

NOTE

Sub:- Hiring of Vehicles by Divisions/Workshops/Other Units and HQ

In supersession to all earlier letters on the above subject, please find enclosed herewith the policy as concurred by Finance and approved by Competent Authority.

Encl: As above

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VERMA**  Digitally signed by
SHUBHAM VERMA
Date: 2026.01.21
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Dy. General Manager (G)

All PHODs

All DRMs, All CWMs

C/- AGM : for kind information please.

C/- Secretary to GM : for kind information of **GM/NER** please.

**Sub: Guidelines for hiring of vehicles for Officers/ Supervisors by HQ/ Divisions/
Workshops / Construction and other Units of NER**

A Committee comprising of Dy. CME/Plg./HQ, Dy. FA & CAO/G & DGM(G) had been nominated by the Competent Authority for the purpose of reviewing the vehicle hiring policy of NER. The Committee has examined the various aspects in light of the policies prevalent over other ZRs and the revised policy is hereby issued with amendments, with the approval of the Competent Authority:

1. Transportation allowance will not be applicable, if officer has opted for hired vehicle.
2. The road tolls and parking charges shall be paid by the official and reimbursement to be claimed through cash imprest/contingent expenditure with TA.
3. The proposal for hiring of vehicle should be initiated after obtaining the administrative approval of PHOD /DRM /SAG officer heading independent field unit.
4. a) All JAG/SG/NF-SAG officers may be provided with independent vehicle.
b) For officers in field upto JS/SS officers and supervisors in field, vehicles to be provided as per item no. 8 of Railway Board's letter no. 2017/Trans/Policy dt. 18.10.2017.
5. Details of departmental vehicle and hired vehicle should be provided with the proposal for fresh vehicle hiring for officers below JAG.
6. Financial implications should be worked out based on latest LARs from GeM and in this regard instructions of Railway Board's letter No-2018/Trans Cell/S&T/Model SOP date 21.09.2020 should be complied.
7. Hired vehicle should be properly registered as Public service vehicle as defined in Motor vehicle act and Motor vehicle rules of the state where vehicle is required for hiring with proper insurance as per rules.
8. The contractor should maintain all records regarding compliance of Statutory Acts. The driver of hired vehicle should possess proper and valid driving license.
9. Railways will not be responsible for any claim, loss, damage, repairs, maintenance or accident to vehicle or driver or third party.
10. The contractor will be solely liable for any legal matter whatsoever arises as per any Act or Law as amended from time to time.
11. The driver should be clean and well dressed.
12. If hiring proposal is against the provisions available in detailed estimate of the sanctioned work, the copy of the relevant provision and outer sheet bearing the signature of sanctioning authority should be linked.
13. For proposals charged to revenue, detailed estimate to be framed and got vetted.
14. Funds availability to be clearly certified.

15. A Log Book for each vehicle shall be maintained by the contractor for the hired vehicles. The KM utilized shall be entered in it on daily basis to ensure proper accountal and payment at the end of every month/specified period. It is the responsibility of the official using the vehicle to keep the log book up-to date and ensure that the vehicle is used for the official duty works. The complete details of vehicle movement must be maintained in the log book and kept with the user. For the vehicle usage within the limits (KM/Hrs.) defined in the vehicle contract, there will be no need to send the vehicle log book details with the running bills. Only an undertaking from the user that the vehicle usage is within the limits (KM/Hrs.) specified in contract, should be sent with bills. In case the vehicle usage is exceeding the limit (KM/Hrs.) defined in contract, then vehicle log book should be sent with the bill. In case of vehicle hiring for DRM/PHOD/AGM/GM, this statement as the case may be, shall be counter signed by nominated officer in the secretariat. In case of pooled vehicles, Secretary to PHOD or ADRM or nominated in-charge Gazetted officer will sign the log book/ statement sent with bills thereof, as the case may be.

16. The hiring is to be done only through GeM. Any exception should have the personal approval of GM/DRM in terms of Item 44 of MSOP Part A (Railway Board's letter no. 2018/Trans Cell/S&T/Model SOP dt. 21.09.2020)

17. Penalty and Fine to be governed by GeM's Standard Service Level Agreement (SLA) and any specific requirement other than GeM Standard Service Level Agreement (SLA) can be added after obtaining the approval of PHOD/DRM/SAG officer heading independent field unit duly mentioning which terms and conditions shall prevail in case on any conflict.

18. The Policy will be withdrawn or amended in the event of any other Policy guidelines on the subject of Hiring of Vehicles is issued by Railway Board.

19. This policy for hiring of vehicle will apply to MSOP Part 'C', Item 47 (C) only and shall not be applicable on the proposals processed under MSOP Part C (Misc. Matters) item 47(A),(B),(D), (E), (F) & (G).

20. The officials using hired vehicle will not claim Transportation Allowance in terms of Rly. Board's letter No. PC-V/2008/A/TA/2 Dt. 29/09/2009. Declaration to this effect may also be forwarded to concerned finance officer of the unit dealing salary.

21. In case the usage requirement is more than the specified limits regarding KMs & hours for HQ/other than HQ officers at the proposal stage, then prior approval of AGM should be obtained after finance concurrence duly incorporating detailed justification.

22. This policy for vehicle hiring is applicable to Officers/Supervisors of HQ/Divisions/Workshops/ Construction and other Units of N.E. Railway. For Vehicle hiring in HQ, **Mechanical department will centrally process the hiring contract.** CWE is nodal officer for it except vehicle required for Construction/Workshops. In Divisions, DRMs may nominate nodal authority for vehicle hiring contracts. However, **vehicle hiring policy will be applicable to all** irrespective of nodal officer for vehicle hiring contract.

Annexure-A

A. Entitlement		
Sr. No.	Level of Officers	Category of Vehicle
1.	PHOD/CHOD, HAG & above	Premium Sedan/ Premium SUV, as per specification available on GeM Portal
2.	NF-HAG/SAG	AC Sedan or AC SUV, as per specification available on GeM Portal
3.	NF-SAG/SG/JAG & below	Non-AC Sedan or Non AC SUV, as per specification available on GeM Portal
4.	Field Supervisors	Non-AC MUV as per GeM portal having provision of transportation of material also
B. Other Conditions		
Sr. No.	Particulars	Conditions
1.	Monthly ceiling KM	i) HQ Officers - Upto 2000 KM ii) Other than HQ - Upto 2500 KM (Also covering the outstation usage for both above) Note: Maximum ceiling limit has been specified, one can process for lower limit of KM based on actual utilization/expected utilization & depending on the availability of option in GeM.
2.	Monthly ceiling Hours	320 Hrs. Note: Maximum ceiling limit has been specified, one can process for lower limit of Hours based on actual utilization/expected utilization & depending on availability of option in GeM.
3.	Normal Duty hours per day	12 Hrs. (Timing may vary as per requirement of officer as working of Railways is 24x7 and driver may be called at the required time)
4.	Penalty clause	This should be included in Tender Conditions as per GeM portal.
5.	Hiring period	Maximum upto 02 (Two) Years. Note: To be reviewed annually by concerned PHOD regarding hiring period, monthly ceiling KM & ceiling Hours.
6.	Extra KM & Extra Hrs.	As per GeM SLA.

SHUBHAM VERMA  Digitally signed by SHUBHAM VERMA
Date: 2026.01.21 10:37:21 +05'30'

Dy. General Manager (G)