



कर्मचारी भविष्य निधि संगठन

Employees Provident Fund Organisation

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

(MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA)

मुख्य कार्यालय/Head Office

प्लेट ए, ग्राउंडफ्लोर, ब्लॉक-II, ईस्ट किडवाई नगर, नई दिल्ली-110023

Plate A, Ground Floor, Block II, East Kidwai Nagar, New Delhi-110023

Website: www.epfindia.gov.in, www.epfindia.nic.in



No. HRD-I/18/2025/Hiring Vehicle/1303

Dated: 10 MAR 2025

To,

All ACC(HQ)(Zones)/ACC(Zones)

Sub: Hiring of Vehicles for official use – Reg.

Ref: (1) H.O. Circular No. HRM-8/V/6(1)2011/Hiring Vehicle/4241 dated 21.05.2012.
(2) H.O. Circular No. HRM-8/6(1)2011/Hiring Vehicle/13411 dated 24.10.2013.
(3) H.O. Circular No. HRM-8/6(1)2011/Hiring Vehicle/7421 dated 18.07.2017.

Sir,

Please refer to Head Office letter No. HRM-8/6(1)2011/Hiring Vehicles/13411 dated 24.10.2013. The facility of operational vehicle provided in point no. 4(iii) of the said letter is being extended to all the Zonal Offices. The point no. 2(i) of Order No. H.O. Circular No. HRM-8/6(1)2011/hiring vehicle/7421 dated 18.07.2017 is modified to that extent.

2. Officers availing this facility shall not be paid any TPA.
3. Hiring of vehicles shall be strictly through GeM portal as per GFR provisions.
4. Hired vehicle should be of Swift Dzire or equivalent category and vehicle in lowest slab of KMs/Hrs available on GeM portal shall be hired.
5. Guidelines related to monthly monetary ceiling and following of the GFR provisions and other rules issued from time to time subsequently for HO/ROs shall also be followed by the ZOs.

(This issues with the approval of the Competent Authority)

Encl. as above:

Yours faithfully,

(Saurabh Tripathi)

Regional P.F. Commissioner-I(HRD-I)

Copy to:

1. PPS to CPFC
2. PPS to FA & CAO, CVO, ACC (HQ)
3. All Regional PF Commissioners
4. All PPS, PA and SO in Head Office
5. RPFC, IS Division for web circulation
6. Hindi Section for Hindi Version
7. Guard file

(Saurabh Tripathi)

Regional P.F. Commissioner-I, HRD-I



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
(MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA)
मुख्यालय-HEAD OFFICE
भविष्य निधि भवन
BHAVISHYA NIDHI BHAWAN
14, भीकाजी कामा प्लेस, नई दिल्ली-110066
14-BHIKAJI CAMA PLACE, NEW DELHI-110066
Website : www.epfindia.gov.in

HRM -8/6(1)2011/Hiring Vehicles/

/ 13411

Dated: .10.2013

24 OCT 2013

To,

All Addl. Central P.F. Commissioner (Zones)/CVO/ Director (NATRSS),
All RPFCs-In-Charge of the RO/SRO/ZTIs/ZVDs,
RPFC (ASD), Head Office

Subject: Hiring/Purchasing of Vehicles –Regarding

Reference: Head Office Circular No. HRM-8/V/6(1)/2011/Hiring Vehicle/4241 dated 21.05.2012

Sir,

The Ministry of Finance, Govt. of India vide its O.M. No. 7(2)/E. Coord/2013 dated 18.09.2013 has allowed purchase of vehicles against condemned vehicles. Accordingly, RPFCs-in-charge of Regions/ZTI/ASD, NATRSS, Zonal Offices are requested to send the proposals for the purchase of new vehicles against condemned vehicles by following guidelines/instructions issued by Govt. of India from time to time.

2. Further, as per the existing facilities of hiring of vehicles as circulated vide Circular No. HRM-8/V/6(1)/2011/Hiring Vehicle/4241 dated 21.05.2012, only those offices, i.e., ROs/SROs were allowed to hire, where none of the vehicles existed. In other words, the facility was neither available to offices where some vehicles exist nor it was available to offices, where the old vehicle were condemned as non-functional/non-serviceable. Thus, there had been a considerable demand for a review of the policy.

