

GOVERNMENT OF RAJASTHAN  
ELECTION DEPARTMENT

NO.: F. 8(2)(9)/Elect./2018/ 9269

Jaipur, dated 3-11-2018

**: OFFICE ORDER :**

Sub. : Vidhan Sabha General Election, 2018 - Procedure for settlement of hire and detention charges of the motor vehicles requisitioned and supply arrangements of P.O.L. for vehicles.

In order to ensure prompt settlement of hire and detention charges of motor vehicles requisitioned for the conduct of Vidhan Sabha General Election, 2018 and to simplify the procedure for arrangements of P.O.L. for the motor vehicles in each District, the Governor is pleased to issue the following instructions in supersession of all previous instructions issued in this regard: -

**PART - I**

**RATES OF HIRE AND DETENTION CHARGES OF PRIVATE VEHICLES/RSRTC BUSES**

Hire and detention charges in respect of vehicles belonging to private owners /RSRTC BUSES will be paid at following rates: -

S. No	Type of Vehicle	for Vidhan Sabha General Election, 2018	
		Petrol/Diesel	Rate per day (Amount in Rs.)
1	2	3	4
1.	Contract Carriage Buses	3 Km per liter	2500/-
2.	Stage Carriage Buses (including RSRTC Buses)	3 Km per liter	1850/-
3.	Stage Carriage Mini Buses	3 Km per liter	1100/-
4.	Taxi (Indica & Ambassador etc.)	14 Km per liter	900/-
5.	Auto Rikshaw	25Km per liter	275/-
6.	Contract Carriage Mini Buses	5 Km per liter	1450/-
7.	Taxi (Dezire, ETIOS, Indigo etc.)	10Km per liter	1100/-
8.	Taxi Innova	10Km per liter	1350/-
9.	Maxi Cab, Bolero, Commander, Jeep & others	10Km per liter	1100/-
10.	Tata Magic / Mahindra Maximo	15 Km per liter	550/-
11.	Tractor with Trolley	3 Km per liter	400/-
12.	Full Body / Half Body Truck	3Km per liter	1000/-
13.	Crane/JCB	Actual Dip measurement	3500/-
14.	Mini Crane	Actual Dip measurement	2500/-
15.	In case of sending requisite vehicles to other District Rs. 250/- will be paid as Night Haultage charges to vehicle Driver/Khalasi		
16.	Mobil Oil at the rate of one liter be allowed for every 250 kilometer or part thereof for the Buses in Category 1, 2, 3 & 6. Similarly one liter mobile oil be allowed every 800 kilometer for Car at category 4, 7, 8, 9 & 10.		

Note - 1. Hire Charges will not be payable to that vehicles which are acquired after 4.00 PM.

2. Crane/JCB/ Mini crane may be acquired as and when required only.

2. In respect of Vehicles which go out of order during Election Duty, Payment will be deducted as under:-

Category	Deduction Rates in Rs. ( Per Hour)
1	2
1.	90/-
2.	65/-
3.	40/-
4.	25/-
5.	15/-
6.	40/-
7.	35/-
8.	35/
9.	35/
10	25/-
11.	20/-
12.	40/-
13.	90/-
14.	65/-

Deductions should not exceed per day rate of Hire & Detention Charges.

#### PART - II

#### PAYMENT OF HIRE AND DETENTION CHARGESE OF THE PRIVATE VEHICLES

1.	District Election Officer will make payment of hire and detention charges of the private vehicles in cash/e-payment on the day of the vehicles are released from election duty. Sufficient amount required for making payment of such hire charges will be drawn in advance through the A. C. Bills.
2.	Record of each vehicle requisitioned for election duty shall be maintained in the vehicle register in form "A".
3.	A separate LOG-SHEET-CUM-HIRE Bill will be given to the officer-in-charges of the vehicles after completion of Part-I by the District Election Officer (in form 'B' of vehicle Log- sheet-cum-hire-charges) while allotting the vehicle for Polling Duty.
4.	The Officer-in-charge of the vehicle (Presiding Officer or any other Officer) will make respective entries in Part-II of the Log Sheet during the period the vehicle remains under his charge. At the time of handing over of the vehicle to the District Election Officer at the close of the Election Duty the officer-in-charge will hand over the Log Sheet completing all the respective entries and duly attesting the same.
5.	The District Election Officer will complete Part-III of the Log Sheet in respect of the amount of hire charges payable to the vehicle and the deductions in respect of the P. O. L. balance calculated in the manner as mentioned in para 9 of Part -II.
6.	The vehicles requisitioned, not used but kept in reserve will be paid hiring charges at the rates mentioned in Para 1 of Part- I.
7.	The Hire and Detention charges of the vehicles used by the Polling Parties should not be paid for more than three days. Requisition order to the vehicle owners may be served earlier asking them to report for duty on a particular date when the Polling parties are actually to be moved and be released soon after the arrival of the parties from Polling duty. In such extra ordinary cases where due to comparatively more distance, if it is required to send the Polling parties earlier for Polling duty the DEO may allow to use the vehicle for 4 days only. The Vehicles detained by a DEO and asked to report to another district for Poll duty, may, however be used for 4 days. The vehicles should not be used for more than <u>4 (four) days without approval of the Chief Electoral Officer, Rajasthan, Jaipur.</u>
8.	The vehicles requisitioned for transportation of Electronic Voting Machines, Polling Articles, Furniture and other articles in connection with election should be paid for actual days they remain on election duty irrespective of dates.
9.	Calculation of P. O. L. remaining in balance at the close of elections will not be

