilized only in exceptional circumstances. When so used, the wagons will be sealed and duplicate keys of the padlocks to be used on the closed wagons will be sent in advance to the consignee.

(d) When open wagons are used for despatch of vehicles the following action will be taken :—

(i) Wagons must be procured which have drop ends, or drop sides, depending on whether the type of ramp available is for end or side loading.

(ii) In the case of lorries which cannot be loaded without the superstructure being removed, the superstructure (but not the driver's canopy unless standing 4 metre or over from the top of the rail) will be removed and fixed to the inside of the body.

(e) Where vehicles cannot be loaded in open wagons without infringing the standard moving dimensions, the following procedure will be observed :—

(i) The local Railway Train Examiner (TXR) will be consulted for demanding the right type of wagons. Arrangement will be made to affect reduction in dimensions, where possible, so as to effect movement by cheapest available mode of carriage without dismantling the vehicles. If required, only the road wheels of the vehicles will be removed to enable a whole vehicle to be loaded in an open wagon. The wheels so removed will be taken on charge by the escort parties. Care must be taken in the operation, to lower the axles on to suitable wooden blocks to protect the brake drums. These blocks should be slotted in order to form a firm bed for the axles. Tyres will not be completely deflated in any case, as this may cause damage to them. In exceptional cases, air pressure in the tyres will be lowered to gain reduction in height of the vehicles by a couple of centimetres. Slotted wooden blocks will be placed underneath the axle to avoid the weight of the body falling on the tyres having low air pressure.

(ii) The right type of wagons obtained in consultation with the Railway Train Examiner will be loaded for movement or physical check of the loaded consignment by Railway Train Examiner for his decision about obtaining over dimensional consignment (ODC) sanction. In case he declares it ODC, Station Master or HQ Port Trust Railway should be contacted for issue of telegrams without delay for obtaining ODC sanction from Railway Headquarters/Divisions concerned. A copy of such telegram will be obtained by the consignors and forwarded to Embarkation HQ/MC Group or the Local Movement Control Detachment, who maintain liaison with the Railway Headquarters over whose sections, the consignment has to pass and take expediting action for obtaining the ODC sanction from them.

NOTE :—Procedure for obtaining ODC sanction is lengthy and thus likely to cause much delay, unless expedited.

- (ii) Demands for allocation of special type of wagons e.g. MBFU, BFUs, BWLs as recommended by the Railway Train Examiner, will be placed on Army Headquarters through normal channels.

183. Packing of Engines of Vehicles for Despatch by Rail

In order to obviate possible damage to engines of vehicles, when despatching by rail, particular care will be taken to ensure the following aspects :—

- (i) The packing case must be of sufficiently thick timber to ensure that it is substantial enough to prevent breakage in transit and transshipment.
- (ii) The engine will be fitted to a wooden stand or cradle secured by bolts through the engine lugs; the cradle being secured to the case by four bolts.
- (iii) Thick wads of gunny will be placed under the engine bearers to reduce the shock in the event of the case being dropped.
- (iv) Heavy wooden cross pieces will be fixed over the top of the crank-case to prevent the engine moving, should the engine bearer bolts become loose.
- (v) Wooden handles will be bolted along each side of the packing case, above the centre line, to diminish the danger of the box being handled upside down. The handles will be constructed of 10 centimetres by 10 centimetres scantling and will be long enough to permit at least four coolies lifting at each end of the case.
- (vi) Dummy plugs instead of wooden plugs will be fitted to an engine when it is despatched from a Central Vehicle depot/Vehicle depot/Equipment holding Section. On receipt of the engine in a unit, the plugs will be removed and stored for fitment to the next, engine assembly despatched to a vehicle depot for repairs.

184. Move of Tanks and Armoured Fighting Vehicles

- (a) When tanks or other armoured fighting vehicles are to be despatched by rail, early application will be made to Army HQ for allotment of special type of wagons so that rolling stock can be requisitioned in good time and placed in position for loading.

(b) The following equipment will be necessary for each light tank or armoured fighting vehicle :—

(i) One tarpaulin; two scotches; three 2.75 metre sleepers; four truck bolsters or two sleepers; chains with screw coupling for lashing to prevent lateral movement.

(ii) The following items of fire fighting equipment will be necessary for vehicles under despatch, at the scale of one such set per escort party when such parties travel in the same compartment/wagon in which the escort vehicles are being carried.

(aa) Two litre foamed Extinguishers.

(bb) Two tins of dry sand.

(cc) Two empty buckets for water.

(dd) One fire book.

(ee) One hatchet and Pick Axe.

NOTE :—The following additional precautions are required to be taken :

(1) Tanks of vehicles should be in sound condition and closed by a well fitting cap.

(2) Battery terminals should not be disconnected.

(3) Naked light or smoking should not be allowed in or near the trains carrying the vehicles.

(4) Ullage space should be kept in the tanks to prevent spillage.

The above mentioned equipment is not a liability on the railway. When the railway is not in a position to provide it, local arrangements must be made.

(c) Instructions for loading light tanks—

(i) Before loading, run the wagon up against a suitable endloading ramp. Apply the brakes to the wagon. Lower the end flap of the wagon nearest the ramp. Scotch the wheels of the wagon fore and aft.

(ii) Drive the vehicle in lowest gear to a centre position on the wagon.

(iii) Position and secure a wagon bolster or sleeper under the front horns of the vehicle and as close to the wagon as possible.

(iv) Drive the vehicle forward until it overrides the wagon bolster or sleeper by about 60 cm.

(v) Position and secure a second wagon bolster or sleeper under the track adjusting wheels of the tank as close to the tracks as possible.

(vi) Drive the vehicle in revers gear about 30 cm.

(vii) Leave the vehicle in lowest gear, apply the brake and turn off the petrol tap.

(viii) Securely fasten all doors, etc.

(ix) Attach ropes or chains to prevent lateral movement of the vehicle.

(d) Instructions for loading more than one vehicle :—

(i) Where more than one vehicle can be accommodated in the "well" of a wagon the instructions contained in (c) above with regard to centring vehicles may be modified, but care must be taken to get an even distribution of weight in the wagon.

(ii) There should be a clearance of approximately 10 cm between the vehicles when they are finally in position on the wagon and the over-hand, if any, at either end of the wagon should be equal.

185. Inter Unit Transfer of Vehicles

The transfer of vehicles between units, entailing their striking off/taking on charge will normally be carried out under the orders of Army HQ/HQ Commands (in exceptional circumstances HQ Command may delegate this authority to lower formations).

186. Return of Vehicles to Vehicle Depot

(a) Units disbanding or reorganising—

(i) Instructions for the disposal of surplus vehicles will be given by Army HQ/HQ Command or issued in conjunction with the instructions issued for disbanding/reorganising.

(ii) Instructions will state the vehicle depot to which vehicles will be returned.

(b) Action by vehicle depot on receipt of vehicles from the units disbanding.—It will be the responsibility of staff at HQ Command /Area to ensure that units return vehicles to ordnance complete with loss statement if necessary, prior to disbanding. In cases, where this cannot be done, the vehicle depot concerned will take action through staff channels for regularisation of the loss in accordance with current instructions.

(c) Return of vehicles under orders of Army HQ/HQ Commands—

(i) Instructions for the return of surplus vehicles will be issued by Army HQ/HQ Commands.

(ii) Instructions will state the vehicle depot to which vehicle will be returned.

(d) Return of vehicles which are beyond Field Repair—

(i) Vehicles, which require to be written off, will be dealt with as laid down from time to time.

(ii) All vehicles will be returned to the appropriate vehicle depot, authorised to receive such vehicles from time to time, immediately they have been sentenced beyond field repair by an EME Workshop. Evacuation of vehicles will always be done in consultation with local staff/ordnance representative.

(iii) Specialist vehicles will not be returned to ordnance for the sole reason that the equipment contained therein, either wholly or in part has been declared unserviceable/beyond local repair. Demand for the unserviceable equipment will be placed in the

usual manner and the vehicle repaired by the dependent workshop, wherever possible.

187. Vehicles Awaiting Light and Field Repairs

(a) 'A' vehicles, awaiting light and field repairs for which spares are not available from ordnance, within the period specified in Army Orders from time to time reckoning from the date stores are demanded by EME Workshops or until it is confirmed by ordnance that the items required for repairs cannot be obtained from any source including retrieval or local purchase, may be returned, by units/formations, including training establishments, to vehicle depots on the authority of a certificate mentioned in Note 7 below.

(b) 'B' vehicles, other than specialist vehicles awaiting light and field repairs for which spares are not available from ordnance within a period specified in Army Orders from time to time reckoning the date stores are demanded by the EME Workshops, may be returned, by units/formations, including training establishments, to vehicle depots on the authority of a certificate mentioned in Note 7 below.

(c) Specialist 'B' vehicles will be retained by units/formations as long as they can be repaired by dependent EME workshops and the vehicles used in the specialist role to the maximum extent. Such vehicles may not be returned to the ordnance for the sole reason that the equipment contained therein either wholly or partially, have been declared unserviceable BLR. Demands for replacement of unserviceable equipment will be placed in the usual manner and the vehicle repaired by dependent EME Workshops as far as possible.

(d) Staff cars will not be returned to ordnance until they become Class VI. Field repair workshops who have been given local purchase and local contract powers will undertake all echelons of repairs on them. However, in cases where field workshops are located in stations where their own resources cannot be augmented by local contract powers, staff cars may be downgraded to Class V for return to Ordnance.

NOTES :

1. If a notification is received within the periods specified in sub-para (a) and (b) above that the stores required are available with ordnance and will be supplied within reasonable periods, such vehicles will not be returned automatically after the lapse of the said periods. But the supplies of the items will be expedited in the normal manner and the vehicles repaired in situ.
2. The supplying ordnance depots will ensure that PDS in respect of non-available stores is invariably communicated to units/EME workshops on delay memos and on advance copies of issue vouchers.
3. Vehicles awaiting repairs should be maintained by units exactly in the same manner as serviceable ones.
4. Vehicles returned under the provisions of this para should be in the normal classification mentioned in government orders, issued from time to time. No vehicles will be returned as class V under the provisions of this para.
5. The inspection report and the log book of any vehicle returned under this para will specifically indicate that the vehicle has been returned under this authority. A list of spares whose non-availability has led to the return of the vehicle will be attached to the inspection report.
6. When it is necessary for field repair workshops to partially strip the vehicles in order to determine the parts required for repair and subsequently they are to be returned under the provisions of this para EME Workshops will ensure that the parts are re-assembled to the maximum extent possible before evacuating the vehicles.
7. The ordnance representative at Divs/ Areas will maintain close liaison with CsEME

regarding repairs to vehicles, in field/station workshops with a view to helping the CsEME to ensure that the vehicles within the scope of field repairs are not backloaded due to lack of spares. He will personally sign a certificate that the vehicle may be returned to ordnance on the grounds of non-availability of spares. Such a certificate will be forwarded to the OC dependent workshop within the period specified from time to time in Army orders for the evacuation of vehicles.