3. In view of functional requirements of the vehicle and considering the cost escalations since the date of earlier circular dated 21.05.2012 on the subject, the same is partially modified. The fresh entitlement to hire vehicle for the offices mentioned in column 2 shall be restricted to the limit set in column 3.

Contd...

S.No.	Office	Monthly Monetary ceiling
1	2	3
1.	a) NATRSS b) Head Quarters/ Regional Office/SRO/ ZTIs/ZVDs c) Zonal offices	Rs. 36000/- per vehicle for mid size cars
2.	Head Quarters	Rs. 40000/- per vehicle for mid size vehicle for Officers in the rank of Joint Secretary and above

4. The hiring of vehicles on monthly basis as per above monetary ceiling is further subject to following conditions:

- (i) RPFC-in-Charge of Regions/SROs/ASD/ZTIs, Zonal Vigilance Directorates & NATRSS may hire vehicles on monthly basis against the sanctioned number of staff car, if no staff car is available.
- (ii) RPFC-in-Charge of Regions/SROs/ASD/ZTIs, Zonal Vigilance Directorates & NATRSS may hire vehicles on monthly basis against condemnable or condemned vehicles till new vehicle is provided to them.
- (iii) RPFC (ASD), Head Quarters may hire vehicles on monthly basis for All Addl. CPFCs & RPFCs-I/ Chief Engineer posted at Head Quarters. However, vehicle may not be hired in respect of the officers, who have already been provided with the staff car.
- (iv) For the purpose of hiring of vehicle GFR provisions has to be followed. A copy of model agreement along with the normal terms & conditions to be entered with the travel agency is also attached herewith for necessary action.
- (v) Administrative and Financial powers are delegated for hiring of vehicles to the RPFCs in Charge of Regions/SROs/ /ZTIs/ ASD & NATRSS to incur expenditure on this account head subject to budgetary provisions under the budget head "Conveyance Hire" subject to the monetary limits prescribed in column 4 for the authorities mentioned in corresponding column 3

Sl. No.	Activity	Authorities	Remarks
1	2	3	4
1	Incurring expenditure towards Hiring of vehicles	AC(Admn)/RC(Admn)/ OIC of SRO/ SAO (NATRSS)	Full amount @ 36,000/- per month per vehicle.
		RPFC-I of RO/ ZTI RPFC-I(ASD)	Full amount @ 36,000/- per month per vehicle.
		ACC (Zone)	Full amount @ 36,000/- per month per vehicle.
		ACC (HR)	Full amount @ 40,000/- per month per vehicle.

Sl. No.	Activity	Authorities	Remarks
2	Signing the Annual Contract agreement	RPFC-I of RO/ZTI/ ASD ACC(Zone)/ Director(NATRSS) ACC (HR)	Within their respective monetary limit.
3	Taking penal action as per the term and conditions of the agreement	As per SL. No. 2	

(vi) RPFC-in-charge of Regions may hire the vehicles for the concerned Zonal Vigilance Directorates.

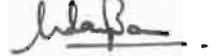
(vii) The monetary limit may however be enhanced @ 15% every three years.

5. Further RPFCs-in-charge of Regions/ZTI & Director (NATRSS) may assess the additional requirement of hired vehicles for functional & operational purpose after taking into consideration the workload, functions & jurisdictional extent of concerned SRO/RO and send the detailed proposal to Head Quarters before 15.11.2013.

(This issues with the approval of Central Provident Fund Commissioner.)

Enclosed: As above.

Yours faithfully,



(UDAY BAXI)
REGIONAL P.F.COMMISSIONER-I (HRM)

Copy to:

- 1) FA & CAO
- 2) All Dy. Dir. (Vig.)/Zonal Audit Parties
- 3) RPFC(NDC) with request to upload on EPFO website
- 4) RPFC (FA), Head office – for earmarking sufficient budget provisions in the relevant budget head
- 5) RPFC (HRD) - for updating the delegation of administrative and Financial powers.
- 6) PS to CPFC for information
- 7) The General Secretary, EPF Officers' Association, Guwahati
- 8) Guard File
- 9) Director (OL) for Hindi version.



