

**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
(CABINET DIVISION)**

No. 6/7/2011-CPC

Islamabad, the 12th December, 2011

Subject:- **RULES/POLICY FOR MONETIZATION OF TRANSPORT FACILITY FOR CIVIL SERVANTS (BS-20 TO BS-22).**

The Federal Government has been pleased to approve the "Compulsory Monetization of Transport Facility for Civil Servants in BS-20 to BS-22" to be implemented from 1st January, 2012, subject to fulfillment of the parameters of the Policy, which are annexed.

2. The basic objective of this transport monetization policy is in line with the observance of the austerity measures and to eliminate any possibility of misuse of official vehicles, as well as, to restrict the maintenance expenditure of the vehicles to the bare minimum, which shall be used as protocol/operational duty purposes.

3. It has therefore been decided that implementation of this Policy shall be strictly adhered by all Ministries/Divisions/Attached Departments and Sub-ordinate Offices and its overall compliance as per defined parameters shall be the responsibility of all Principal Accounting Officers by obtaining Certificates from each of the entitled officer in BS-20 to BS-22 including himself/herself that he/she is not in possession or in use of any project vehicle or the departmental operational/general duty vehicle, as well as, any vehicle of an organization or body corporate in his ex-officio capacity as member of its Board, except the only vehicle allocated to him through this Monetization Policy.

4. The Principal Accounting Officers will also render a Certificate on the above lines ensuring that all the entitled officers in BS-20 to BS-22, working under him are not using any project vehicle or departmental operational/general duty vehicle or any other vehicle of an organization or body corporate in his ex-officio capacity. The specimen of the Certificates/declarations which are required to be furnished by each of the entitled officer and the Principal Accounting Officer for implementation of the Policy have also been annexed.

5. The vehicles which will become surplus due to enforcement of this Policy shall be surrendered to the Cabinet Division's Central Pool of Cars, immediately.

(Muhammad Saleem)
Joint Secretary (NPS)
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All Federal Secretaries/
Additional Secretaries Incharge of the Ministries/Divisions

**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
(CABINET DIVISION)**

Annexure

Subject:- **RULES/POLICY FOR MONETIZATION OF TRANSPORT FACILITY FOR CIVIL SERVANTS (BS-20 TO BS-22).**

- (i). There will be a complete ban on the purchase of staff cars.
- (ii). Monetization of the transport facility will be compulsory for all Civil Servants in BS-20 to 22 with effect from the date of enforcement.
- (iii). Ministries/Divisions/Departments will maintain a limited Pool of vehicles (1000/800-cc) for general duties. In addition, one 1300-cc vehicle will be maintained for protocol/operational duty by the entitled officers. However, the number of 1300-cc vehicles for operational/protocol duties by the entitled officers shall be determined, keeping in view the strength and functions of the Ministry.
- (iv). The Civil Servants in BS-20 to BS-22 who have been provided the official transport may be given the first option to purchase the allocated cars on depreciated price. As per prescribed formula the depreciated price of a vehicle is calculated by depreciating the original price of the vehicle at the rate of 15% for the first year and 10% for the subsequent year. However, keeping in view the existing condition of vehicles which are extensively used, it has been decided to allow 15% depreciation for each completed year of life of the vehicles. An illustrative example of calculation of depreciated price of a 1300 cc Car purchased in 2006 is at **Appendix-I**. Alternately, the market price of the new car will be taken and depreciated at 20% per annum on reducing balances. Which ever depreciated price is higher shall be adopted as the reserve price. The depreciation will start from the year of the model of the car.
- (v). The depreciated price of the vehicles on the basis of above formula shall be calculated/recommended by the Condemnation/Replacement Committee already constituted in all Ministries/Divisions/ Departments, in accordance with Cabinet Division's U.O No. 6-7(1)/02.M.II, dated 26th June, 2007(**Appendix-II**). In any case, the Committee shall not recommend the depreciated price of a 1000-cc vehicle less than Rs. 200,000 and Rs. 250,000 for a 1300-cc vehicle respectively. The recommendations of the Committee shall be approved by the Principal Accounting Officer, who will ensure the element of transparency in calculation of depreciated price of the vehicles as per entitlement of the officers.
- (vi). The recovery installments of the depreciated price of the vehicle shall be so fixed (not less than Rs. 25,000/- per month) and in such a way that the entire cost is recovered from the officers before the date of their superannuation.
- (vii). No officer of BS-20 to BS-22 will be entitled and authorized to use Project vehicles or the Departmental Operational/General Duty vehicles for any kind of duty. However, they may be allowed the facility to avail the Departmental Operational/General Duty vehicles, subject to entitlement/availability of the vehicle, in case they have to undertake official/local/out station/in land country tours subject to the approval of the competent authority/the Principal Accounting Officer.