8. When a vehicle is authorised to be returned for want of spares, the OC dependent workshop will furnish a certificate that--

- (i) Non-availability certificates has been received from ordnance depot and no suitable PDS has been indicated;

- (ii) The certificate mentioned in note 7 has been furnished by the ordnance representative; and/or

- (iii) vehicles have been awaiting spares for the period specified in Army Orders from time to time.

188. Action by Units Prior to Return of Vehicles

If the vehicles are despatched by road, OC of the consignor unit will fix up a date of return of vehicles, in consultation with the Commandant COD/OD of the vehicle depot, before the physical movement of the vehicles actually takes place.

If the vehicle has not been inspected and classified, arrange with dependent field workshops for this to be done and ask for an inspection report.

Check the tools and equipment and securely pack them against loss in transit. Only serviceable items of kit, surplus to unit requirements, will be returned.

If vehicle is to be despatched by rail, arrange with HQ Formation/Area/Sub-Area for rolling stock.

189. Assistance of Field Workshops Prior to Return of Vehicles

EME Workshops will not under any circumstances be made responsible for the evacuation of unit vehicles or for making arrangements for rolling stock. This duty rests entirely with the unit concerned, this includes the removal of vehicles from workshops prior to despatch by rail. Where the unit concerned is not actually located in the same station as the workshops, in which the vehicle is located arrangement will be made for assistance to be rendered by local units.

190. Procedure for the return of Vehicles to Vehicle Depots

(a) By road—

(i) If vehicles are proceeding under their own power they will be driven by unit drivers.

(ii) Vehicles will be accompanied by the normal documents and include inspection report, log book and loss statements (where necessary).

(iii) The vehicle casualty for striking off/writing off will be published in the MVCR for the month.

(b) By rail—

(i) Escorts will, where necessary, be provided by the unit concerned.

(ii) Tools and equipment will be boxed.

(iii) The Railway Receipt, Inspection Reports, Loss Statements (where necessary) and all documents, will be despatched to the vehicle depot concerned, by registered post, as soon as the vehicle has been loaded. Where escorts are provided, documents will be handed to the senior rank for delivery.

(iv) The vehicle casualty for striking off/writing off will be published in the MVCR for the month.

191. Report from Vehicle Depot receiving Vehicles

Vehicle depots will report to higher authority, all cases in which vehicles are received in bad condition, which is attributed to negligence or misuse.

192. Functions of Vehicle Depot

Detailed orders regarding functions of various vehicle depots, as they affect the Unit/Formations, located in a particular Command will be issued by Army HQ from time to

time. These orders will also be applicable to the Units/Formations of Indian Air Force/Indian Navy, in so far as issues and replacements of common user vehicles are concerned. All such vehicles which cannot be repaired by the EME should be handed over to the appropriate Vehicle Depot, authorised to receive such vehicles and replacement in lieu demanded through Air HQ/Naval HQ as the case may be.

193. Initial Issues to IAF/IN

Initial issues to IAF/Indian Navy (as opposed to those issued in replacement of class V vehicles in respect of Indian Air Force and Classes IV and V vehicles in respect of Indian Navy) and all vehicles issued to MES/Military Farms are made on payment by book debit. These issues are made out of Army HQ unallotted stocks, on release/issue orders given by Army HQ. Adjustment for these issues, made on payment by book debit, will be made in accordance with procedure laid down from time to time.

194. Issue of Vehicles on Loan

(a) The accepted policy is to restrict loan issues to the inescapable minimum. Cases for loan issues will be sponsored by staff at Command HQ and forwarded to Army HQ (WE 3), in accordance with the instructions issued from time to time. Units will not approach ordnance authorities for loan issue.

(b) Units/establishments are responsible to progress the loan issue of vehicles. It is essential that action is taken by them to return vehicles within the loan period if these are no longer required. In case, necessity beyond the sanctioned loan period exists, units/establishments must take action to apply for extension of loan period, well in time to ensure that the applications reach Army HQ six weeks before the original loan period expires. Simultaneously the units should take action to inform the issuing depots of the action being taken by them.

(c) The unit moving out of its original location should invariably inform the issuing depot its revised location so that the loan records can be transferred to the nearest depot to the changed location of the unit concerned.

195. Accounting, Issue and Receipt of MT Gasoline when Vehicles are Returned to Vehicle Depots

(a) Receipt—When vehicles are returned by Units/Formations to Vehicle Depots, a copy of the MT gasoline issue voucher should be forwarded to the Chief Ordnance Officer of the vehicle depot, together with the vehicle issue voucher for similar action as indicated in para 122.

(b) Accounting of MT gasoline, when vehicles are returned to vehicle depots—MT gasoline will be drained off from all vehicles on receipt in vehicle depots. The quantity drained will be endorsed on the unit issue voucher and the signature of the unit representative will be obtained. The quantity vouchered by the unit will be brought on charge and the quantity used in transit (i.e. the difference in the quantity drained and quantity vouchered) will be charged off by means of a certified issue voucher.

(c) Requirement of fuel—The fuel required for the movement of vehicles inside the vehicle depot will be issued against each BA number and the quantity issued will be posted in ledger.

MT gasoline recovered from vehicles after defuelling will be re-issued for immediate consumption i.e., to vehicles under issue (excluding AFVs depot transport). At the time of re-issue, it will be mixed with fresh MT gasoline in the ratio of one part recovered MT gasoline to 4 parts fresh MT gasoline.

NOTE 1. On no account will drained MT gasoline be used for filling up vehicles going for storage. Fuel recovered from vehicles after defuelling will be returned to the FOL store and brought to account by bulk CRV at the end of each working day.

NOTE 2. Fuel left in tanks of vehicles on putting to storage will not be brought to account in the ledger.

(d) Vehicles sent for storage—All MT gasoline vehicles (Class I to VII) will be drained off MT gasoline on being placed in their storage location, except such class I, II and III vehicles as are required for immediate issue.

(e) Storage of compression ignition engined vehicles—All compression ignition engined vehicles, class I to VII, will be stored with tanks full. The Tank Camp, will be sealed to the filter with the insulation type to prevent ingress of water, except when it is desired to run the engine

196. Maintenance of Vehicles Records

The various books/documents which are required to be maintained by all officers-in-charge of MT and FOL are mentioned below :—

(a) Transport Indent and Order Form IAFZ-2150—The rules for preparation and disposal of the forms are given in para 162 of ASC Regulations. The following points in the preparation and disposal of this form should be borne in mind :—

(i) The requisition signed by commissioned officer indenting for the transport will bear underneath his signature, his name and initials in block letters.

(ii) It should be checked that the applicant is entitled to the provision of conveyance (free/on payment) and that competent authority has sanctioned the allotment.

(iii) Units should submit their demands on IAFZ-2150 to the local station/formation commander (as the case may be), forty-eight hours in advance. In cases of emergency these requests may be telephoned, but in all cases be confirmed by submission of regular indents on the above mentioned form within forty-eight hours.

(iv) The nature of duty for which the vehicle is required should be clearly stated in the transport indent. Expressions like "Government duty" or "as required basis" or "Headquarters duty" are vague and will not be used.

(b) Vehicle Register IAFZ-2186—All units holding mechanically propelled vehicles on charge will enter them on IAFZ-2186 showing details of receipts and authority for the allotment of vehicles. A separate page should be used for each make and type of vehicle on charge and the number and date of vouchers on which the vehicles were taken on charge/struck off charge should be clearly entered.

(c) Accounting of kits and tools of vehicles—Kits and tools of vehicles will be accounted for item wise in accordance with the following procedure :—

(i) All receipt of kits will be entered on IAFZ-2286A by items and their distribution by BA numbers shown on reverse of the form.

(ii) A kit inventory in duplicate will be prepared and both the copies signed by driver. The inventory will always be kept up-to-date and all items issued to/returned by the driver (except under the clean exchange system) for use with the vehicle will be recorded on both the copies. Number 1 copy will be kept with the incharge stores, as a token of receipt for the items issued with the vehicle. Number 2 copy will be kept with log book.

(iii) On transfer/issue of vehicle, items of kits will be issued on separate regular issue vouchers IAFZ-2096/IAFO-2672 and struck off of ledger charge on IAFZ-2686-A.

(iv) BLR and unserviceable items of kit will be returned by units direct to the appropriate RSSD/Salvage Depot.

Vehicles kit lists are schedules of kits for type of a particular vehicle and as such they will continue to be maintained. Kit shortage lists, however, become redundant and will not be maintained.

Kit inventories and vehicle kit lists will be transferred to new unit along with the vehicles.

At the time of issue of 'A' vehicle by... vehicle depots// units, kits accompanying the vehicle, will be listed in three separate sets of vouchers vid., gun, wireless and miscellaneous and accounted for in the normal manner.

NOTE—Items which are permanently fitted to the vehicles will be treated as components of vehicles and therefore not accounted for separately. Action will, however, be taken to check these items at the time of receipt and issue and raise discrepancy reports wherever necessary.

(d) Vehicle log books-IAFZ-2197 and IAFZ2157—The relevant book will be maintained for each individual vehicle by the unit on whose establishment the vehicle is held and should be kept up-to-date. All casualties affecting the vehicle regarding the change of ownership change of drivers, tests carried, replacement and monthly meterage done will be recorded therein. It will accompany the vehicle into workshops for appropriate entries to be made. The various particulars to be entered should be examined every month to ensure that no entries have been omitted. It should be seen that a list of authorised tools and equipment and kit shortage lists are kept in the pocket provided at the end of the book, in addition to the register maintained for this purpose.

197. Census Return of 'A' and 'B' Vehicles, SP Mountings and Trailers (IAFZ-3020).

All units will forward in duplicate a quarterly return on IAFZ-3020 to their Division/Area/Independent Brigade HQ showing KPL for each service vehicles, as on the last day of Feb. May, Aug and Nov, by the 5th day of Mar, Jun, Sep and Dec respectively of each year. Division/Area/Indp Brigade HQ will after scrutiny return one copy to the unit.

The KPL of every service vehicle will be carefully checked and cases of excessive consumption should be suitably dealt with. A certificate to the effect that the KPL is reasonably correct and that all possible economy has been exercised as signed by the OC unit and countersigned by the scrutinising officer at Division/Area HQ will be accepted audit.

198. Speed of Vehicles

(a) Vehicles will normally be driven at their economic speed subject to—

- (i) local military or police traffic regulations.
- (ii) 'Safety first' principles.

(b) Officers Commanding units will notify in unit orders the economic speed of each class of vehicle in their units. The maximum speed of vehicle with a disabled one in two will not exceed 16 kilometres per hour.

This will be published from time to time in unit orders.

