

## **CHAPTER XXIV**

### **MOTOR VEHICLES**

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4. Driving of Motor Vehicles
5. Use of Motor Vehicles
6. Reporting of Accidents
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8. Periodical test for fuel consumption
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which such vehicles are assigned, monthly fuel limits for officers entitled to assigned vehicles and payment of monthly transport allowances instead of providing assigned vehicles shall be as determined by the Government from time to time. Those who are entitled for such facility and conditions applicable are given in the Appendix XVIII.

Appendix XVIII

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| 1.3.1 | Holders of tenured positions, who are entitled for assigned vehicles, could use or are eligible for such facility during the tenure of their office and it is ceased to be operative once the office of the tenure is completed.   | Only during the tenure of their office                        |
| 1.3.2 | An officer to whom an official vehicle is assigned could use it for private purposes, subject to the conditions stipulated in this sub-paragraph (1.3) and that the payment of overtime and other combined allowances to drivers for private travelling of such officers should be borne by the relevant officers.   | When used for private purposes                                |
| 1.3.3 | An officer who is entitled to an assigned vehicle has the option whether to use the assigned vehicle or to avail a monthly transport allowance as determined by the Government from time to time and monthly fuel allowance applicable to the post. However, officers who opt to avail the transport and fuel allowance shall not be provided with a driver or driver's allowance. | Monthly transport allowance and fuel allowance                |
| 1.3.4 | In the event where the monthly fuel limit is not sufficient to carry out the official duties assigned to an officer under special circumstances, the additional fuel cost borne by the officer may be reimbursed based on the actual usage of fuel with the approval obtained as follows:  | When to reimburse cost of fuel having exceeded allowed limits |
|       | (a) Chairman or Competent Authority:<br>Approval by the Secretary to the Line Ministry   |   |

- (b) Vice Chairman of the Commission:  
Chairman of the Commission
- (c) Vice-Chancellors of Universities:  
Chairman of the Commission
- (d) Other Officers:  
approval by the Governing Authority

Requests under (a), (b) and (c) above, should be submitted by using the format given in Appendix XX along with the recommendation of the Governing Authority.

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| 1.3.5 | The officers who are entitled to official assigned vehicles or a transport allowance are not permitted to use any other official vehicle including those in the vehicle pool. However, a vehicle can be obtained from the pool in instances where the official vehicle has been sent for repairs.   | Vehicles from the vehicle pool only when the official vehicle has been sent for repairs |
| 1.3.6 | An officer who functions in more than one post is entitled to draw the fuel allowance prescribed for his substantive post only. However, with the approval of the Governing Authority, additional fuel can be obtained for official travelling related to the additional post, subject to the maximum limit prescribed for such post/s.   | When officiating in more than one post  |
| 1.3.7 | An officer who is either on overseas or local leave without pay over a period of one month is not entitled to obtain transport and fuel allowance, or use the assigned vehicle, or the service of the driver unless special approval is obtained from the Governing Authority. However an eligible officer can be allowed to use these facilities for a further period exceeding one month in instances where the officer is on leave without pay due to reasons beyond his control, such as an illnesses that prevail for longer period. | During overseas or local leave over a period of one month                               |

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| 1.3.8 In the event a group of officers attending special official duties beyond 40 kilometres away from the duty station, transport facilities may be arranged for the group to travel together.   | Transport for group of officers             |
| 1.3.9 All rules, regulations and procedures laid down in relation to proper control and maintenance of the vehicles should be adhered to.  | Proper control and maintenance              |
| 1.3.10 If the Chairman of the Commission or the Principal Executive Officer of a Higher Educational Institution/ Institute is personally satisfied that an officer, who has been permitted to use an official vehicle for private travelling and who possesses a license to drive vehicle of that class can also be permitted to drive such vehicles for such private travelling and such permission can be extended at the option of the officer for official travelling as well. | Assigned vehicles may be driven by assignee |
| 1.4 The Commission/ Higher Educational Institution/ Institute which possess and use motor vehicles should assign a person of the administrative staff, hereinafter referred to as the 'Officer in Charge of Motor Vehicles', who shall be responsible for the custody, care, maintenance and proper use of motor vehicles; for the maintenance of all records in respect of such motor vehicles; and for the control and duty arrangements of drivers and cleaners.                | Officers in-charge of motor vehicles        |
| 1.5 Motor Vehicles other than those assigned to officials should be parked in the premises of the Commission/ Higher Educational Institutions/ Institutes concerned. Special permission should be obtained from the Chairman of the Commission or the Principal Executive Officer of the Higher Educational Institution/ Institute concerned, if an officer wishes to park the assigned vehicle at his private residential premises.   | Parking Motor Vehicles                      |