- (viii). The Principal Accounting Officers shall render a certificate (**Appendix-III**) about the detail of vehicles presently allocated to the entitled officers (BS-20 to BS-22).
- (ix). The Principal Accounting Officers shall obtain a Certificate from each of the entitled officers in BS-20 to BS-22 including himself/herself that he/she is not in possession or using any Project vehicle or the Departmental Operational/General Duty vehicle, as well as, any vehicle of an organization or body corporate in his/her ex-officio capacity as member of its Board, except the vehicle allocated to him/her through this monetization policy. The specimen of the Certificate to be rendered in this regard by each officer in BS-20 to BS-22 is at (**Appendix-IV**).
- (x). An undertaking to sign the Transfer Deed will be submitted to the AGPR through the Ministry/Division/Department by each officer opting for the purchase of car and that he is bound to pay the total depreciated amount to the Government and allows the AGPR to recover the same from his/her salary in such a way that the total amount is recovered before the date of superannuation. AGPR will keep the record of the options exercised by the officers regarding retention of drivers and the purchase of cars on the basis of which pay slips of the officers will be revised for payment of monetized value and recovery of installments for the purchase of staff car and Rs. 10,000/- on account of driver facility. The Transfer Deed will be issued after full recovery of the depreciated amount of the vehicle.
- (xi). The entitled officers who have not been provided any official vehicle or have not opted for purchase of vehicle under this monetization policy will also render a certificate specimen at **Appendix-V**.
- (xii). The Principal Accounting Officers will also render a Certificate on the above lines specimen at **Appendix-VI** that all the entitled officers in BS-20 to BS-22, working under him/her who have opted to retain the vehicles as per monetization policy against the depreciated price are not using any project vehicle or departmental operational/general duty vehicle or any other vehicle of an organization or body corporate in his/her ex-officio capacity.
- (xiii). The services of the regular permanent drivers will be offered to BS-20 to BS-22 Civil Servants on optional basis (as per certificate at **Appendix-VII**) on deduction of Rs. 10,000/- per month from the monetized value. The drivers allocated to the Civil Servants will remain on the strength of the Ministry/ Division/Department for the purpose of their Pay, Allowances and Pension etc.
- (xiv). No new recruitment of drivers will be made until drivers rendered surplus are adjusted in consultation with the Establishment Division.
- (xv). The Ministries/Divisions/Departments needing operational vehicles shall get their authorization of such vehicles fixed from the Vehicle Committee constituted with a representative each from Cabinet Division, Finance Division and the respective Ministry/Division/Department.
- (xvi). The vehicles become surplus due to enforcement of this Policy and over and above the number of entitled officers shall be intimated to the Cabinet Division with a Certificate by the Principal Accounting Officer (specimen at **Appendix-VIII**) that the Ministry/Division/ Department is not in possession of any vehicle in excess of its **revised authorized strength** of operational/general duty vehicles. The vehicles become surplus shall be surrendered to the Central Pool of Cars.

- (xvii). The certificates/declarations at **Appendix-III to VIII** shall be forwarded to the Cabinet Division, while certified copies of the **Appendix-III, IV, V, VI & VII** shall be furnished to the AGPR.
- (xviii). The Principal Accounting Officers will be responsible for the proper use of the Government transport for operational and general duties.
- (xix). On the basis of the expenditure being incurred on provision/maintenance of the official transport, allocated to the Civil Servants from BS-20 to BS-22, the entitled officers shall be eligible for following transport monetization, per month:-

BS-22	BS-21	BS-20
Rs. 95,910/-	Rs. 77,430/-	Rs. 65,960/-

- (xx). The expenditure of monetization shall be reviewed periodically or as and when required on the basis of review of POL prices etc.
- (xxi). Petrol/CNG cards for the staff cars may be retained by the officers to be financed from the date of implementation of the policy at their own expenses. However, the ownership of the cards shall be transferred in the name of the officer concerned by the respective Ministry/Division/ Department. Similarly, no expenditure on the repair, maintenance or replacement of parts for the vehicles opted to be allocated to the entitled officers shall be paid by the Ministries/ Divisions/Departments or entertained by the AGPR from the date of enforcement of the policy.
- (xxii). No green number plate will be allowed to be used for the staff cars purchased by the officers in BS-20 to BS-22. Transfer fee/taxes etc. shall be paid by the officers themselves.
- (xxiii). Each Ministry/Division/Department will prepare and submit to the Cabinet Division and Finance Division every month a report on the expenditure relating to the CNG, POL and the repair/maintenance of the operational/general duty vehicles, so that the resultant financial impact/savings of the Policy could be assessed.
- (xxiv). Media reports regarding misuse of operational/general duty vehicles will be seriously looked into and corrective measures shall be taken immediately.
- (xxv). No additional budget will be allocated for implementation of the policy. However, re-appropriations will be made in consultation with the FA's Organizations, from the head of account, Repair/Maintenance/POL etc to the head of account Salary/Allowances.
- (xxvi). Vigilance Committees, headed by a Joint Secretary, to be constituted by every Ministry / Division to check the misuse of vehicles for operational and general protocol duties. The Vigilance Committees should, inter alia, ensure that all the general duty vehicles are parked in the premises of their respective Ministries/Divisions, as and when they are not being used for official purposes.
- (xxvii). Finance Division to complete the exercise for determining the per month expenditure of different categories of vehicles (on the basis of engine size) on priority basis and ensure that the annual budget given to the various Ministries/Division is adjusted accordingly to correspond to the number of vehicles authorized to them and the repair/maintenance cost worked out as a result of the aforesaid exercise.