(UDAY BAXI)
REGIONAL P.F.COMMISSIONER-I (HRM)

VEHICLE HIRING AGREEMENT

This agreement made this day of _____ between the Central Board of Trustees, EPF acting through the (ACC (Zone)/Director (NATRSS)/Regional P.F. Commissioner-I_____)(hereinafter referred to as the first party) & _____ (hereinafter referred to as “the second party”) which expression shall unless excluded by or repugnant to the context, include their heirs, executors. Administrators, Legal Representatives & Permitted assignees.

Whereas the first party is desirous that the vehicle _____ should be hired from the second party. And whereas the second party has agreed to provide the vehicle at the terms and conditions enumerated below:-

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:-

1. In this agreement, words and expressions shall have the same meaning as are Respectively assigned to them in General conditions of contract referred to.
2. The following documents shall be deemed to form part and be read and constructed as part of this agreement viz.

- | | |
|---|--------------|
| a. Particulars of the vehicle | Annexure "A" |
| b. Hire Charges | Annexure "B" |
| c. The General Conditions of the contract | Annexure "C" |

Annexure “A”

Registration No. _____

Vehicle Class _____ Motor Cab

Mfg. Year _____

Fuel Used _____

Engine NO. _____

Chasis No. _____

Horse Power _____

Annexure “B”

Duration	Over Time	Min. Hours per day	Min. Kms. Per Month	Hire Charges per Month	Extra Charges beyond _____ Kms. in _____ year
From _____ to _____	Rs. _____/- per night & no overtime	10 Hours	2300 Km. Adjustable for _____ Years	Rs. _____	Rs. _____ per Km.

Annexure "C"

1. All expenses/charges of the driver, oil, petrol/diesel, insurance, taxes, repairs and maintenance etc, of the vehicle, by whatever name called will be borne by the second party.
2. The driver and the vehicle must comply with all the provisions of the Motor Vehicle Act and other relevant laws. The driver must wear the Uniform (White Safari Suit/White shirt-Pants) at all times. His services will be subject to satisfaction of the Controlling Officer. Any driver once removed on instructions of an Officer shall not be employed with any other Officer in the Department.
3. The second party/driver will be wholly and solely responsible for and liable to all legal and financial consequences arising out of rash driving /accident etc.
4. The mileage will be counted from the office of the first party.
5. The mileage and the time consumed for fuelling repair and maintenance of the vehicle will be excluded.
6. In case the vehicle breaks down or is under repair or the driver is absent, or the driver is found drunken alternative vehicle and driver will be provided by the second party within half-hour. However in case second party fails to do so, or the alternative vehicle/driver is not upto mark, the first party will be entitled to hire another chauffeur-driven vehicle and recover the charges for the same along with penalty @ Rs.1500/- per day from the second party.
7. The vehicle hire agreement can be terminated by either party after serving 45 days advance notice on the other party.
8. The vehicle and the driver should eligible/willing to travel outside the territorial jurisdiction of the Region/Zone also.
9. On the basis of monthly bills raised by the second party, the hire charges will be paid through account payee cheque after deducting Tax at source as per the Provisions of the Income Tax Act as applicable.
10. For the purpose of calculating hire charges payable, Log Book shall be provided by the second party. Form of the Log Book will be the same as maintained by the Central Government/EPF Department for their official vehicle. The Log Book shall be maintained by the second party & it has to

get the same verified on day to day basis from party either himself or through an officer designated by him. After the completion of the contract, the Log Book shall be deposited by second party.