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| 1.6 | Officers in charge of motor vehicles should take particular care to protect vehicles against damage from fire.  | Protection against fire            |
| 1.7 | Petrol, Diesel and Oil should be obtained by means of orders drawn on an authorised dealer. The purchase of petrol or oil on payment of cash may be permitted in exceptional circumstances on the personal approval of the Secretary of the Commission/ Registrar of a University/ Secretary of a University College/ the most senior officer in the administrative staff of a Campus/ Institute/Centre for Higher Learning as the case may be. | Purchase of Petrol, Diesel and Oil |
| 1.8 | The storage of petrol otherwise than in the petrol tank of a vehicle is prohibited. The authority of the District Secretary of the District is required for storage of petrol otherwise than in the tank of a vehicle.  | Storage of petrol prohibited       |

## 2. Registration, Licensing and Insurance

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| 2.1   | The Commission/ Higher Educational Institution/ Institute may not possess a motor vehicle unless the vehicle is registered and the ownership of the vehicle is registered with the Commissioner General of Motor Traffic in accordance with the provisions of the Motor Traffic Act. Officers in charge of motor vehicles should ensure that this is done as soon as a vehicle is bought, gifted, donated or otherwise to the Commission/ Higher Educational Institution/ Institute. | Registration of ownership                                   |
| 2.1.1 | The motor vehicle should be registered in the name of the Secretary of the Commission / Registrar of the University / Secretary of the University College/ Director of the Institute / Centre for Higher Learning, to which it belongs.  | In the name of the Secretary/ Registrar, etc.               |
| 2.1.2 | The address of the Commission/ Higher Educational Institution/ Institute at which the vehicle is kept for use should be shown in the registration as the place at which the  | Place where vehicle is usually kept and licensing authority |

vehicle is usually kept. The Licensing Authority of the vehicle is the District Secretary of the Revenue District in which the vehicle is usually kept. In respect of vehicles usually kept within the revenue district of Colombo, however, the Licensing Authority is the Commissioner General of Motor Traffic.

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| <p>2.1.3 The Certificate of Registration when issued by the Commissioner General of Motor Traffic upon registration of a vehicle should be carefully filed of record in the institution concerned and shall be in the safe custody of the officer in charge of motor vehicles.</p>   | <p>Certificates of Registration</p> |
| <p>2.2 Motor vehicles should not be used unless the vehicle revenue license has been obtained for the current year and the license is displayed prominently in the vehicle.</p> <p>2.2.1 Action should be taken by the Officer in-charge of Motor Vehicles to obtain necessary fitness certificates well in advance before the expiry of current registration or the renewal of registration.</p>          | <p>Annual Licensing</p>             |
| <p>2.3 If the Commission/ Higher Educational Institution/ Institute comes into possession of a motor vehicle not previously registered in Sri Lanka, licensing procedures should commence immediately upon registration of the vehicle in accordance with subparagraph 2.1 above, for obtaining a licence, commencing from the date on which the vehicle came into possession.</p>                         | <p>Licensing of motor vehicles</p>  |
| <p>2.4 An official motor vehicle should not be used unless it is insured in accordance with the provisions of the Motor Traffic Act. Comprehensive insurance policies should be obtained in every case. Insurance coverage should be obtained directly from National Insurance Trust Fund, Sri Lanka Insurance Corporation Ltd. or any other institute determined by the Government from time to time.</p> | <p>Insurance</p>                    |