DISPOSAL OF SURPLUS, OBSOLETE AND UNSERVICE- ABLE VEHICLES

199. Circumstances under which Vehicles Become Due for Disposal

Vehicles may become surplus, obsolete, unserviceable and as such become due for disposal under the following circumstances :—

- (a) Reduction in establishment;
- (b) Declared obsolete before reaching uneconomical use stage;
- (c) Involved in accident rendering further use uneconomical;
- (d) Beyond economical repair due to normal wear and tear;
- (e) Completion of experimental trials.

NOTE : Vehicles may also be discarded in accordance with the policy determined by the Government from time to time.

200. Vehicles Rendered Surplus Due to Reduction in Establishment

When a vehicle becomes surplus due to reduction in establishment, it will be reported to HQ Command with the least possible delay. HQ Command will decide whether the vehicle can be utilised within the Command and if so, issue orders accordingly. In case the vehicle cannot be utilised within the Command, HQ Command will obtain disposal instructions from Army HQ (OS Dte).

201. Obsolete Vehicles

Vehicles notified as obsolete in AOs will be returned to Vehicle Depots under orders of Army HQ except for unfit vehicles for which see para 203. Instructions for return of obsolete vehicles will state the Vehicle Depots to which they are to be returned.

202. Vehicles Involved in Accidents

In the case of vehicles involved in accidents, action as per paras 103 and 104 will be taken and where the vehicles are found to be beyond economical repair by the EME authorities, instructions for their disposal will be obtained from Army HQ.

203. Vehicles Beyond Economical Repairs

Vehicles declared beyond economical repair (Class VI) and obsolete unfit (Class VII unfit) will be disposed of as under :—

(a) 'B' Vehicles.

Class VI and VII unfit 'B' vehicles will be returned direct to the nearest Salvage Section/Sub Depot/Detachment. Appendix 'E' shows the Ordnance Vehicles Depots through which paper work will be carried out and the linked Salvage/Section/Sub Depots/Detachments to which the vehicles will be returned.

(i) Before backloading the vehicles, a letter as per Appendix 'F' will be prepared and forwarded to the nearest Vehicle Depot in duplicate. Commandant/Officer Commanding Vehicle Depot will return one copy of the letter with Part II duly completed to the sender. On receipt of this letter, the vehicle will be handed over to the nearest Salvage Section/Sub Depot/Detachment accompanied by three copies of Issue Vouchers, Log Book and the inspection report (E03). The Salvage Section/ Sub Depot/ Detachment will return two copies of the vouchers, duly receipted; to consignor. Casualty striking the vehicle off unit charge will then be published by the unit and one copy thereof together with the receipted copy of the issue voucher will be forwarded to the Vehicle Depot concerned. The Vehicle Depot will then publish MVCR striking the vehicle off Army charge.

(ii) Before handing over the vehicle to Salvage, BA No. printed on the vehicle will be obliterated. Serviceable and repairable tools/equipment will be returned to the RSSD concerned, where these will be accounted for under the normal procedure. Unserviceable tools will be returned to the nearest Salvage Section/Sub Depot/Detachment and will be vouchered under both the accounting units i.e. number and weight.

(iii) Salvage Section/Sub Depot/Detachment will retrieve all useful components which are included either in Repair Priority Lists or in the **lists of important shortages** or required by attached EME Workshops, irrespective of whether these are serviceable or repairable before disposal.

(iv) Class VI and VII (unfit) 'B' vehicles held in stock by Vehicle Depots will be disposed of in accordance with the preceding instructions except that surplus serviceable tools/equipment of these vehicles will be back-loaded to the CODs concerned.

(b) 'A' and Armoured 'B' Vehicles

(i) Class VI/VII 'A' Armoured 'B' vehicles will not be backloaded to Salvage Depots/Sections for disposal.

(ii) Units holding surplus Class VI/VII 'A' and Armoured 'B' vehicles will consult Field Station Workshops on which they are dependent with regard to the advisability of retrieving useful parts/components which might be required to maintain other vehicles within units/formations. This report together with full particulars of the surplus vehicle will be forwarded to HQ Command.

(iii) HQ Command will consider whether the vehicles are required for training purposes or for target practice by other units/formations/establishments within the Command. In case the vehicle is required for training purposes, a report will be made to Army HQ (WE Dte) justifying in detail the requirements and asking for disposal instructions. No action will be taken on the Field Station Workshops' report referred to in para (b) (ii) above in respect of such vehicles.

(iv) If the vehicles are required for target practice purposes, MGAOC and MGEME will be consulted and confirmation of the report submitted by Field Station Workshops vide para (b) (ii) above, will be obtained. Complete details will then be reported to Army HQ who will :—

(aa) Confirm the proposed transfer ; and

(bb) Arrange departmental instructions to be issued for retrieval of useful parts/components.

(v) Ordnance/Vehicle Depots holding Class VI/VII Armoured Vehicles will report details in Part III of Appendix 'A' of their Monthly Stock Statements for issue of disposal instructions by Army HQ (OS Dte).

(c) Hulls/Turrets/Armoured Bodies

These will have already been struck off the effective strength of the AFV Fleet and stripped of all useful parts/components. Units/Formations will report surpluses to HQ command for reallocation. If the surpluses cannot be absorbed within a particular Command, Army HQ (WE Dte) will be asked for disposal instructions.

While reporting details to Army HQ, HQ Command will clearly indicate whether :—

- (i) The condition of the hulls/turrets/armoured bodies is such that they are of no further use for training/target practice purposes ; and
- (ii) any difficulties are foreseen in moving the hulls/turrets/armoured bodies.

204. Vehicles Rendered Surplus Due to Completion of Experimental Trials

A vehicle which has become surplus due to completion of experimental trials will be disposed of in accordance with the instructions obtained from Army HQ (WE Dte).

205. Administrative Instructions for Disposal of Surplus Vehicles

Administrative instructions for disposal of vehicles surplus to Army requirements and physically available in the holding Depots will be issued by Army HQ (OS Dte). On receipt of these instructions stocks of vehicles involved will be 'frozen' and therefore no change in the classification of the vehicles will be effected. Till such time as the vehicles are disposed of through Director General of Supplies and Disposals, these will be treated in the same way as other stock vehicles except that disposal vehicles will not be maintained or garaged at the expense of other stock vehicles.

206. Disposal of Components and Equipments

Components, equipments and items will be retrieved from disposal vehicles and disposed of in accordance with the instructions issued by Army Headquarters (OS Dte).

CHAPTER VII—BOOKS AND FORMS

207. Instructions for the Use of MT Books and Forms

In addition to those prescribed for all units in Regulations for the Army (Revised Edition 1987) the following special books and forms will be kept by all units (except where otherwise stated) which hold mechanical vehicles on charge.

208. Delegation of Powers for Signing the Books and Forms

In cases where there is no workshop officer in the unit or detachment or in cases where such an officer is absent the unit commanders may delegate powers to sign the following to JCO (Armt Art) and NCOs in charge of workshops :—

(i) IAFZ-2197 (Revised)—Vehicle Log Book, under the following headings :—

(a) Specification ;

(b) Departure from standard specification ;

(c) Record of departmental changes ; and

(d) Summary of repairs.

(ii) IAF (EME) E-03 (Revised)—Technical Inspection Report (Vehicles).

(iii) IAF (EMEW-40)—Repair Card.

The delegation must be made in writing and published in unit Part I Orders ; and will be made without prejudice to the unit commander's personal responsibility.

NOTE : (i) In order to have an accurate statistics of various records maintained by units in the Vehicle Log Book the unit commander will not be allowed to delegate the authority for signing these records to personnel other than those specified in the Vehicle Log

Book and certainly not to the level of NCOs where officers are specified.

- (ii) The Make, Type, BA Number and all relevant details now shown under "Particulars of Vehicles" in the current Vehicle Log Book should invariably be signed by an officer of the Issuing Ordnance Depot.

209. IAFZ-2197 (Revised)—Vehicle Log Book

(a) It is a complete record of the vehicle's life. It is issued with every vehicle and remains with it until the vehicle is written off. This book will be kept for each individual vehicle by the unit on whose peace/war establishment the vehicle is held. The unit and the maintaining unit are each responsible for recording such entries in the book as concern them.

(b) The Issuing Ordnance Depot will affix the appropriate "Vehicle Kit List" in the gummed splines at the back of the book which should not be detached from the log book.

These books and equipment will be checked by the driver against the up-to-date list in the vehicle log book every month and defect and deficiencies, if any, will be reported.

(c) Immediately on receipt of the instructions, units holding the vehicles will enter details of every applicable modification instructions giving the reference number, date of issue, priority category etc. OC workshops will enter completion.

(d) In the vehicle log book will be recorded :—

- (i) Particulars of the vehicle.
- (ii) Departures from standard specification.
- (iii) Details of equipment to accompany vehicle on transfer.
- (iv) Record of transfers.
- (v) Record of repairs including test of (Kilometres per litre. (Under this heading a record of MUAs exchanges will be made in red ink giving the Kilometres run by the vehicle on the date of exchange.

- (vi) Record of drivers.
- (vii) Record of Kilometres run monthly. (The progressive Kilometre run of the vehicles should be shown at the end of every month.
- (viii) Tyre record.
- (ix) Record of oil changing.
- (x) Record of departmental changes carried out. While recording departmental changes carried out to vehicle the EMERs authorising such changes will be recorded in the log book.
- (xi) Auxiliary fittings.
- (xii) Tools and equipment check record.
- (xiii) Battery changing record.
- (xiv) Changes of major assemblies.
- (xv) Record of vehicle paintings.

(e) This book will accompany the vehicle to Workshops whenever repairs are to be executed, in order that the necessary entries can be made. In the case of repairs executed by local contract necessary entries will be made by the officer responsible for the field repair of the vehicle.

(f) This book will be transferred with the vehicle from unit to unit.

(g) When the log book of any particular vehicle becomes full, a new book will be opened. The entries transferred should be certified as true. The old book need not be attached to the new one and may be kept in unit lines for safe custody, unless either required by the EME workshops or the vehicle is transferred to another unit. When taken into use, the issue number of new book will be entered at the top of page 1 and the date of issue will be inserted. The following particulars will be transferred from the old book to the new book :—

(i) Particulars of the vehicle.

(ii) The last unit from which the vehicle was transferred, and the date of such transfer.

(iii) Total (Kilometres run) by the vehicle. [This shall be the "Progressive Chassis (Kilometres run)".]

(iv) Kilometres run since last overhaul.

(v) Tyre record. (Entries relating to the tyres actually on the vehicle at the time the new book is opened).

(vi) Detail of vehicle equipment.

(vii) Record of oil changing.

(viii) Details of completed/uncompleted modifications. Log books are open to inspection by local audit officers.

210. IAFZ-2036—Drivers Orders and Driving Licence

For instructions see paras 94 to 97.

211. IAFZ-2188—Vehicle Inspection Chart

This is a monthly record of vehicle inspections for forty vehicles.

212. IAFZ-2198—MT Driver Reservists' Efficiency Certificate

This is a certificate to be signed by the employer of a MT driver reservist who is exempted from annual training in Accordance with Regulations for the Army (Reprint 1987).