CERTIFICATE

It is certified that the following entitled officers (BS-20 to BS-22) of the (Ministry/Division/Department) have been allocated staff cars for their official use as mentioned against each:-

S.No	Name	Designation	Basic Scale	Make/Type, Engine capacity(cc) and Model of the vehicle	Registration No.
1.					
2.					
3.					

2. It is further certified that:-

- (i). They are not in possession of or using any Project vehicle.
- (ii). They are also not using any Departmental Operational/ General Duty vehicle.
- (iii). They have not taken any vehicle in their capacity as ex-officio member of a Board etc.
- (iv). The only vehicle in their use is the vehicle mentioned at para-1 above.

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Principal Accounting Officer
Ministry/Division/Department

CERTIFICATE

I hereby opt to retain the vehicle (Make, Model, Type, Engine Capacity-cc and Registration No.) which has officially been allocated to me, as per monetization policy vide Cabinet Division's U.O.No 6/7/2011-CPC, dated 12th December, 2011.

2. It is certified that:-

- (i). I am not in possession of or using any Project vehicle.
- (ii). I am not using any Departmental Operational/General Duty vehicle.
- (iii). I have not taken any vehicle in my capacity as ex-officio member of a Board etc.
- (iv). The only vehicle in my use is the vehicle mentioned at para-1 above.
- (v). If I am found using any vehicle not authorized to me, I shall be liable to be proceeded under the rules.
- (vi). I hereby undertake to sign the transfer deed for purchase of staff car offered to me through this Monetization Policy and shall pay the total evaluated depreciated amount to the Government by recovering the same from my pay as per prescribed instructions/procedure.

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Name, Designation and BS of
the entitled officer
Ministry/Division/Department

CERTIFICATE

It is certified that:-

- (i). I am not in possession of any official vehicle provided by the Ministry/Division/Department or using any Project vehicle.
- (ii). I am not using any Departmental Operational/General Duty vehicle.
- (iii). I have not taken any vehicle in my capacity as ex-officio member of a Board etc.
- (iv). If I am found using any vehicle not authorized to me, I shall be liable to be proceeded under the rules.

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Name, Designation and BS of
the entitled officer
Ministry/Division/Department

CERTIFICATE

It is certified that the following entitled officers of the (Ministry/Division/Department) who opted have been allowed to retain the staff cars in their use, as per monetization policy vide Cabinet Division's U.O.No 6/7/2011-CPC, dated 12th December, 2011.

S. #	Name	Designation	Basic Scale	Make/Type, Engine Capacity(cc) and Model of the vehicle	Registration No	Depreciated Price
1.						
2.						
3.						

2. It is further certified that:-

- (i). They are not in possession of or using any Project vehicle.
- (ii). They are also not using any Departmental Operational/ General Duty vehicle.
- (iii). They have not taken any vehicle in their capacity as ex-officio member of a Board etc.
- (iv). The only vehicle in their use is the vehicle mentioned at Para-1 above.

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Principal Accounting Officer
Ministry/Division/Department

CERTIFICATE

I hereby opt (or do not opt) to retain the services of the official staff car driver on deduction of Rs. 10,000/- per month, from my pay as per Monetization Policy circulated vide Cabinet Division's U.O. No 6/7/2011-CPC, dated 12th December, 2011.

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Name, Designation and BS of
the entitled officer
Ministry/Division/Department

CERTIFICATE

It is certified that the following vehicles of the (Ministry/ Division/Department) _____ have become surplus due to enforcement of the transport monetization policy, being over and above the number of entitled officers.

S.No	Make/Type/Model of the vehicles	Engine Capacity(cc)	Registration No.
1.			
2.			
3.			

2. It is further certified that the (Ministry/Division/Department) _____ is not in possession of any vehicle in excess of its **revised authorized strength** of Operational/General Duty vehicles or using any Project vehicle or any vehicle of an organization or body corporate.

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Principal Accounting Officer
Ministry/Division/Department