

NO.F.3(28)-GA(AR)/99/(S-II)(A)
GOVERNMENT OF TRIPURA
GENERAL ADMINISTRATION(AR) DEPARTMENT

Dated, Agartala, the _____ August, 2010.

MEMORANDUM

Subject:- Instruction to prevent officers leaving station unauthorizedly and misuse of Government Vehicles.

It has come to notice in many cases, Officers leave their station without proper authorisation and the Government vehicles are misused for private purposes. After careful consideration, it has been decided that:-

- a) Officers of various Departments posted in Districts shall leave station, only after taking prior permission of their controlling authorities as well as after intimating to the senior-most Officers concerned of the District Administration, viz. DM & Collector/SDM/BDO.
- b) Normally, District Officers should be called to the State Level only once in a month for official meeting. Similarly, Sub-Divisional/Block Level Officers should be called to District Level only once in a month.
- c) No Officer shall use Government Vehicle for private purposes except in accordance with the guidelines issued by the Finance Department.
- d) Every Officer of the Government Department/PSUs/Co-operatives/Others Autonomous Bodies shall strictly adhere to the guideline issued by the Finance Department in respect of use of Government vehicles and movement of Officers with vehicles. However, no Government/ hired vehicles shall be used by the spouse, sons and daughters and others relatives of the Ministers/Officers/Employees.
- e) Government/hired vehicles shall not be used by authorized officials for more than 100 KMs in a month and the unutilized portion cannot be used in the subsequent months. An amount of Rs. 3.00 per KM shall be charged for personal use of any Government /hired vehicles.

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(Page - 2)

- f) It has been noticed that officers posted outside Agartala commute to their places of work by Government vehicles. This practice also needs to stop and the respective authorities are requested to take action on this.

All concerned are hereby advised to follow these instructions in letter and spirit. Failure to comply will make the person concerned liable for dereliction in duty and conduct unbecoming of a Government servant.



(G. K. Rao)

Principal Secretary to the Government of Tripura.

To
All Principal Secretaries/Commissioner & Secretaries / Secretaries/Heads of the
Departments/DM & Collectors/SDMs/BDOs.

Copy to:-

1. Principal Secretary to the Governor, Tripura.
2. Principal Secretary to Chief Minister, Tripura. *
3. PS to all Ministers.
4. PS to Chief Secretary, Tripura.