213. Procedure for Heavy Repair Requisition

Vehicles requiring Base Repairs are downgraded by EME and sent back to ordnance by units. The ordnance depots in turn submit Work Orders on form IAFO-1370 to the Army Base Workshops which has been allotted the particular repair commitment. The work orders are submitted in accordance with the instructions on the form and the current "Base Workshops Procedure" laid down in the relevant EMERs. The same procedure is applicable to all MUAs of vehicles. The Kilometres run since last overhaul and the up-to-date chassis Kilometres run in case of vehicles and the Kilometres run by the MUA requiring overhaul in case of MUAs, etc., be indicated on the work order form.

214. IAF (EME) E-03—Technical Inspection Report on Vehicles

This is an EME technical inspection report on vehicles. This form will be used for all periodical inspection by EME of wheeled and tracked vehicles and completed in accordance with instructions on the form and the current procedure laid down departmentally.

The nature of inspection e.g. quarterly, half yearly, annual or special will be inserted on the top of the form.

The unit inspections e.g. those by unit/sub unit commanders and MTOs will not be recorded on this form.

215. IAFO-2741—Vehicle Depot Daily Statement, Receipts/Issues at 1200 Hrs

(a) This form consists of two parts as under :—

PART A—Return of receipts, issues, etc. of MT vehicles during the month.

PART B—(i) MT vehicle state for the month ; and
(ii) Distribution by totals of makes and types of all vehicles on charge.

(b) The whole form will be completed when either of the following casualties occur :—

(i) Permanent transfers from one unit or section to another.

(ii) Changes in identity of vehicles.

When neither of the above casualties occurs, but there is a change in the location and distribution of vehicles likely to last for six months, Part B of the form only will be completed.

Full instructions for compilation are printed on the form itself.

(c) When there are no casualties during a month, a nil return in memo form will be rendered by the unit to the DDST/ADST of Area/Independent Sub Area/Sub Area. The DDST/ADST will forward a consolidated nil report to other recipients of the return to reach them by the 10th of the month following that to which it pertains.

- (d) (i) VRD will prepare weekly (Part A only).

The information required in the weekly return is : —

(aa) All vehicles received during the week including new vehicles.

(ab) All issues made during the week.

(ac) All conversions of vehicles that will alter their identity, e.g. a supply lorry to an instructional chassis, etc.

(ii) The information given in the weekly return will not be repeated in the "Monthly" one.

(iii) Nil return "Weekly" as well as "Monthly" will be rendered on a memo form.

216. IAFZ-2186—Unit Vehicles Register

This form will be kept as an official record by all units holding vehicles on charge. A vehicle entered in this register will mean a vehicle complete with its equipment as laid down in IAFF 980-300 with the exception of equipment such as fire extinguishers or other equipment held on charge at a scale of less than one article per vehicle or equipment held by virtue of the particular duty for which a vehicle is detailed in addition to the normal equipment, i.e., shovels, pick axes, etc. Vehicles attached for maintenance to MT units will also be included in the record of those units, but will be kept separate from those which actually constitute the establishment of those units.

217. IAFZ-2207—Equipment Ledger—Mechanized Units

(a) Technical equipment, machinery, plant and tools in use will be held on charge in this ledger as distinct from such items not in use which are stored in the bins and are held on charge.

(b) Transactions between the technical stores and the working portion of a unit will, except in the case of clean exchanges, be recorded in IAFZ-2207 and will be supported by the form mentioned in para 210. Clean exchanges (i.e. the exchange of repairable or unserviceable article in use for an equivalent number of serviceable articles from store) will not be recorded in IAFZ-2207.

(c) To enable IAFZ-2207 to be readily checked and audited, receipts will be maintained for machinery, plants, tools or equipment issued to personnel for the performance of their duties.

(d) Vehicle equipment and tools will not be entered in the section equipment ledger, these being considered as forming part of the vehicle.

(e) Vehicle equipment and tools will not be entered in the "Technical Equipment Ledger". These will be accounted for separately as per instructions contained in para 196 (c) (i).

218. IAF (EME) W-26—Day Book—Light and Field Repair Workshops

This book has twenty columns which record in respect of vehicles entering workshops all important dates and particulars from the date of receipt of Work Order to the date of collection of the vehicle after repairs. The following are some of the important particulars recorded in this book :—

- (i) Work Order Number and Date.
- (ii) Date in.
- (iii) BA Number, Make and Type of vehicle.
- (iv) Nature of defects.
- (v) Job Card Number
- (vi) Date out.
- (vii) Causes of delay, if any.

219. IAF (EME) W-40—Repair Card

A repair card will be made out for every vehicle taken into workshops for repair. The repairs required and the repairs executed will be recorded thereon.

220. Requisition for Parts and Material

All issues from the Technical Stores Section to parent workshops and to dependent EME units will be supported by the undermentioned forms :—

(a) Parent workshops

- (i) Consumable expendible stores Expense/Exchange inden
voucher IAFZ-2183A
countersigned by the work
shops officer.

NOTE—The technical stores section will prepare a consolidated issue voucher on IAFZ-2096 covering all items. This should be signed by the OC workshop or an officer deputed by him.

- (ii) Spares and Assemblies Relevant Repair Card IAF
(EME) W-4 (the require
ments duly initialled by
Incharge Repair Section
and IAFZ-2183-A

- (b) Dependent EME Units Spares and As-
semblies only Expense/Exchange indent
voucher IAFZ-2183-A from
dependent Light Repair
Workshop on a clean ex-
change basis.

221. IAFZ-2206—Requisition for FOL and Carbide

Stocks of FOL and carbide will be held on unit charge on IAFZ-2109. This form will be used as a demand and temporary receipt when issues of FOL or carbide are made to sub-units or individual drivers in tins from FOL stores or in retail from unit kerbside tanks. Issues will be recapitulated

on IAFZ-2096 which will constitute the final receipt between the unit and sub-unit.

222. IAFZ-1907—Transfer Voucher

This form will be used to support the transfer of items from one head to another in the case of :—

The breaking up of assemblies; the change of nomenclature; an item being wrongly described; manufacture and retrieving; conversion of unserviceable articles to scrap.

Except in costed unit, the columns for "rate" and "value" will not be filled in.

223. IAFZ-2109—Ledger of Stocks, Supplies of Stores

This form is used by certain units of the Maintenance Group.

224. IAFZ-2530—Vehicle Equipment Ledger Card

This is the driver's receipt for the moveable equipment and hand tools accompanying a vehicle. It will be completed in duplicate and will be signed both by the officer and driver concerned. One copy will be retained by the driver and the other copy will be kept for section record.

225. IAFZ-2705—Demands for Technical Stores

Demands on the COD will be made on this form. When the demand is for a spare part which has no longer item number, the type and make of the vehicle for which it is required will be stated. If there is any doubt as to type, the BA number and chassis number of the vehicle will be stated so as the COD will be able to indentify the part without doubt.

226. IAFZ-2672—Issue Voucher

This form serves a two fold purpose :—

- (i) It is a voucher to support all permanent transfers of vehicles from one unit to another. This includes transfer

between Vehicle Depot and Vehicle Reserve Depot before and after overhauls or repairs. When a cost accounting unit is involved in the transaction the cost will be entered in the remarks column.

(ii) It also contains all necessary information regarding the transfer and obviates the necessity of any forwarding correspondence.

227. IAF (EME) W-24—Daily Time Sheet

This form is used in Base Workshops to record the time of industrial personnel as against the jobs they are detailed. The form is used in accordance with the procedure laid down in Electrical and Mechanical Engineering Regulations.

228. IAFZ-2600—Load Tally

For use by load carrying vehicles when transporting stores. The OC unit is responsible for supplying drivers with sufficient forms before starting out for any particular duty (see paras 92 & 93).

229. IAFZ-3083—Monthly Vehicle Casualty Return

MVCR (IAFZ-3083) is published monthly showing position as on the last day of the previous month. All casualties during the preceding month which were earlier being reported by way of Part X Order are now required to be reflected in this form.

230. IAFZ 3025—Part XII Order—Tyre, Engine, Battery—Casualty Return

By this form all casualties affecting tyres, engines, batteries etc. of vehicles and MUAs are reported.

231. IAFZ-2213—Caution Slip

(a) All new vehicles and repaired vehicles fitted with new or reconditioned engines, will have a caution slip (IAFZ-2213) duly completed affixed to their wind screens or dash boards before they are issued/handed over from depots/EME workshops to units. A duplicate copy of the caution slip will be pasted inside the vehicle log book.

(b) The responsibility for affixing the caution slip to new/repaired vehicles will be as under:—

- (i) New vehicles received from the trade Vehicle Depot workshops
- (ii) Reconditioned vehicles received from Vehicle Depot workshops.
Army Base Workshops.
- (iii) Vehicles on which a new/reconditioned replacement engine is fitted. EME Workshops concerned.

232. Blank

233. Forms used in Base Workshops

(a) The forms in use in Base Workshops are in accordance with Base Workshops Procedure laid down in EMERs (I).

(b) The forms used in Base Workshops are listed below:—

- (i) IAFO-2535—Vehicle passing out certificate.
- (ii) IAFO-1370—Work Order form.
- (iii) IAF(EME) W-23—Engine Test Schedule.

(iv) Man hours Statistical returns viz:—

Part A—for Direct Man hours.

Part B—for Indirect Man hours.

(v) IAFZ-2183 (Small and Large)—Expense/Exchange indent voucher.

(vi) IAFZ-2096—Receipt, Issue and Expense/vouchers.

- (vii) IAF(EME) W-27—Inter Section Requisition.
- (viii) IAF(EME) W-46—Job Folder Minute Sheet.
- (ix) IAF(EME) W-25—Summanry Sheet.
- (x) IAFZ-2183-A—Expense/Exchange Indent Voucher.
- (xi) IAF(EME) E-03 (Revised)—Technical Inspection Report (Vehicles)/Test Report for Motor Cycles.
- (xii) IAFO-2632—Tanks Examination Report.

234. IAFY-2002—Accident Report Relating to Mechanical Vehicles

This form will be prepared in accordance with Appendix "D".

235. IAFZ-3056—Technical Stores Ledger Folio Register

This register will be maintained as one book.

APPENDIX "A" (Referred to in para 19)

EMPLOYMENT OF VEHICLES & MOTOR AMBULANCES IN PEACE

1. The conditions under which the vehicles including the Motor Ambulances may be used for general military purposes are laid down in the following paragraphs.
2. Vehicles will include motor cycle, cars, ambulances, truck and lorries GS and specialist vehicles.

In stations where sufficient transport is not available, the vehicles of non-ASC units may be utilised for transportation and tactical exercises under these instructions.

3. Units affected by these instructions will draw FOL on an "as required" basis and will account for the same in the normal manner, as laid down in these regulations.
4. For the purpose of accounting for FOL consumed under the provisions of this appendix, calculations will be made in terms of petrol and diesel only. Issues of oil and lubricants will be accounted for in the normal manner for accounting for FOL within units and issues will be made on as required basis.