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| 2.4.1 | A valid Certificate of Insurance should be tendered to the Licensing Authority along with the application for vehicle revenue license.   | Certificates of Insurance                               |
| 2.5   | Where it is not possible to use a motor vehicle for a period of time because it is not fit for use and is awaiting or under repairs or where it is not proposed to use a motor vehicle for a period of time for any other reason, notice of non-use should be given to the Licensing Authority as follows ;  | Notice of period of non-use                             |
| 2.5.1 | In any case where the vehicle will not be used for a period commencing from the first day of the succeeding licensing year written notice of non-use should be given to reach the Licensing Authority on or before the last date of the current licensing year.  | In respect of the succeeding year                       |
| 2.5.2 | In any case where a vehicle is registered for the first time in Sri Lanka during the course of any licensing year, written notice of non-use should be given to the Licensing Authority on or before the date of such registration, that it is not intended to use the vehicle for such period commencing on the date on which the vehicle is so registered, as may be specified in the notice.  | Written notice of non-use during the course of the year |
| 2.5.3 | In any case where it is not intended to use a vehicle which is already licensed for the year and the licence is surrendered to the Licensing Authority during the course of the year for cancellation and refund of duty for the balance period, written notice of non-use should be given on or before the date of such surrender of licence, that it is not intended to use the vehicle for such period commencing on the date of such surrender, as may be specified in the notice. | Non-use of vehicle already licensed for the year        |
| 2.6   | Where the period of non-use of a vehicle has to be extended beyond the period specified in a notice already given to a Licensing Authority, notice of  | Extension of period of non-use                          |



such extended period of non-use should be given before the expiry of that period and may, from time to time be further extended by similar notice as often as it may necessary.

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| 2.7  | Notices of non-use should be sent under the hand of the Secretary of the Commission/ Registrar of the University/ Secretary of the University College/ the most senior officer in the administrative staff of the Campus/ Institute/Centre for Higher Learning should be sent to the Licensing Authority under registered cover or delivered to the Licensing Authority and acknowledgement obtained.                     | Notices by delivery under registered cover              |
| 2.8  | Licence fee is not due to Licensing Authority for the period a vehicle is under a valid notice of non-use given in terms of sub-paragraphs 2.5 or 2.6 above. It is therefore the responsibility of the officer in charge of motor vehicles to give such notice of non-use to the appropriate Licensing Authority in time and safeguard the institution from the payment of licence fees on vehicles which are not in use. | No licence fee due for period of non-use                |
| 2.9  | Where a licence is surrendered to the Licensing Authority which was issued for cancellation under sub-paragraph 2.5.3 above, a proportionate refund is due from the Licensing Authority. It is the responsibility of the Officer-in-Charge of motor vehicles to ensure that such refund is obtained and credited to the funds of the appropriate institution to which the vehicle belongs.                                | Refund of Licence duty on surrender of Licence          |
| <b>3. Identification of Motor Vehicles</b> |   |   |
| 3.1  | Every official motor vehicle should have the crest of the Democratic Socialist Republic of Sri Lanka stencilled/ painted on both sides of the body of the vehicle, other than assigned vehicles.  | Crest of the Democratic Socialist Republic of Sri Lanka |
| 3.2  | The name and address of the Commission/ Higher Educational Institution/ Institute to which the vehicle belongs should also be prominently stencilled/ painted on both sides of the body of every motor vehicle excluding assigned vehicles. Abbreviations are not permitted.  | Name of the Higher Educational Institution / Institute  |

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| 3.3 | The size of the crest and of the letters may be determined in each case by the size of the vehicle.   | Size of Crest &<br>Letters |
| 3.4 | Where the body of a vehicle is white in colour or similar light shade, the crest and letters should be in black. In all other cases the crest and letters should be in white. | Colour:<br>Black/White     |

#### 4. Driving of Motor Vehicles

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| 4.1 | An official motor vehicle should not be driven by any person other than a driver employed by the Commission/ Higher Educational Institution/ Institute to drive its vehicles as the case may be, subject to sub-paragraph 1.3.10 above. Such a driver should possess a valid driving licence to drive the class of vehicle he is expected to drive.   | Only by<br>University<br>Drivers                        |
| 4.2 | Where a driver is exclusively assigned to drive a particular motor vehicle, no other driver may drive that motor vehicle unless specifically authorised to do so by the officer-in-charge of motor vehicles, or by a Superior Officer such as Chairman/ Secretary of the Commission or Vice-Chancellor/ Registrar of a University, Director/ Secretary of a University College, Rector of the Campus or Director of an Institute/Centre for Higher Learning as the case may be. | Where drivers are<br>assigned to<br>particular vehicles |
| 4.3 | Drivers should be instructed that the running chart should be maintained daily in regard to the use of fuel and the distance. If on a sudden inspection it has been found that this has not been done, disciplinary action should be taken against them.  | Running Chart   |
| 4.4 | Drivers should keep the vehicles cleaned and washed daily. Also, they should check the water and oil levels of the vehicles on a daily basis and responsible for proper maintenance of them.  | Cleaning of the<br>Vehicle                              |

