



JAIPUR METRO

JAIPUR METRO RAIL CORPORATION LIMITED

(A Government of Rajasthan Undertaking)

Khanij Bhawan, Tilak Marg, C-Scheme, Jaipur-302005

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F-1(10)/JMRC/DCA/POOL/ POLICY/2013-14/ 445

Date: April 25, 2014

## POLICY CIRCULAR

Pursuant to the decision of the Board of Directors taken in its eighteenth meeting held on 28<sup>th</sup> March, 2014, the Vehicle Use Policy of JMRC is hereby issued, as under:-

### VEHICLE USE POLICY OF JMRC

1) Applicability:

This policy shall be applicable for allotment & use of all JMRC vehicles (i.e., the vehicles owned by JMRC or hired by JMRC) for official purposes.

2) Eligibility of officer for use:

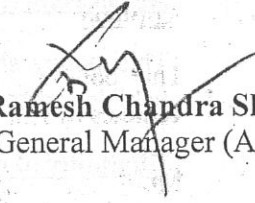
- i. All the officers of the rank of GM and above shall be allotted dedicated JMRC vehicles for official purposes.
- ii. Dedicated JMRC vehicles can also be allotted to any other officer such as OSD (S&V), Metro Police officers, Metro Police Station, etc. on need basis, with the approval of Managing Director.
- iii. The dedicated vehicle may also be used for the journey of officer from home to office and vice versa at the option of the officer subject to a conveyance deduction of Rs. 500 p.m. from the salary of concerned officer. Moreover, no transport allowance shall be payable in such cases.
- iv. Some JMRC Vehicles shall also be kept in pool, specially for the use of executives below the rank of GM for official work. The number of vehicles in pool will be decided by Managing Director as per requirement from time to time.

3) Monthly limit to use the allotted vehicles:

- i. In general, the monthly usage limit of the JMRC vehicles shall be as under:

S.No.	Rank of the officer	Monthly usage limit
a)	Managing Director	On actual basis.
b)	Functional Directors	On actual basis.
c)	Executive Directors/ General Managers or equivalent	2000 Kms
	Pool Vehicles and vehicles allotted to OSD (S&V), Police officers, Police Station, etc.	1800 Kms

- ii. Outstation journeys, if any, shall be excluded from the monthly usage limit.
- iii. Excess usage in any month, depending upon the nature and exigencies of work, may be regularized by the concerned Director up to 10% and beyond that by the Managing Director on the recommendations of concerned Director.

  
**(Ramesh Chandra Sharma)**  
 General Manager (Admn.)

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1. PS to CMD, JMRC
2. All Functional Directors, JMRC
3. All Executive Directors, JMRC
4. All General Managers, JMRC
5. ACP (IT), JMRC for placing the order on JMRC website.
6. All employees of JMRC through JMRC website.
7. Policy Guard File.

  
 General Manager (Admn.)