The checking of fuel consumption by individual ASC vehicles will be carried out regularly by section commanders and OSC units. Inspecting Officers will also check a proportion during the inspections.

TRANSPORTATION-VEHICLES

5. The use of all vehicles for transportation purposes will be supported by a Transport Indent and Order Form (IAFZ-2150) signed by the local Stn/Fmn Cdr (as the case may be) who is responsible that the duty is authorised by regulations. In the case of transfer of vehicles including ambulances by road between units, including the Vehicle Reserve Depot and Army Base Workshops the fuel consumption will be supported by a covering Transport Indent and Order Form obtained on completion of the journey.
6. On completion of the duty, the OC unit performing the duty will enter on the IAFZ-2150 the number and type of vehicles detailed and the total kilometers run in the execution of that duty and will return the IAFZ-2150 to the local Station/Formation commander.
7. No account other than the unit fuel account will be maintained by the unit but on the fifth of each month, the OC unit will render a return in duplicate to the local Stn/Fmn Cdr showing :—
 - (a) The total kilometres run and the amount of fuel consumed by different types of vehicles during the previous month in the performance of transportation duty.
 - (b) The average kilometres to the litre of fuel for each type of vehicle attained by the vehicles of his unit in the performance of the duties at (a) above.
8. Local Stn/Fmn Cdr will issue IAFZ 2150 separately in respect of Indents, records of which will be maintained in the following registers :—
 - (a) Free Transport Indent Register ;
 - (b) Free Amenity Transport Register ;
 - (c) Payment Transport Register ; and
 - (d) Book Debit Transport Register.

9. IAFZ-2150 in respect of indents records of which will be maintained under para 8(c) & (d), will be clearly endorsed in red ink as "on payment" or, "debitable to" as the case may be.

10. At the close of the month the local Stn/Fmn Cdr will deal with his completed Transport Indent and Order Forms as follow :—

(a) He will total the kilometreage run as shown in the Transport Indent and Order Forms for each MT unit. Any discrepancy and any case where excessive transport has been employed will be referred back to the unit for explanation.

(b) "Debitable" Transport Indent and Order Forms will then be separated according to the head to which debitable and will be forwarded to CDA concerned (AAD/ Accountant in charge, attached to the factory concerned for MT services rendered to Ordnance and Clothing Factories) who, after acknowledging them, will price them at the rates published by the Government from time to time.

(c) Transport Indent and Order Forms and Payment indents together with the Treasury Receipts will be forwarded to the CDA concerned.

(d) Non-debitable Transport Indent and Order Forms will be retained in the office of the local Stn/Fmn Cdr for audit purposes.

NOTE—Where more than one service or department is served on one trip, the charges will be proportionately distributed between the users by the local Stn/Fmn Cdr concerned.

AMBULANCES

11. "Transportation" in the case of these vehicles will apply to normal station running under the control of the OC Military Hospital, to which ambulances have been allotted, or any other officer deputed by him.

12. No running will take place except under the orders of responsible medical officer, or, in his absence, under the orders of the medical officers, assistant surgeon or sub-assistant surgeon on duty. When an ambulance is required for

"Instruction and maintenance", the officer commanding parent unit or his representative will apply to the responsible medical officer to make it available.

The medical officer, assistant surgeon or sub-assistant surgeon ordering a run under the heading "Transportation" vide para 11 above, will be responsible that it is recorded in columns 1 to 4 of IAFZ-2209. In the case of 'Instruction and Maintenance' running, the officer commanding parent unit or his representative will record the running in IAFZ-2209, and will initial the entry. All running will be accounted for in the Daily Running Report IAFZ-2212.

13. The total shown on IAFZ-2212 will be recorded on IAFZ-2210 and submitted monthly by the OC hospital to the ADMS for check and record.

APPENDIX "B"

(Referred to in para 66)

HIRING OF MILITARY VEHICLES

1. Certain types of Military vehicles can be hired out in accordance with paras 8 to 11 below.
2. Ambulances can be hired in accordance with para 42 of MVR.
3. Subject to the conditions imposed by para 14(a) below a vehicle will be regarded as being hired from the time it first reports to the intended hirer until it has been discharged from the hirer's service.
4. If after a day's hiring, the hirer wishes to retain the vehicle for a day or more before returning it to its unit lines, such retention will be paid at the rate of *rupees five a day* provided that:—
 - (i) the vehicle is not run during the period of retention; and
 - (ii) The OC unit and local Stn/Fmn Cdr concerned concur in the retention.

A day will be reckoned as of 24 hours from midnight to midnight. No charge will be made for a fraction of a day.

5. Officers hiring out the vehicle will be responsible that the hire charges are credited to government. This may be effected by the issue to the hirer of a military receivable order of the amount involved when the hierer will be responsible for crediting the amount into the treasury and forwarding the treasury receipt to the officer hiring out the vehicle or the officer hiring out the vehicle may accept cash payment for the hire which he will credit into the nearest treasury.

The officer supplying MT vehicle on hire is primarily responsible for seeing that recovering are effected with reasonable promptitude and shall bring to the notice of the Area/Independent Area Commanders, any cases in which payment is delayed by the party to whom the vehicle was hired.

6. Bonus—Each driver and supervisory staff will be paid Re. 0.50 per diem for each day's work (or part of day's work) performed. These amount will be obtained in a contingent bill submitted to the CDA through, the local Stn/Fmn Cdr who will quote the months account in which credit is given for the work performed and the name of government departments (i.e. civil department and also Military departments or formations hiring vehicles on payment) or the name of the person hiring the vehicle. In case of ambulances hired out to civilians bonus will not be paid to drivers.

In the case of hiring of military vehicles to military departments, the charges on account of bonus will be recovered from the department concerned in addition to the hire charges.

In so far as amenity rates are concerned, neither will any bonus be paid to drivers nor will any recovery be effected from officers on this account.

In so far as hiring of vehicles at normal rates is concerned, the bonus will continue to be paid to drivers and no additional charges on account of payment of bonus will be recovered from the department/personnel.

7. (a) A Government vehicle hired out to any person, unit or formation, entitled by regulations to hire such a vehicle is incharge of a government driver who is on duty.

In case of accidents government is liable for all risks, including third party.

(b) Government is the owner of the vehicle and is responsible for the action of its driver. The hirer of the vehicle will not be liable for any damage to the vehicle or for third party risks unless he is proved to be criminally responsible for any accident. His position will be the same in a government vehicle as in any other hired vehicles, e.g. taxi, bus or train.

(c) Entitled hirer of Government vehicle will not insure these vehicles against damage or against third party risks.

8. The instructions government (i) scales of rates of hire charges; (ii) use of military vehicles for recreational purposes; and (iii) rules of general application regarding the hire/use of military vehicles for all purposes are contained in Paras 9 to 20 below:

9. Scale of rates of hire—The scales of rates of hire charges of military vehicles will be as follows:—

Rates	Application
(a) Normal	(i) Civil Government departments. (ii) Provincial Governments and local authorities.
(b) Reduced	(i) Military departments (including Military Farms). (ii) Individuals paid from Defence Services Estimates.
(c) Daily	(i) Civil government departments. (ii) Provincial governments and local authorities.

Rates	Application
	(iii) Civil firms for carriage of goods when considered necessary by HQs Commands/Corps/Div./Area/Indep. Sub Area.
	(iv) Individuals paid from Defence Services Estimates.
	(v) Government contractors, when certified by departments concerned that the use of government transport is inescapable and that the goods to be carried are for government use. Hiring by government contractors will be the exception rather than the rule. Hire charges for the various types of Military Vehicles will be recovered at the daily or normal rate, whichever is more favourable to the State. The daily rate on hire will be fixed by Maj. Gen.-in-charge, Administration Commands, in consultation with their respective Controllers of Defence Accounts on the basis of a day of 8½ hours. It will be based on the daily rate of hire of a similar type of vehicle in the local hired transport contract.
	At stations where no hired transport exists, the rates at which civilian vehicles are normally available in that locality will be taken into consideration.
(1) Amenity	For hire of military vehicles to officers for recreational purposes under conditions stated in paras 13 to 15 below.

Rate	Application
(e) Free	For use of military vehicles to other ranks, the conditions being as stated in paras 13 to 16 below.

NOTE :—1. If the kilometres run covered is more than the authorised limit allowed for the officers in regard to amenity trips by the sanctioning authority, such cases will be submitted to the Area commanders for the sanction/order.

2. If the kilometres run is more than the authorised limit allowed for JCOs/OR for amenity trips by the sanctioning authority such cases will be submitted to the next higher authority for sanction/orders.

3. Other ranks may be allowed to travel free of charge in Government vehicles already proceeding on a prescribed route provided space is available and no deviation from route is made.

10. The rates of hire to be charged for different types of vehicles will be as notified in government orders from time to time.

11. Use of Military vehicles for recreational purpose Station/Formation Commanders (in respect of second line transport) and Unit Commanders (in respect of first line transport) are authorised to sanction the use of service vehicles as an amenity measure for recreational purposes as under :—

(a) Free to JCOs, Other Ranks, Recruits, Boys and Gentlemen cadets of IMA Dehra Dun.

(b) On hire, at amenity rate, to Officers.

(c) Families of JCOs/OR vide para 16 below.

12. The purposes for which the sanctioning of such use of service vehicles is authorised, are mentioned below :—

(a) For recreational visits to neighbouring towns and stations.

(b) For visiting places of historical interest, battle grounds and major national projects (e.g. National Laboratories, Hindustan Air-craft Ltd., Nangal Project, Machine Tool Prototype Factory and Steel Plants, etc).

NOTE :—The use of transport may be authorised by the Station/Formation Commanders/Unit Commanders upto 160 kilometrts ie; 80 kilometres each way for clause (b) above.

(c) For visits to private residences for enjoyment of organised hospitality.

(d) For organised sport.

(e) For recreational purposes and other entertainments.

(f) To the nearest railway station where suitable train services connect with recreational facilities.

NOTE :—There will be no bar to use of transport for amenity purposes between places wholly or partially connected by rail. The availability of public transport, including rail, will not also be a bar to provision of transport for amenity purposes.

13. The conditions governing authorisation under clauses (a) to (c) of Para 12 above are as follows :—

(a) Use of service vehicles for such purposes must not interfere with training or essential administrative services.

(b) Civilian transport must NOT be specifically hired for this purpose.

(c) Parties must be made upto the utmost extent practicable so as to economise in transport. Where possible large parties, in preference to small, will be made up so as to fill larger types of vehicles to capacity and reduce the number of vehicles used to the minimum.

(d) Journeys may be sanctioned either on special occasion or as standard journeys organised as a regular service. The latter course should be adopted wherever it is considered it will result in more economical use of the.

(e) The most economical type of vehicle for the purpose envisaged will be used as strict economy of fuel tyres enforced.

