



GOVERNMENT OF KERALA

Abstract

IMPLEMENTATION OF MGP INITIATIVE—RULES FOR THE USE OF GOVERNMENT MOTOR VEHICLES—INTRODUCTION OF VEHICLE HISTORY BOOK—INSTRUCTIONS—ISSUED

FINANCE (EXPENDITURE-B) DEPARTMENT

G. (P) No. 161/2006/Fin. Dated, Thiruvananthapuram, 31st March, 2006.

ORDER

1. According to the orders issued in Article 324 (a) of KFC Vol-I, it has been ordered to maintain a log book in respect of Government owned vehicles.
2. Instances have come to the notice of Government that there is no proper mechanism for recording the maintenance particulars of Government vehicles.
3. Government having examined the matter in detail are pleased to recommend the introduction of a 'Vehicle History Book' which will contain all the particulars of the vehicle and its maintenance and repair, as detailed in the annexure to this Government Order.
4. Necessary amendments to Kerala Financial Code Article 324 will be issued separately.

By order of the Governor,

K. JOSE CYRIAC,
Principal Secretary (Finance).

GCPT. 4/1471/2006/DTP.

To

All Principal Secretaries/Secretaries/Special Secretaries to Government.
All Departments.

All District Collectors.

All Heads of Departments.

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram (with C. L.).

The Accountant General (A & E), Kerala, Thiruvananthapuram (with C. L.).

The Member Secretary, Kerala Administrative Reforms Committee (with C. L.).

The Private Secretary to Chief Minister.

The Private Secretary to all Ministers.

The Private Secretary to Leader of Opposition/Chief Whip.

The Additional Secretary to Chief Secretary.

The Director of Public Relations.

The Stock File/Office Copy.

✓ The nodal officer UNO - Finance - Kerala - Gov. in

VEHICLE DETAILS

Year of Manufacture	:		
Make	:		
Model	:		
Body Style	:		
Colour	:		
L.) Registration Number	:		
.) Chassis Number	:		
.) Engine Number	:		
Engine Specifications			
Engine displacement	:		
Number of cylinders	:		
Cylinder firing order	:		
Carburetor or Fuel injection	:		
Sparkplug type	:		
Fluid Specifications			Capacity
Engine oil type	:		
Fuel tank octane	:		
Radiator coolant type	:		
Transmission fluid type	:		
Power steering fluid type	:		
Miscellaneous			
Battery size	:		
CCA (cold crank amp)	:		
Tyre size	:		
Front air pressure	:		
Rear air pressure	:		
Part Numbers		Recommended	Equivalent
Distributor	:		
Air filter	:		
Fuel filter	:		
Oil filter	:		
Drive belt	:		
Sparkplug wires	:		
List of accessories/additional fittings			
1	:		
2	:		
3	:		

OFFICER IN-CHARGE OF THE VEHICLE

Date	Handing over		Taking over		Remarks
	Name & Designation of the Officer	Signature	Name & Designation of the Officer	Signature	

INSURANCE POLICY DETAILS

Name and Address of the Policy Issuing Officer	Policy Number and Date	Period of Coverage		Amount Insured	No claim bonus for the previous year, if any	Net premium amount paid	Renewal due date	Remarks
		From	To					

POLLUTION UNDER CONTROL CERTIFICATE DETAILS

Name and address of the Certificate issuing Officer	Date of checking	CO% Volume on idling	Odometer reading at the time of checking	Amount paid	Next renewal date	Remarks

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MONTHLY LOG BOOK SUMMARY

Month and Year	Odometer reading		No. of kms.	Quantity of fuel used	Approx. Mileage (kms./ltr.)	Signature of the driver	Signature of the officer-in-charge	Remarks
	At the start of the month	At the end of the month						

REPAIR AND MAINTENANCE DETAILS

Date	Name of the driver	Description of Work	Labour cost	Description & cost of the sparepart replaced	Details of warranty of spare parts	Details of consumables used	Total Expenditure	Name & Address of the authorised workshop with full details	Remarks of the repair sanctioning authority (signature with date)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

4/1471/2006