	required. P. O. L. balance at the end will be calculated on the basis of total P. O. L. supplied to the vehicles and total consumption calculated as below:-
10.	Cost of excess supply will be recovered from the hiring charges bills. In case of the vehicle whose milometer is in order, total run will be determined on the basis of the first and last milometer reading. In case of vehicle whose milometer are not in working order, run will be calculated on the basis of the distance of destination covered by it. At the time of surrender of vehicles by the Officer - in charge, the District Election Officer will ensure that the log-sheets are complete in all respect. Net amount payable to the vehicle owner after deductions, will be checked and pass order will be recorded by the Officer authorized by the District Election Officer. The log-sheet so passed will then become bill of the vehicle. Payment will be made in cash/e-payment on the basis of the bill from the cash counter to the owner of vehicle. In case owner is not present, payment will be made to the driver or any other person on the basis of authority of the owner of vehicle. If authority is not given then payment will be made to driver after obtaining following undertaking.

"Received payment Rs. .... of the hire charges of the vehicle No. .... on behalf of the owner, I declare that I am authorized to receive hire charges of the vehicle on behalf of the owner. In case of any dispute regarding payment of the hire charges, I shall indemnify the State Government to that extent.

Signature

Name

Address

License No.

### PART - III

#### GENERAL - IMPORTANT DIRECTION

1.	Hire charges in respect of the vehicles of the Central and its autonomous statutory bodies and Public Sector undertaking under the control of the Central Government will not be paid by the Election Department as per direction of Government of India vide their Order No. G-27031(6)/87-B&A dated 17.12.87 (Ministry of Law & Justice). However, Petrol, Diesel and Mobil-Oil will be supplied to such vehicles at the cost of the State Government and expenditure of minor repairs will also be born by the State Government of such vehicles during the period of requisitioning. T. A. & D. A. of drivers will be paid out of Election Budget. These directions will also be applicable for vehicles of State Government & its Autonomous Corporations (Except RSRTC Buses), Local Bodies etc.
2.	These rates of hire charges shown from Part-I to Part- II are exclusive of P.O.L. but inclusive of pay and allowances of drivers etc. T.A. & D.A. of the drivers accompanying these vehicles will be paid by the respective vehicle owners.
3.	No hiring charges in respect of vehicles of District Pool and other Government Vehicles used in connection with Vidhan Sabha General Election, 2018 will be paid. However, their P.O.L. expenses for the election period and also the expenditure on account of minor repairs to the extent of

	Rs. 2,500/- (Rupees Two Thousand Five Hundred only) per vehicle of District Pool and Rs. 1,000/- (Rupees One Thousand Only) per vehicle for other Government Vehicles shall be debited to election head.
4.	The District Election Officer (Collector) may draw sufficient funds on A.C. Bills for making payment of the hiring charges.

The expenditure on this account will be debited to Election Head, other than the vehicles used by Police Department:-

- 2015 - Elections
- 00
- 106 - Charges for conduct of elections to State/Union Territory Legislature
- (01)- Election related charges - Committed
- [00]
- 57- Expenses on Specific service by the department (State fund)

D. C. Bills will be rendered by the District Election Officer to the Accountant General, Rajasthan, Jaipur within one month from the date of drawl after making complete entries in the vehicle register so that the complete record is available of hire charges paid by the District Election Office.

This bears concurrence of the Finance Department (Exp.-V) vide their I. D. No. 101805803 dated 31.10.2018

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(Anand Kumar)  
Chief Electoral Officer &  
Ex-Officio Principal Secretary to  
the Government.

NO.: F. 8(2)(9)/Elec/2018/ 92 69

Jaipur, dated 3-11-18

Copy forwarded to the following for information and necessary action: -

1. Finance (Exp. V) Department, Rajasthan, Jaipur.
2. All officers of Election Department.
3. All District Election Officer (Collectors) Rajasthan.
4. Accounts ( Budget/Payment) Section / General Section/ Establishment/ Store/ Election Department, Rajasthan, Jaipur

*[Signature]*  
Financial Advisor,  
Election Department,  
Rajasthan, Jaipur.