(f) Periods of use/hire will be defined so as to time spent in idle halts.

(g) In such use of military vehicles, requirements of other ranks will be given priority over those of officer. Similarly, officers in outstations will be given priority over those in or near towns.

(h) Car Diary/Transport demand form with the words "Recreational Journey" written in red ink against the heading "Specific Nature of Duty" will be used. The endorsement will be signed by the "Officer authorising the journey."

(i) Light types of motor ambulances may be used for amenity purposes by Nursing Officers. The use of ambulances for this purposes will be limited to exceptional cases when other vehicles are not available in the station.

(k) A special rate of Rs. 2.18* per kilometres will be charged for transport supplied to officers for amenity purposes in the cities of Bombay, Calcutta, Delhi including New Delhi, Poona and Madras.

(1) Staff car will be hired out for amenity purposes, subject to the following conditions :—

(i) The kilometres sanctioned for amenity purposes in respect of any one vehicle under no circumstances, exceed 2414 kilometres in any one year out of the basic 12,000 kilometres per annum allowed.

(ii) The total kilometre run inclusive of kilometres for amenity purposes for any staff car hired out for amenity purposes should, under no circumstances, exceed 12,000 kilometres per year.

(iii) No request for grant of additional kilometres for amenity purposes, will be entertained.

(iv) No increase in the transport establishment of units/formations would be sought/accepted on the basis of additional commitments on account of amenity running.

14. In addition to the general conditions set out in Para 13 above, certain special conditions, as detailed in Para 15 below, govern the authorisation of the use of military vehicles for recreational purposes for :—

(a) Officers; and

(b) JCOs, other ranks, recruits, boys and Gentlemen Cadets of IMA Dehra Dun.

15. The special conditions mentioned in Para 14 above are as under :—

(a) *For Officers*

(i) Service vehicles provided to officers for recreational purposes will be on hire to such officers at amenity rates laid down by the government from time to time. No individual officer will, however, be allowed to hire at amenity rates for more than once in a week.

(ii) The term "Recreational purposes" includes forms of recreation as may be decided by the Station/ Formation Commander/Unit Commander as being of constructive value in the development of officers morale.

(iii) Officers will NOT drive vehicles used on these journeys. Should an officer do so or influence the driver in any way to drive rashly or negligently, disciplinary action will be taken against the officer concerned, and, in the event of an accident occurring the officer or his dependents, as the case may be, will not be considered for grant of compensation by Government.

(iv) Parties carried may include their families and guests-civilians and military including ladies.

(v) Government transport will NOT be used for distances less than 3 kilometres or more than 64 kilometres (i.e. 32 kilometres each way) without the personal sanction of the Area/Div Commander.

(vi) Officers in possession of private cars may be permitted to hire amenity transport but on enhanced rates as given below :—

(a) (a) Rs. 1.95* paise per kilometres in stations other than those given in (b) below.

(b) Rs. 3.51* paise per kilometre at BOMBAY, CALCUTTA, DELHI including NEW DELHI, POONA and MADRAS.

*Revised vide Govt. letter No. B/16135/QISTII/2121/D(QS) dated 31 May 1985 as amended.

(b) For JCOs and Other Ranks

(i) Such service vehicles will be provided free of charge.

(ii) Provided that JCOs and Other Ranks are not displaced, and without detriment to the priority of JCOs and other ranks, officers may be permitted to travel free of Charges in vehicles going on recreational journeys, provided for the benefit of the Other Ranks.

(iii) No individuals will be allowed more than an average of one journey per week subject to the maximum of eight trips in a quarter. The distance limitations and sanctioning authorities will be as under :

Distance Limitation	Sanctioning authorities
(a) Total distance of not less than 3 kilometres and not more than 32 kilometres (i.e. 16 kilometres each way)	Station/Formation Commander/Unit Commander.
(b) Total distance over 32 kilometres and in no case more than 48 kilometres (i.e. 24 kilometres each way).	Area/Div Commander, who may accord a standing permission to certain Station Formation Commanders or certain specific journeys where, in the opinion of the Area/Div Commandern, local cononditions justify such actions Standing permission will be for a period of three months only at a time and thereafter the Area/Div Commander will review the necessity for renewal for a further period of three months.
(c) Total distance over 48 kilometres (24 kilometres each way), where exceptional conditions justify such sanction.	GOC-in-C Command.

NOTE—The above powers may be delegated as under :—

- (a) Para 15(a) (v) and 15(b) (iii) (a) To their selected staff officers.
 - (b) Para 15 (b) (iii) (b) and (c)
- In accordance with Rule 3 (b) and (c) of Travel Regulations.

16. The families of JCOs/ORs may be allowed the use of transport upto a maximum of one trip per week per individual for visits to pre-natal clinics, Child welfare Meetings, Family Planning Centres, Y.W.C. As, Canteens and Service clubs (where attendance is permitted) at amenity rates.
17. Service transport can also be hired at amenity rates to foreign student officers attending courses at Defence Services Staff College, WELLINGTON.
18. The following types of vehicles will be provided for amenity purposes on amenity rates laid down by the Government for such vehicles from time to time :—
 - (a) Cars (including car 4×4 Heavy Utility and Car 5 Cwt 4×4 GS (Jeep/Jonga).
 - (b) Truck 1 Tonne
 - (c) Lorry 3 Ton to 6.5 Ton.
19. Staff cars can be hired if available, by Service Officers at the prescribed rate for attending State functions arranged in Rashtrapati Bhawan, Raj Bhawan and other important places including Embassies where attendance in uniform is compulsory.
20. Government transport can be authorised at concessional rates to civilian employees in certain Defence installations under conditions and at the rates laid down by the Government in each case.
21. Rules of general application for use/hire of Military vehicles are as follows :—
 - (a) Hiring charges will be on a kilometre per vehicles basis calculated from garage to garage unless empty vehicles are used for other purposes when the charge will be to the point where the vehicles undertake a fresh service
 - (b) The officer responsible for hiring out vehicles will be the deciding authority in determining the kilometres travelled.
 - (c) The rates of hire will not be affected by the fact that transport is running in convoys or on training drives.
 - (d) Training vehicles shall be hired out only where it is certified by the local commander that training is not interfered with.

- (e) Those hiring military vehicles will be responsible for loading and un-loading of stores and also for any loss or damage thereto during transit.
22. (a) Accommodation available in MT vehicles running on **government duty** may be occupied by military personnel not proceeding on government duty, and by their families private servants and baggage subject to the condition as laid down in note 3 of para 9 above. The rates of hire to be recovered will be notified in government orders from time to time. The amounts so recovered will be credited in full to the State and no payment will be made to drivers, etc., on this account.
- (b) Where previous arrangements are made to avail of this concession, a regular indent will be submitted in the usual manner and the details of the lifts given to non-entitled military personnel will be recorded on the Transport Indent and Order form (IAFZ-2150).
- (c) When no previous intimation is received and individuals are picked up during the journey of the vehicle the details of the lifts will be recorded on the Transport Indent and Order Form (IAFZ-2150).
- (d) These forms will be forwarded to the CDA concerned by the STO duty supported by the treasury receipt for the amounts due, in the same manner as is done in the case of services rendered on payment.

APPENDIX 'C' (referred to in para 94)

RULES REGARDING ISSUE OF DRIVING LICENCES

1. Military vehicles will not be driven by any individual, officer or other rank, without a "Military Driving Licence" IAFZ-2036, which must be actually carried at the time of driving. These licences may be issued as follows :—

- (i) Personnel of units with mechanical vehicles Officers commanding units with mechanical vehicles have authority to issue licences to personnel serving with their units, provided that the driving and other tests, pertaining to that arm branch of the service have been passed. Authority to drive, for personnel under training, may be issued by officers commanding in any convenient form.
- (ii) All officers other than those serving with units at (i) above.

(iii) The Director of Vehicles, Ministry of Defence (DGI) and the Chief Superintendent of Development Technical Development Establishment (Vehicles) have the authority to issue Military Driving Licences to officers, both military and civilians, JCOs, Other Ranks and non-gazetted civilian staff under their control, who are required to drive military transport vehicles for trials and experiments.

Supplies and Transport Officers at Army Corps, Div Area, Indep Area, Bde & Sub Area are empowered to issue licences to officers other than those serving with mechanized units, provided that they pass a test supervised by an officer serving with a mechanized unit, who has passed a course in MT driving and maintenance.

2. Licences authorised under para 1(ii) or 1(iii) above may be issued to all officers who pass the test prescribed in para 9 below. The object of issuing licences is to enable the officers to drive vehicles in an emergency or in the following circumstances : —

- (a) In the case of regular driver becoming a casualty.
- (b) On long journeys should it be considered advisable to relieve the regular driver.
- (c) When testing a vehicle for its roadworthiness.
- (d) When imparting unit training in driving i.e. when giving driving lessons and demonstration to drivers.
- (e) When a VIP/Inspecting officer is being driven around unit lines.
- (f) In addition commanding officers and senior officers of the ranks of Brigadier and above may permit officers holding valid licences to drive vehicles from time to time in order to keep them proficient in driving. Vehicles will not however, be detailed specifically for the purpose, but advantage may be taken when vehicles are detailed for normal trips for providing such opportunities to officers.
- (g) When conducting trials and experiments on a vehicle. In such cases the officer driving the vehicle will be considered as having assumed charge of the vehicle.

In normal circumstances however, vehicles should be driven by the regular drivers as they are directly responsible for the safety and proper care of their vehicles.

NOTE—Clause (c) above is applicable to EME officers only and clause (d) to commanders and Instructional Staff at the MT School/Training Centre and officer of second and third line ASC Bns/Coys and officers commanding and MTOs in units and clause (g) to officers of Directorate of Vehicles and Technical Development Establishment (Vehicles) only.

3. Licences must bear the stamp of the officer of issue. So far as other ranks are concerned, they will form part of their kits, and be produced at kit inspections.
4. Licences are valid for one calendar year only and must be renewed annually.
5. Other ranks proceeding on leave are forbidden to take their licences with them; they will be deposited at the unit office before departure.
6. A military driving licence does not empower the holder to drive a non-military vehicle, nor does a civil licence empower the holder to drive a military vehicle.
7. Officers commanding units will maintain registers of licences issued under para 1(i). Supplies & Transport officers of Army, Corps, Div, Area Indep Sub Area, Bde and Sub Area will maintain a register of those issued under para 1(ii) above.
8. The officer carrying out the test referred to in para 1(ii) or 1(iii) above is responsible that the conditions of the test as defined in para 9 below are adhered to, and that an applicant is not reported competent when any doubt exists as to his ability to drive under all conditions, the particular type of vehicle for which he is being tested.

9. Conditions of test—The applicant is required—

(i) to be thoroughly conversant with the general principle of preparing the vehicle for the road, more particularly with regard to cooling, oiling and fuel systems.

(ii) to be able readily to notice when a four or six cylinder vehicles :—

(a) is misfiring or not firing on one or more cylinders.