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| 4.5 | In special circumstances, when a driver of the vehicle is unable to perform his duties, the officer-in-charge of motor vehicles shall make appropriate arrangements as he may deem fit.  | Arrangements under special circumstances                 |
| 4.6 | Drivers employed in the Commission/ Higher Educational Institutions/ Institutes should be instructed to maintain a record of official transport which is provided to them by the institution, on a monthly basis.  | Record of Official Transport                             |
| 4.7 | Where a loss is incurred as a result of contravention of any of the above provisions, the value of such loss will be recovered from the persons responsible for such contravention. In addition disciplinary action shall also be taken against them.                    | Recovery of loss: vehicle driven by unauthorised persons |
| 4.8 | Combined Allowances and Overtime of drivers should be paid as provided in the Chapter VII and Chapter VIII as per the rates decided by the Government from time to time.   | Combined allowances and Overtime of Drivers              |
| 4.9 | Driving licenses with regard to heavy vehicles should be renewed as determined by the Commissioner General of Motor Traffic and expenses incurred by drivers in this regard could be reimbursed at the existing rates as determined by the Government from time to time. | Renewal of Driving licenses for Heavy Vehicles           |

## 5. Use of Motor Vehicles

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| 5.1   | Official motor vehicles are intended for use by persons employed in the Commission/ Higher Educational Institution/ Institute exclusively for travel in connection with their duties unless specifically authorised otherwise. | For use by personnel on duty      |
| 5.1.1 | A journey from the residence of a person to his office and back is not considered to be a journey on duty.   | Journeys from residence to office |
| 5.1.2 | Official motor vehicles should not be used for duty travel on routes served by the railway where the distance is beyond 80   | For duty travel on rail routes    |

kilometres from the point of departure. In special circumstances where the vehicle is essentially required for extensive use at the destination, the authority of the Chairman of the Commission or the Principal Executive Officer of a Higher Educational/ Institute should be obtained.

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| 5.2   | No Student Union, Trade Union or any other Union or Association in the Commission or in a Higher Educational Institution/Institute or any office bearers of such Unions or Associations, has a right for the use of official motor vehicles. Only when a student or employee is taken seriously ill or is injured in an accident while in the premises of his study/ work place, an official motor vehicle may be used to transport the person to the nearest hospital, provided the Medical Officer deems it necessary to do so, or Chairman / Secretary of the Commission ; a Vice-Chancellor/ Registrar of a University; Director/ Secretary of a University College; Rector of a Campus, Director of an Institute/Centre for Higher Learning or the most senior officer in the administrative staff of such institution, authorises it in his discretion. | Use by student Unions and other Unions         |
| 5.2.1 | In special circumstances, Chairman / Secretary of the Commission; Vice-Chancellor / Registrar of a University; Director/ Secretary of a University College; Rector of a Campus; Director of an Institute / Centre for Higher Learning may authorise the use of a motor vehicle by a student union, trade union or other association where he is satisfied that they are unable to obtain any other vehicle and the vehicle is for use on a short journey. He should ensure that such permission is not granted if public transport is available or as a matter of general practice, but only under special circumstances, and the charge for such use, laid down in sub-paragraph 5.4 below, is recovered.  | In special circumstances on payment of charges |

5.3 Motor vehicles referred to in this Chapter should not be used in connection with Research Projects. In exceptional circumstances, the Principal Executive Officer of a Higher Educational Institution/ Institute may authorise a teacher to use a motor vehicle for the purpose where he is satisfied that he is unable to obtain any other vehicle and the vehicle is for use on a short journey.

Use on Research  
Projects

Charges should be levied for vehicles allowed for research projects from the funds of the research project.

5.4 Charges should be levied in instances referred to in sub-paragraphs 5.2.1 and 5.3 above should be at the hiring vehicle rates as determined by the Governing Authority. Over-time payable to drivers, cleaners or any other employee shall be charged in addition to the hiring vehicle rates as determined by the governing authority.

Charges for use of  
vehicles

5.5 Official motor vehicles should be used with the utmost care. The use of these vehicles on roads which are not suitable for safe travelling should be avoided as far as possible. The speed over plank bridges and railway crossings should not exceed foot pace. Loading and unloading of goods/ luggage and finding space for safe parking should be personally supervised by the person who is using such vehicle to avoid damage to the vehicle or its fittings. When using Highways/ Express ways special attention should be paid to the specific instructions to be followed.

