

To: Secretary
Cabinet Division.
Secretary
Establishment Division.

Chief Martial Law
Administrator's Secretariat
No. 7009/2/Civ-I
27 July, 1982.

Information :

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(All Ministries/Division).
Army Headquarters
General Staff Branch
(Military Operations Directorate).
Dacca Cantonment.
Army Headquarters
General Staff Branch
(Military Intelligence Directorate)
Dacca Cantonment.
Naval Headquarters
Banani, Dacca.
Air Headquarters
Dacca Cantonment
(ALL ZMLAs)
Transport Commissioner
Dacca.
All concerned

Subject: Policy on Authorisation and Use of Government Transport.

1. It has been decided that in order to streamline the use of Government Transport and to effect economy, the following directives/procedures will come into force with immediate effect:

a. All Secretaries/Additional Secretaries and Joint Secretaries-in-charge of Divisions only, Heads of Departments (not below the rank and status of Joint Secretary) and Heads of Autonomous/Semi-Autonomous Corporations/Bodies/Organisations (not below the rank and status of Joint Secretary) and appointment holders as per attached list at annexure 'A' will be entitled to whole-time use of Government Transport on monthly payment basis (official and private) subject to the following conditions:

(1) Entitled appointment holders as per annexure 'A' will use only one whole-time (official and private) transport on payment of Tk. 200.00 per month. Authorisation of petrol/diesel/octane will be $1\frac{1}{2}$ gallon (6.82 litre) per day/vehicle.

- (2) A system of fuel coupons will be introduced for drawing of fuel from authorised petrol pumps/Government Transport Pool for full time use of cars. A policy letter will be issued by the Transport Commissioner.
 - (3) Transport will not be taken beyond the radius of 25 miles from the place of residence while using the transport for private purposes only.”.
 - (4) Official use of transport will have priority over private use.
- b. Authorisation of transport to each Ministry/Division, will be as per annexure ‘B’ for attending conference/seminar to inspect/supervise field work and for performance of other official duties by officers and staff who are not authorised whole-time transport. For conveyance from residence to places of duty, officers of the rank of Joint Secretary may use cars; others may use staff buses/minibuses subject to availability at the rate of payment as per annexure ‘C’.
 - c. Transport Commissioner, Government Transport Directorate will co-ordinate and control holding, use, repair, maintenance of all transports of Ministries/Divisions/Departments/Directorates. The existing Government garages and authorised maintenance staff held by Ministries/Divisions, Departments/Directorates will be maintained by the respective organisations under supervision of Transport Commissioner.
 - d. With immediate effect no car/minibus/jeep/station wagon will be purchased/procured by any Ministry/Division, Departments/ Directorates/ Subordinate Offices/Autonomous/Semi-Autonomous Corporations/ Bodies/ Organisations against development/ revenue budget without the approval of the CMLA’s Secretariat. Proposal for purchase/ procurement are to be processed through Establishment Division/under revenue budget and Planning Commission for development projects. The requirement of transport will be met as far as possible by Government Transport Pool from existing stock.
 - e. Specialist vehicles/plants like transporters, dozers, graders, cranes etc. may be procured/purchased as per existing rules. On completion of the projects the vehicles/plants not required in connection with the operation of the project will have to be disposed of as per rules.
 - f. All Government transport held by different Ministries/Division/ Attached Departments/Directorates are to be taken on the book charge of the Government Transport Pool. Government Transport Pool will issue transports to Ministries/Divisions as per authorisation given at annexure ‘B’ Ministries/Divisions Departments/Directorates in turn will again take the transport on their stock ledger charge.
 - g. Budget for POL of transport will be allotted separately to each Ministry/ Division/Attached Department/Directorate/Autonomous/Semi-Autonomous Corporations/Besides/Organisations. All Ministries/Divisions/Departments/ Directorates located within Dhaka City will however draw their POL from the Government Transport Pool authorised pumps and arrangement for book debit will be made. Existing practice of meeting the cost of POL and maintenance from within the contingencies fund will cease forthwith.

- h. Transport used by the entitled whole-time allottees will carry a certificate signed by the Transport Commissioner to the effect that the transport is being used by the allottee for official and private purpose. The alphabet "P" abbreviation of payment, shall be inscribed in a disc duly signed by the Transport Commissioner and will be placed inside the wind screen.
 - j. The rate of fare charges shall be uniform in the Government Departments and Autonomous/Semi-Autonomous bodies as per rate laid down at annexure 'C'.
 - k. Car purchase scheme where existing under hire-purchase system shall be stopped forthwith.
 - l. Secretaries/Heads of the Departments/Directorates/ the Board of Directors of the Autonomous/Semi-Autonomous Bodies/Sector Corporations henceforth, shall not authorise whole-time use of official transports for use by their subordinate officers for private purpose. However, private use on payment at the rate of Taka 1.00 per mile and usual detention charges may continue subject to availability of transport. A "Payment" board is to be displayed for such use of vehicles.
 - m. Use of transport above 1800cc is strictly prohibited for payment/private use.
 - n. Authorisation of petrol (not for whole-time use on monthly payment basis) will be as on actual requirement basis.
2. After meeting the requirements as per paragraphs la and lb above, the surplus vehicles of Ministry/Division shall be deposited with the central transport pool by 31 August, 1982 (date of deposit to be obtained from the Director, Government Transport Department). The authorization of transport for attached departments, Autonomous Corporations/Bodies Organisations for official use will be issued later on. Surplus vehicles of these departments, Autonomous/Semi-Autonomous/Semi-Autonomous Corporations/Bodies/Organisations shall also be deposited with the Government Transport Pool in due course.
3. No addition/alteration will be made in the list (Annexure A & B) without obtaining written permission from the Chief Material Law Administrator's Secretariat.
4. This supersedes all previous orders, instruction, circulars, etc., on the subject except the followings:
- a. Return of cars and other vehicles being used by Ministries/Divisions/Corporations to the real owners *vide* our letter number 7024/ 1/ Civ/ CMLA, dated 08 May, 1982.
 - b. Purchase of car *vide* our letter number 7024/1/Civ/CMLA, dated 17 April, 1982 and 21 June, 1982.
 - c. Return of cars/jeeps, etc. of International Agencies to Transport Commissioner *vide* our letter number 7024/1/Civ-IIA, dated 29 May 1982.

MUZAMMEL HUSSAIN
Major General
Principal Staff Office.