(b) is short of oil or water.

(iii) to have sufficient knowledge to enable him to detect any serious fault which, from continued running would tend to injure a vehicle.

(iv) to be able to change gear silently and efficiently and to understand thoroughly the use of both brakes, and the conditions under which the engine may, and should be used, for braking purposes.

(v) to be able to put in motion smoothly and efficiently a vehicle on a steep gradient.

(vi) to be able to reverse a vehicle efficiently under all conditions. Tests to be made through gateways, and between vehicles, etc., and

(vii) be conversant with traffic signals.

APPENDIX "D" (referred to in para 103)

PROCEDURE WHEN MILITARY VEHICLES ARE INVOLVED IN ACCIDENTS

1. Drivers of military vehicles incur full responsibility in respect of injury or damage caused by their negligence in the driving, operation and custody of such vehicles. For the purpose of this appendix any occurrence resulting in injury to any person or damage to military or other property will be termed an accident.

2. (a) As soon as possible after the occurrence of an accident drivers of military vehicles concerned will report to their commanding officers the following details resulting from the accident :—

(i) Damage to military vehicles and other military property.

(ii) Loss of military property.

(iii) Damage to public (other than military) and private property.

(iv) Injury to military and other personnel.

(b) Drivers will also take the first opportunity of reporting to the civil police, any accident in which they have been involved which has resulted in injury to a human being or damage to property other than military property. They will also report the accident to the Provost Unit, if located in the station.

3. The senior officer, NCO or man present at the time of an accident is responsible for making a report in the following form :—

(i) The date, time and place of the accident.

(ii) The name of the military driver and his passengers and the number of the military vehicle.

(iii) Whether the military driver was authorised to drive.

(iv) On what duty the vehicle was proceeding and by whose orders.

(v) The names of all other persons and the registration number and description of all other vehicles concerned.

(vi) The width and characteristics of the road (i.e., straight or winding of any side turnings, best shown in sketch) and the state of the surface.

(vii) The position and direction of the vehicles concerned illustrated by a sketch or sketches, showing wheel tracks and distances as accurately as possible.

(viii) The estimated speeds of the vehicles concerned.

(ix) If the accident occurred after lighting up time, what lights the vehicles concerned were carrying.

(x) Whether the vehicles concerned gave warning of approach, and the action taken by the drivers concerned to indicate whether such warning has been heard.

(xi) How far apart the vehicles concerned were, when they first came into view of one another.

(xii) What steps were taken, or omitted to be taken, by the parties concerned to avoid the accident.

(xiii) Particulars of the occurrence itself.

(xiv) Whether damage was done to any of the vehicles or to other property stating its nature and extent, and whether any person was hurt, and the nature of the injuries.

(xv) The names and addresses of witnesses and the statements made by them.

(xvi) Any material information available not provided for above IAFY-2002 will be used and prepared in duplicate.

4. Accidents resulting in death or serious injury to Army personnel or civilians will be reported by the officer commanding of the unit concerned to the immediate superior formation headquarters by the fastest available means. The superior formation headquarters will send reports in the manner mentioned in para 5 below to the following authorities: —

(a) Headquarters Division or Area.

(b) Headquarters Command.

(c) Army Headquarters (AG Branch/PS 1).

5. First report will be sent by signal within 24 hours of the occurrence being reported by the unit.

A detailed report giving those details, which could not be included in the first report and any other details which may be available will be sent by a letter within 48 hours of receipt of information from the unit.

A follow up report containing full details of the case will be sent within 10 days of the receipt of the information from the unit.

6. As soon as possible after the occurrence of an accident, driver will report the matter on IAFY-2002 to the officer commanding of the unit. On receipt from a driver of IAFY-2002 Officers Commanding unit must—

(i) interview the driver at the earliest possible moment;

(ii) ensure that :—

(a) The provost unit, if located in the Section has been informed; and

(b) the civil police have been informed when injury has been caused to any person or damage caused to civilian property;

(iii) examine IAFY-2002 and ensure that all available particulars have been entered in sections A to L of the form;

(iv) complete Sections M to T, and obtain full statements from the driver and available military witnesses. It is essential that every statement should include the date and place of accident, and the number of the vehicle involved;

(v) prepare two copies of IAFY-2002 (typewritten unless this is impracticable) completed to Section T, together with copies of the statements of the driver and available witnesses;

(vi) ensure that all copies of the form are signed both by the driver and the Officer Commanding Unit. Signatures must not be typed or stamped. Certified thumb prints will be accepted from illiterate drivers;

(vii) Despatch one copy of the report and statements immediately to the appropriate formation HQ direct. As only statements which are immediately available are required for this, the despatch of the form should be effected within 48 hours of the accident. Despatch should in no case be delayed to obtain information not immediately available. Report should be serially numbered as a check against loss in transmission ;

(viii) retain original report and statements for record; and

(ix) as soon as disciplinary action has been taken, Sections U to W of IAFY-2002 (second copy) will be completed and signed. This copy with copies of statements and workshops reports will be forwarded to the next higher formation. Such higher formation will complete Section X of the form and forward it direct to the appropriate formation HQ. When the second copy of IAFY-2002 forwarded by the higher formation indicates that disciplinary action is incomplete (e.g., the offender having been remanded) such formation will, before passing the form to

the Headquarters concerned, take appropriate steps to ensure that necessary disciplinary action is completed by the unit and will endorse Section X of the form to this effect.

7. The commanding officer will investigate the accident. He will order to military vehicles to be repaired in the normal manner. He will obtain an estimate of the damage to military and other property. With a view to deciding upon the disciplinary action to be taken, the commanding officer will conduct his investigation in accordance with the relevant instructions. When the accident is of such a nature as to make a more thorough investigation necessary or when it involves one of the following contingencies :—

- (i) Injury to a civilian, or damage to other than military property which may result in a claim for compensation from army funds.
- (ii) Damage done to a military vehicle by a vehicle other than a military vehicle.
- (iii) Injury to military personnel through the action or omission of a civilian.
- (iv) Serious damage to a military vehicle.

The commanding officer will apply for a Staff Court of Inquiry. He will postpone his final decision upon the disciplinary action to be taken until the proceedings of the Court of Inquiry have been confirmed and returned to him by the convening officer ordering the court of Inquiry. The Formation Commander will decide whether or not a Court of Inquiry should be held.

The commanding officer will arrange for a qualified person to give evidence before the court regarding the estimated amount required to make good any damage done to military property. Such estimates will be computed on the value of material and labour according to Manual of Indian Military Law 1937, page 180, Indian Army Act; Scales 50, Notes 11 and 12. This, if accepted by the court, will be accepted by all concerned in adjusting the cost of the damage to military property as hereinafter described.

8. Courts of Inquiry convened to investigate accidents will note the provisions of Financial Regulations, Part I (Revised Edition 1983) Army Rules, Chapter VI and Regulations for

the Army. Whenever possible one of the members will be an officer whose employment is concerned with the operation of mechanical vehicles. When such an officer is not available, the convening officer may detail a competent JCO, WO or NCO similarly employed.

The duty of the court will be to ascertain the facts of the accident so that the question of responsibility may be decided by the appropriate authorities. It will also obtain the evidence of provost officer/JCO, if the accident was investigated by a Provost Unit. When other than military persons or property are involved in the accident, independent evidence of civilians, available on the scene of the accident, and of the civil police will be taken.

The local civil police will be notified of the place, date and time of the Court of Inquiry in good time to enable the police to arrange the attendance of any witnesses whom they consider should be examined by the court. It should examine such witnesses as are brought before it and should receive any written or oral statements, which may be made by such witnesses or the police. This is to ensure that all relevant civilian evidence is heard and recorded by the Court of Inquiry.

It may, however, be required to express an opinion upon any one or more of the following points :—

(i) How far the party making claim for compensation was responsible for the accident.

(ii) Whether it would be possible and economical, to make good damage done to other than military vehicles in the nearest military workshops suitably equipped for such work.

(iii) Whether the military driver was authorised at the time to drive the vehicle.

(iv) Whether the driver of the military vehicle was at fault; and if so, whether partially or solely responsible for the accident.

Any military personnel whose character, etc., may be affected will attend the proceedings of the Court of Inquiry and have the right to cross-examine witnesses.

It will be for the appropriate Formation HQ and not the Court of Inquiry to express an opinion on the following points :—

(i) Extent and the estimated cost of the damage done to other than military property and with regard to the extent of injuries suffered by other than military personnel and payment of compensation.

(ii) Whether a claim has been preferred in civil law against the military driver, and if so, the decision of the civil court thereon.

(iii) If any person other than a military person is held to have been at fault, whether any civil action should be taken to recover from the person held responsible, the cost of damage done to military property.

9. Court of Inquiry will be convened in accordance with existing regulations. When a Court of Inquiry has been convened, Officers Commanding Units will not produce evidence as to the estimated amount required to make good any damage done to other than military property and with regard to the extent of injuries suffered by other than military personnel.

When a Court of Inquiry has been convened the court will not express an opinion as to the payment of compensation. The court may, however, be required by convening authority to express an opinion upon any one or more of the points mentioned in para 8 above other points (i) and (ii) of its last sub-para which will be the concern of the appropriate staff. The court will before expressing any opinion also obtain the evidence of a Provost Officer/JCO if the accident was investigated by a Provost Unit.

When a Court of Inquiry has been held on a Traffic Accident a copy of the proceedings will be attached to the second copy of IAFY-2002.

10. The proceedings of the Court of the Inquiry will be prepared in duplicate except in cases referred to in sub-para 2 below when proceedings will be prepared in triplicate. After giving due consideration thereto the Commanding Officer will take disciplinary action in the normal manner and will attach a record of his action to the proceedings. He will send the duplicate copy of the proceedings to the convening officer for retention.

In case where an accident results in death or fatal injuries to Army personnel or civilians, or is of an extremely serious nature, a copy of the C of I proceeding will be forwarded to Army HQ (AG's Br/PS 1) through normal channel.

When it is necessary to submit a loss statement to the competent financial authority for the adjustment of the cost of the damage, the loss statement will be accompanied by a copy of the proceedings of the C of I.

Should it subsequently be discovered that the amount recovered from the person found responsible exceeds the actual value of the damage, the excess will be refunded.

11. (a) The government is immune from liability for the tortuous acts committed by its employees in exercise of its sovereign functions. This immunity is absolute and no action lies against the Government for any injury caused to an individual in the course of exercise of the sovereign functions of the Government.

(b) On being awarded stoppages of pay and allowances to make good loss or damage by a court martial under AA Section 71(1) or summarily under AA Secs 80(i), 83, 84 and 85 or by the Government or the CO under AA Sec 90(g), or 91 (g) the sum so awarded may be recovered from pay and allowances of the individual as penal deductions under AA Sec 90 or 91. Loss or damage so caused cannot be recovered as a public claim.