Care in the use of  
vehicles

## 6. Reporting of Accidents

6.1 A person using an official motor vehicle or if there is no other person in the vehicle, the driver of the vehicle is responsible for reporting any accidents in which the vehicle may be involved, to the nearest Police Station immediately after the accident occurs. Serious notice shall be taken of any attempt to conceal facts or to compound such case with the parties involved in the accident on the ground that the accident is of a trivial nature or for any other reason.

Reporting of  
accidents

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| 6.2                                 | A person using an official motor vehicle or if there was no other person in the vehicle, the driver of the vehicle is responsible for reporting any accident in which the vehicle may have been involved, as soon as possible after the occurrence of the accident to the officer- in-charge of motor vehicles. The report should be in writing and should furnish all particulars of the accident and the Police Station at which the accident had been reported. If the officer in charge of motor vehicles could be contacted over the telephone from a convenient point close to the scene of the accident, it should be reported immediately to him by telephone. At the same time the relevant Insurance Company should also be informed about the accident. | Reporting accidents to officers in charge of motor vehicles    |
| 6.3                                 | Failure to report any kind of accident to the parties mentioned in sub-paragraphs 6.1 and 6.2 above by the driver involved will result in disciplinary action initiated against him.   | Failure to report results in disciplinary action               |
| 6.4                                 | The officer-in-charge of motor vehicles is responsible for taking immediate follow up action with the Police as soon as he receives a report of an accident or becomes aware of an accident in which a motor vehicle in his charge is involved. He should take all action necessary in regard to safeguarding the Commission/ Higher Educational Institution/ Institute as the case may be, in any court case arising from the accident, recovering the value of damage to the official motor vehicle and investigating the cause of the accident.   | Responsibility of officer- in-charge in respect of an accident |
| 6.5                                 | Disciplinary action should be taken against the driver where it transpires that an accident and/or damage to an official motor vehicle is the result of any negligence or lapse on his part.   | Disciplinary action for negligence                             |
| <b>7. Repairs to Motor Vehicles</b> |  |  |
| 7.1                                 | The most favourable terms should be obtained in respect of repairs to official motor vehicles before the work is entrusted to any particular vehicle repair  | Most favourable terms  |

garage. The normal rules of procurement procedure shall apply.

7.1.1 However, in order that urgent repairs may not be delayed causing hardship, the Chairman of the Commission or the Principal Executive Officer of the Higher Educational Institution/ Institute as the case may be without calling for quotations, authorise the repairs to a motor vehicle where the cost of repairs are within the approved limits. In such cases he should certify, when authorising payment, that the amount charged is reasonable.

Repairs without calling for tenders

7.2 Repairs can be categorised as external repairs and internal repairs. External repairs are those such as tinkering, painting, etc. Internal repairs are those where the engine and/or other parts of the vehicle has to be dismantled in order to repair the vehicle.

External and Internal repairs

7.3 It is quite obvious that while tenders or quotations should be called for external repairs, it will not be possible to do so in the case of internal repairs. Once the vehicle is taken to a garage and dismantled, there is no possibility of it being put together and taken to another garage to obtain another quotation. Therefore, while the quotation given by the garage at which the vehicle is dismantled may have to be accepted, after obtaining a report from a qualified mechanical engineer appointed by the Commission/ Governing Authority of the Higher Educational Institution/ Institute concerned as to the reasonableness of the price quoted.

Necessity of obtaining a report from a qualified mechanical engineer

## 8. Periodical test for fuel consumption

Every official motor vehicle should be tested periodically by a competent Engineer to ascertain its fuel consumption. The results of such test should be recorded in the summary shown in the record of official transport of daily journeys performed, fuel consumed and mileage done. Any variations from that figure should be promptly investigated.

By competent Engineer

## 9. Records and Books

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| <p>9.1 A running chart showing daily journeys performed, fuel consumed, places visited, should be maintained in the Form General 268 (Schedule I annexed at the end of this Chapter) by the driver of the vehicle. Various readings will be taken and the entries be made immediately before and after each journey and the entries should be initialled by the person using the vehicle on each journey. A copy of this register should accompany every vehicle and should form continuous record of the mileage performed and fuel consumed by the vehicle to which it belongs. In order to maintain this record accurately, the milometer and the fuel gauge should always be kept in efficient working order.</p> | <p>Daily running chart of journeys, mileage &amp; petrol: Schedule I</p> |
| <p>9.1.1 The running chart should be examined every day by the officer in charge of motor vehicles in respect of the entries of the previous day and he should maintain an effective check against misuse of vehicle or fuel.</p>   | <p>To be examined daily</p>  |
| <p>9.1.2 For the purpose of enabling the person using the vehicle to calculate distances travelled, automatic mileage meters (odometers) are provided on the vehicles and the person concerned must examine this register at the beginning and end of each day's run and sign the mileage entry in the driver's daily running chart. Should the mileage register be out of order, the distance travelled should be computed and a note to that effect be made on the running chart. Mileage must be calculated from and to the local garage.</p>  | <p>Calculating distance</p>  |
| <p>9.2 In addition, a Log Book should be duly maintained by the officer in-charge of motor vehicles in his office. Log Book should indicate the consumption of fuel over the last six months and the consumption of fuel over the previous month. If there is any sharp</p>   | <p>Log Book maintained in office</p>                                     |



