

GOVERNMENT OF TELANGANA  
MUNICIPAL ADMINISTRATION DEPARTMENT

O/o Director of Municipal  
Administration, 640, A.C.  
Guards, Hyderabad - 500004

Memo No. CDMA-K3/ESTM/OTH/68/2017-K3 SEC-CDMA#Approved

Date#

**Sub:-** Hiring of vehicles – Representation of Jagruthi Yuva Manch, Kagaznagar to take action against the officials of the Urban Local Bodies who hired vehicles for Government duty in deviation of rules – Certain information called for - Regarding.

**Ref:-** Representation dt. 09.11.2017 of Founder President, Jagruthi Yuva Manch, Kagaznagar

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The attention of the Commissioners of all ULBs in the State is invited to the reference cited wherein the Founder President, Jagruthi Yuva Manch, Kagaznagar has made a general complaint to this office stating that he has obtained information under RTI Act and observed that certain private vehicles were hired for Government duty in the ULBs without the permission of Government, without a private taxi number plate, without valid documents and claimed travelling allowances in deviation of A.P. Travelling Rules, 1996 and therefore he has requested to recover the amount from the officials and to take action against them for hiring vehicles for Government duty and sanctioning bills in deviation of Government rules and guidelines in pursuance of G.O.Ms.No. 458, dt. 22.09.2009, CCA Rules and Employee Conduct Rules, 1964.

2. In this regard, it is to inform that as per the existing rules and guidelines issued in G.O.Rt.No. 855 MA, dt. 10.08.2004 and G.O.Rt.No. 875 MA, dt. 07.07.2007, the CDMA is empowered to give permission to the ULBs to hire four wheeler vehicles for official use of the Chairperson/ Commissioner of any Municipal Council in the State provided –

- i. If there is no four wheeler vehicle or if the existing vehicle is condemned
- ii. The Municipal Council expresses its consent for hiring the vehicle
- iii. The expenditure on establishment is in limitation as per the norms prescribed i.e. (a) 35% for Selection & Special Grade Municipalities (b) 30% for 1<sup>st</sup> and 2<sup>nd</sup> Grade Municipalities and (c) 28% for 3<sup>rd</sup> Grade Municipalities
- iv. Upto date clearance of all salary/ pensionary payments, among other things

3. In view of the above, the Commissioners of all ULBs in the State are requested to furnish the information on the number of vehicles hired for official use along with the details of permission issued by Government/ CDMA for hiring such vehicles in the prescribed proforma enclosed to this memo to the RDMA concerned who in turn shall compile and furnish a consolidated report to DMA immediately.

Encl:- Proforma

ANURADHA P  
ADDITIONAL DIRECTOR

To  
All the Municipal Commissioners of Urban Local Bodies in the State

All the Regional Director-cum-Appellate Commissioners of Municipal Administration in the State

**PROFORMA**

| Sl. No. | Name of the ULB | Total no. of pvt. vehicles hired | C.R. No. & Date | Vehicle Registration Nos. | Date of hiring the vehicle | Being used by | G.O. No./ Procgs. No. of CDMA in which permission accorded (furnish attested copy) | Annual expenditure on all vehicle (Rs.) |
|---------|-----------------|----------------------------------|-----------------|---------------------------|----------------------------|---------------|------------------------------------------------------------------------------------|-----------------------------------------|
| 1       | 2               | 3                                | 4               | 5                         | 6                          | 7             | 8                                                                                  | 9                                       |
|         |                 |                                  |                 |                           |                            |               |                                                                                    |                                         |
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ANURADHA P  
ADDITIONAL DIRECTOR

Signature valid

Digitally signed by P  
ANURADHA  
Date: 2018.01.23 10:40:45 IST  
Reason: Approved