(c) In applying these Sections of the Army Act other than Sec 90(b) to damage or loss occurring as a result of an accident in which a government mechanical vehicle is involved, the words "loss or damage" are not limited to the amount of the damage to the government vehicle or property, but include all loss, compensation for personal injury, or damage to property, both of the government and of the party. The amount of such loss, compensation for personal injury or damage will be shown in the charge sheet in the case of trial by Court Martial, or included in the Guard Report if the soldier is dealt with summarily by his CO.

(d) The value of the loss or damage will be included in the charge entered in Guard Report. In the absence of information regarding the extent of the loss or damage, the soldier will as a rule be summarily charged and then released from arrest, without prejudice to re-arrest pending receipt of the information. If dealt with summarily before the information is available a soldier cannot subsequently be awarded stoppages in relation to the same offence as such action would constitute a double punishment.

(e) It must be noted that a person subject to the Army Act may not have more than half a month's pay altogether deducted in any one month unless sentenced to dismissal.

(f) Liability for stoppages of pay and allowances is in no way affected by the existence of traffic accident agreements either on the part of the Government, or of the other party, and in computing the amount of damage for the purpose of trial by Court Martial or summary disposal by a commanding officer no regard must be had to the existence of any such agreement. In dealing with the cases, the commanding officer or court martial must be satisfied that the damage or loss was the natural result of negligence or wrongful act of the soldier.

(g) Separate instructions relating to the defence of soldiers against whom claims at civil law are preferred in respect of damage to persons or property arising out of accidents in which they may be involved when driving government mechanical vehicles on duty, or not on duty but with permission, are contained in the Regulations for the Army.

12. In the event of a Department of Defence vehicle being damaged beyond unit repair, the officer commanding unit must have the damaged vehicle despatched to the Field Repair workshop on which it is dependent. Vehicles sentenced as beyond field repair will be dealt with in accordance with the orders issued by the govt from time to time. Vehicles despatched to the workshops will be accompanied by technical inspection report work order form IAF(EME)-EO3.

The officer commanding will write at the top of the work order in red ink the word "ACCIDENT" and the date of the accident. On one copy of the Work Order, or on a slip of paper attached to the Work Order, the workshop will

report as soon as possible to the unit (a) the material and parts used in the repair; and (b) the number of man-hours worked. The EME preparing the report will ensure that the details given have directly resulted from the accident.

In case the vehicle is to be evacuated to base, or if delay in repair is likely, the workshop will estimate (a) and (b) of sub-para 2 above, and advise the unit accordingly.

Charges for material and labour will not normally be given by the workshop unless such charges are required to be given under any other regulations, orders or instructions in force from time to time.

The duplicate work order completed by the workshop will be attached by the unit to the second copy of IAFY-2002. Where repairs are carried out by LRWs or unit workshops, similar report will be attached.

APPENDIX "E" (referred to in para 203)

LIST OF ORDNANCE/VEHICLE DEPOTS AND LINKED SALVAGE SECTION/SUB DEPOTS/DETACHMENTS WHICH WILL RECEIVE CLASS VI AND VII (UNFIT) VEHICLES.

Vehicle Depot	Linked Salvage Section/Sub-Depot/ Detachment
Central Vehicle Depot—	
Delhi Cantt	Salvage Sub-Depot, COD DELHI Cantt.
Do.	Salvage Sub-Depot, COD DELHI Cantt.
Do.	No. 1 Salvage Unit.
Do.	No. 2 Salvage Unit.
COD CHHEOKI	Salvage Sub-Depot, Agra.
Do.	Salvage Sub-Depot, Kanpur
Do.	Salvage Sub-Depot, Allahabad.
Do.	Salvage Sub-Depot, COD, Jabalpur.

Vehicle Depot	Linked Salvage Section/Sub-Depot/ Detachment
Central Vehicle Depot Panagarh	Salvage Sub-Depot, Alipore, Calcutta. ■
Do.	No. 3 Salvage Unit.
Vehicle Depot, AVADI	Salvage Sub-Depot, Avadi
Vehicle Sub-Depot, Secunderabad	Salvage Sub-Depot, Vehicle Sub-Depot Sec- underabad.
Central Vehicle Depot Dehu	Salvage Section, Unfit Park Vehicle Depot, Dehu.

APPENDIX "F" (Referred to in para 203)

SPECIMEN OF LETTERS

PART I

From

To

OC Vehicles Depot

Subject : DISPOSAL OF CLASS VI OR CLASS
VII (UNFIT) 'B' VEHICLES.

The undermentioned vehicles having been classified Class VI/VII (unfit). it is proposed to dispose of it/them direct to the Salvage Section/Sub-Depot/Detachment at
Please confirm.

2. Serviceable and repairable tools/equipment are being returned to RSSD at an unserviceable ones to Salvage Section/Sub-Depot/Detachment at

Signature
Commandant

No.
Station
Date

TEL
PART II

From ()

OC Vehicle Depot

To

Unit

It is confirmed that the above-mentioned vehicle(s) may be returned direct to Salvage Section/Sub-Depot/Detachment at

Signature

Commandant

No

Station

Date

APPENDIX 'G' (referred to in para 46)**USE OF STAFF AND UNIT CARS BETWEEN PLACES
WHOLLY OR PARTIALLY CONNECTED BY RAIL****Eligibility for Use of Staff and Unit Cars**

1. The following categories of officers may be permitted the use of staff and unit cars in accordance with the provisions detailed in subsequent paras :—

(a) All Military Officers,

(b) Civilian Officers Group 'A' (Defence Services) as defined in DOP Notification No. 21/2/74 Ests (D) dated 11 November, 1975 published as SO No. 5041 in the Gazette of India dated 29 November, 1975 for purpose of TA serving with the Defence Services.

(c) Civilian officers of Group 'A' in the Ministry of Defence, Ministry of Defence (Finance), Defence Accounts Department and Director of Audit, Defence Services.

(d) Staff and Student officers of the National Defence College.

(e) Staff and student officers of the Defence Services Staff College.

2. Transport may be supplied only when available and will not be hired for this purpose.

Sanctioning Authority and Conditions for Use

3. The powers to sanction the use of cars for journeys between place wholly or partially connected by rail, when considered convenient from an administrative point of view, will be exercised by the following authorities :—

(a) Bde/Sub Area Commander. For moves within Bde/Sub Area

(b) Indep Bde Gp/Div/ Area Commander. For moves within Indep Bde G/p Div/Area.

- (c) Crops Commander For moves within Corps.
- (d) GOC-in-C Command For moves within Command.
- (e) QMG For Inter Command move.
- (f) Commandant Defence Services Staff College (DSSC) For move within area of Southern Command.

NOTE 1. Cs Arty and Commander Army Group Artillery may sanction the use of staff and unit cars of Arty units within the jurisdiction of the respective formation.

NOTE 2. In the case of Recruiting Organisation, Director of Recruiting AG's Branch, Army Headquarters, may sanction the use of staff and unit cars held on the establishment of the Recruiting Organisation in connection with the moves of officers of that Organisation.

NOTE 3. In the case of the NCC, use of staff and unit cars both held by Cadet Corps Directorate and NCC/NCCR units, will be sanctioned by :—

(a) Director General for Inter State moves.
National Cadet Corps.

(b) Director Cadet for Inter unit moves within
corps (in State) the same State

Note 4 Officers may be permitted by the Station Commander or where unit transport is to be utilised, by the unit Commander to use Government transport up to one way distance of 32 kilometers and also between the following stations where the distances exceed 32 kilometres:—

1. AMBARNATH .. KALYAN and BOMBAY
Air port (For Journey by
Air only).

2. RANCHI .. RANCHI Road and MURI

3. CALCUTTA BARRAKPORE and ISHAPORE."

NOTE 5. In the case of MES Organisation, the Chief Engineers may sanction the use of staff and unit cars held on the establishment of MES Organisation for stations within their jurisdiction, subject to the conditions that the transport will be used by officers of the rank/grade mentioned in para 1 above and such other conditions as are applicable to those officers.

NOTE 6. In the case of National Defence College, the Commandant National Defence College may sanction use of staff and unit cars held on the establishment of the college in connection with the moves of officers of that college.

NOTE 7. In the case of D.G.O.F. Organisations DGOF/GMs/Fys, may sanction use of staff and unit cars held on the establishments of the Factories in connection with the moves of the officers within their respective jurisdiction subject to the conditions that the transport will be used by officers of the rank/grade mentioned in Para 1 above and such other conditions as are applicable to those officers.

NOTE 8. The Commandant Defence Services Staff College may sanction use of Staff, Unit cars and other MT held on the establishment of the college in connection with the moves of officers, stores and men of that college.

The above powers will also be exercised by the authorities concerned in respect of their own moves.

4. Keeping in view the purpose for which journeys by road are administratively convenient and or in the interest of State, sanctioning authorities mentioned above will ensure that transport is detailed only in cases where road journeys are unavoidable. The provision of transport should be an exception than a rule.

5. Before the lower formations are requested to detail transport for use by the officer of Army HQ. Ministry of Defence, National Defence College, Director of Audit, Defence Services, and Controller General of Defence Accounts, prior approval will be obtained as under :—

(a) (i) For officers of Army HQ/QMG.

(ii) In case journeys between Delhi, New Delhi, Delhi Cantt and Palam, Officers at Defence HQs of the rank of Colonel and above may be permitted to use government transport at their discretion upto one way distance of 32 kilometres on their certifying that move was on temporary duty. The exact nature of duty performed should also be specified. In respect of moves of officers of the rank of Lt Colonel and below for journeys between these stations upto one way distance of 32 kilometres, permission of the Grade I Staff Officers of the coordination section of the Branch or Directorate will be obtained.

(b) For officers of Ministry of Defence including National Defence College—An officer not below the rank of Joint Secretary in the respective Ministries.

(c) For officers (including Director of Audit, Defence Services, of the Defence Services. Defence Audit Department.)

(d) For officers of the Defence Controller of Defence Accounts Department. Accounts concerned/
Dy. CGDA (AN).

6. The powers conferred on the authorities specified in para 3(a), (b) and (c) will not be delegated and in the case of those specified in para 3(d), powers will not be delegated lower than Brig-in-charge Administration. A record of all moves sanctioned under the above provisions will be maintained by all concerned :—

(a) An authority mentioned in para 3 (including notes 1,2,3 and 5 but excluding note 4 thereof) and 5(a)(i) of the AI may permit a selected staff officer holding or officiating in a first grade appointment to sign for him. Authority mentioned in para 5(b) may also likewise permit an officer of the rank of Under Secretary or Assistant Financial Adviser or Officers of Interservice Organisation holding equivalent or higher ranks to sign for him. In such cases, the name of the audit officer selected should be communicated to the officer concerned, who will accept the subordinate officer's signature as implying that the orders have been approved by the superior officer. The authority mentioned in para 3 and 5(a)(i) of this Appendix will, however, be responsible for any orders purporting to be issued in exercise of powers delegated to him.