adverse variation, the officer-in-charge of vehicles should get the vehicle examined immediately in order to check whether it is due to a mechanical defect or malpractice that is causing the adverse variance.

9.3 An inventory of all non-perishable articles belonging to a vehicle should be maintained at the office of the officer-in-charge of motor vehicles in the form shown in Schedule II at the end of this Chapter, a separate folio being allotted for each vehicle. A copy of the list should be given to the driver of the vehicle and his acknowledgement be obtained. Dates of replacements of spare parts and accessories should be carefully watched and the reasons for frequent replacements should be recorded in the 'Remarks' column of Schedule II. If it is established that replacements had to be made owing to negligence or misuse of the vehicles, the cost of replacing the articles should be recovered from the driver or the officer responsible. A complete survey should be made of the items as provided in paragraph 2 of Chapter XXIII (Annual Verification of Stores and Fixed Assets). A survey should also be made whenever there is a change in drivers.

Inventory of non-perishable articles:  
Schedule II

9.4 A record of purchases and issues of all stores which are not of a permanent nature and which are not generally entered in the inventory register should be kept in an inventory of perishable stores.

Inventory of perishable stores

9.5 A register of motor vehicles should be maintained in the form shown in Schedule III annexed at the end of this Chapter and the Certificate of Registration issued by the Commissioner General of Motor Traffic should be filed of record and should be in the custody of the officer-in-charge of motor vehicles.

Register of motor vehicles:  
Schedule III

## 10 Unserviceable Motor Vehicles

10.1 Where a motor vehicle is permanently unserviceable, the Commissioner General of Motor Traffic should be informed of it with a view to having the

Notice of non-use to be conveyed to the Licensing

registration of the vehicle cancelled. Pending the completion of formalities in this connection, notice of non-user should be given to the Licensing Authority in terms of sub-paragraph 2.5 of this Chapter.

Authority

10.2 Action should be initiated by the officer-in-charge of motor vehicles for disposal of unserviceable or unusable vehicles after following due procedures.

Disposal of  
unserviceable or  
unusable vehicles

(In duplicate)

**FUEL & MILEAGE REGISTER**

Registered No.:

Type of Vehicle:

Chassis No.:

MONTH:

YEAR:

DATE	FUEL			MILEAGE				MILEAGE			Purpose of Journey	Places Visited	Initial of Officer using vehicle or staff Officer & Remarks (if any)
	In Tank	Fresh Supply	Consumed	Start	Finish	Total	Official	Private Journeys					
								Within Radius	Out of Radius				
									From	To			

**SUMMARY**

Mileage done during the month:

Fuel consumption during the month:

Mileage per Liter (on actual consumption)

No. of Kilometers per liter that should have been done according to test:

### Inventory of Non-Perishable Articles

<b>Make:</b>		<b>Date of Purchase:</b>	
<b>Nature of Vehicle:</b>		<b>Registered No. of Vehicle:</b>	
<b>Chassis No.:</b>			

Article	Number	Date of Issue	Date of Replacement	Remarks
Audio/Video Equipment				
Battery				
Bucket				
Buffer				
Bulbs				
Carpets				
Curtains				
Cushion Upholstery				
Dash Board Lamp				
Electric Lamp				
Head Lamps				
Hood, Hood cover, Hood glass				
Horn				
Mirrors				
Mudguards				
Petrol/Diesel Tank Cap				
Petrol/Diesel Tank lock				
Radiator cap				
Reverse Camera				
Seat Covers				
Side door Glass				
Side Lamps				
Spare Tyre				
Speedometer, Odometer				
Switch keys				
Tail Lights with holders				
Tool Kit				
Tubes				
Tyres				
Windscreen, Windscreen Wiper				
Fittings (other)				