11. The time limit for reporting of the driver/vehicle should be followed strictly and in the Case of delay or more than half an hour, the first party will be entitled to hire another Chauffer-driven vehicle and recover the charges for the same from the hiring charges payable to the second party, along with penalty of Rs.1000/- per day of such default.
12. In cases timely and proper maintenance & repairs of the vehicle are not carried out by the second party, the first party will be within its right to carry out the repairs and Deduct the amount from the hire charges payable. The hire agreement will be terminated if the vehicle is not kept in well-maintained condition by issuance of 15 days notice in advance.
13. All the expenses and legal formalities relating to the vehicle should be borne and performed by the second party.
14. The monthly hire charges will be inclusive of the all taxes levies, cess etc. except Specifically provided as otherwise.
15. The Second party will submit a monthly bill for Rs. _____ being the hire charges for distance of 2300 Kms on or before 15 of the following month and payment will be made by the first party accordingly. However, the total running of vehicle will be reviewed at the end of the agreement. Payment for the remaining mileage in excess (after the offset mentioned above) will be made at the rate of Rs. _____ per Km.
16. The duty hours for the drivers and vehicle will be from 8.00 A.M. to 7.00 P.M. on all days. In case of emergency driver can be retained for 24 hours duty and over time shall be allow. In case the driver found to be under the influence of liquor or any other Intoxication including drugs, penalty of Rs.1500/- shall be deducted.
17. The agreement will be effective from _____ to _____.
18. In consideration of payment to be made by the first party to the second party as per the rates given the Annexure "B" the second party hereby covenants with the first Party to provide the vehicle as mentioned in Annexure "A" on hire basis.
19. The first party hereby covenants to pay the second party the higher charges or such other sum as may be come payable under the provision of

the contracts with the first Party to provide the vehicle as mentioned in Annexure "A" on hire basis.

20. The second party will be required to furnish Bank Guarantee in the name of CBT, EPF for an amount of 10% of the annual amount within 15 days of award of contract, which will be released to the second party on satisfied completion of the contract.

21. All legal disputes are subject to _____ Jurisdiction.

In witness where of the parties here to have caused this agreement to be executed in duplicate, the day and year first above written.

For and on behalf of

For and on behalf CBT, EPF

Signed

Signed

Name: _____
Address _____

Name _____
Address _____

Witness:

Witness:



कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation
श्रम एवं रोजगार मंत्रालय, भारत सरकार
Ministry of Labour & Employment, Government of India
भविष्य निधि भवन / Bhavishya Nidhi Bhawan
14, भीकजी कामा प्लेस, नई दिल्ली 110066
Bhikaiji Cama Place, New Delhi 110066
www.epfindia.gov.in



No.HRM-8/6(1)2011/Hiring Vehicles/7421
To,

Dated: 18.07.2017
18 JUL 2017

1. All Addl. Central P. F. Commissioner (Zones)/Director (PDUNASS),
2. All RPFCs-in-Charge of RO/SRO/ZTIs

Sub: Hiring of Vehicles for official use – Reg.

Ref: (1) H.O. Circular No. HRM-8/V6(1)2011/Hiring Vehicle/4241 dated 21.05.2012.
(2) H.O. Circular No. HRM-8/V/6(1)2011/hiring vehicles/917 dated 24.10.2013

Sir,

Headquarters has received several references for providing vehicles for official use in newly opened Offices and District offices. The instructions for hiring / purchase of vehicles are already in force vide HO Circulars cited above.

2. The matter has been examined and the following guidelines / clarifications are issued for hiring vehicles for New Zonal ACC Offices, New Regional Offices and District Offices:

- (i) All newly formed Zonal ACC Offices and Regional Offices where there is no existing official vehicle may hire one vehicle for use as staff car as in the case of existing Zonal ACC office and Regional Offices. However individual officers in Regional Offices, Zonal Offices, etc. are not entitled for dedicated vehicles.
- (ii) In respect of District Offices no staff car is allowed. However, vehicles may be hired on need basis strictly for official purposes only.
- (iii) The hiring of the vehicles will be governed by the terms and conditions and financial limits as mentioned in Head Office Circular dated 24.10.2013(cited 2nd above).

3. Whenever vehicles are hired on need basis, the expenditure shall be regulated on pro-rata basis taking the monetary ceiling for hiring as given in Circular cited 2nd above as base. In respect of District Offices the sanction for the expenditure towards hiring of vehicles will be done by the respective controlling offices.

[This issues with the approval of CPFC]

Yours faithfully,

(K. V. SARVESWARAN)
Addl.CPFC,(HQ) (HR)