

## NEPRA POLICY FOR OFFICIAL VEHICLES

The NEPRA Authority is pleased to make the following policy for the use of Pool, VIP Pool, Dedicated and Operational Vehicles, namely:

1. **Definitions:** In this policy, unless there is something repugnant in the subject or context:

- i. 'Dedicated Vehicle' means a vehicle procured for the entitled employees of NEPRA, who have successfully completed the probation period;
- ii. 'Official duty' means a journey performed in the public interest from office or residence to a place where the presence of the officer is required for official work and back;
- iii. 'Operational Vehicle' means a motor vehicle including motorcycle used by the employees of Administration and O&M Departments for operational and general administrative duties;
- iv. 'Pool Vehicle' means a vehicle maintained by the Administration Department in the Transport Section Pool;
- v. 'Private Duty' means a journey performed by the Authority or employees of NEPRA in personal capacity; whereby, if such a journey is performed on Operational, Pool or VIP Pool Vehicle payment will be borne by the Authority Member or Employee in terms of Regulation 73 of the NEPRA Service Regulations – 2003. However, no payment will be charged if an employee performs journey through dedicated vehicle;
- vi. 'VIP Pool Vehicle' means a vehicle maintained by the Administration Department for VIP Delegations, Official duties of the Authority Members;

2. **Philosophy:**

The Administration Department of NEPRA will facilitate the Authority and its employees for travelling required in lieu thereof official and private purposes by providing with the means of transportation such as dedicated, pool, operational and VIP pool vehicles.

3. **Types of Vehicles & Entitlements:**

- i. **Dedicated Vehicles:** The dedicated vehicles shall only be entitled for the employees serving in NPG-III and above grades, on the basis of regular employment, acting charge, current charge or on such contractual employment which is likely to be renewed beyond the initial contract period upon successful completion of the probation period. The types of dedicated vehicles are established hereunder:

Designation	NEPRA Grade	Vehicle Brand & Engine Capacity	Upgradation Option
Additional Director Generals/ Director Generals	NEG-1, NEG-2 and Lump sum Contract	Toyota Yaris (CVT/ Auto) or any other locally assembled up to 1.3L CVT/Auto vehicle	Up to 1.6L CVT/Auto locally assembled vehicle at the expense and consent of the professional

  
 101  
 BN

Designation	NEPRA Grade	Vehicle Brand & Engine Capacity	Upgradation Option
Directors / Senior Advisors / Legal Advisors / Advisors / Consultants	NPG-4 and Lump sum Contract	Toyota Yaris MT or any other locally assembled up to 1.3L MT vehicle	Up to 1.3L CVT/Auto locally assembled vehicle at the expense and consent of the professional
Additional Directors / Assistant Legal Advisors / Advisors	NPG-3 and Lump sum Contract	Suzuki Cultus MT or 1.0L locally assembled hatchback MT vehicle	Up to 1.0L CVT/Auto locally assembled hatchback vehicle at the expense and consent of the professional

Note: If an employee opts for the upgradation option, he/she will have to bear all the expenditures incurred amid upgradation, including difference in the purchase price, registration, advance tax, comprehensive insurance, replacement of tyres and maintenance/upkeep of the vehicle etc. during the economic useful life of the vehicle.

ii. Operational Vehicles: The types of operational vehicles are established hereunder:

Sr. No.	Description	Vehicle Engine Capacity	Quantity & Placement
1.	Ambulance	Up to 3.0L locally assembled vehicle with necessary medical emergency gadgets	1 x NEPRA Headquarters Islamabad
2.	Loader	Up 4.0L locally assembled vehicle	1 x NEPRA Headquarters Islamabad
3.	Motorcycle	Up to 125 CC locally manufactured vehicle	3 x O&M Team 4 x R&I Team 1 x each Regional & Provincial Office

iii. Pool Vehicles: The types of pool vehicles are established hereunder:

Sr. No.	Description	Vehicle Engine Capacity	Quantity & Placement
1.	Hatchback	Up to 1.0L locally assembled CVT / Auto vehicle	6 x NEPRA Headquarters Islamabad General Official and Private Duties
2.	Sedan	Up to 1.3L locally assembled CVT / Auto vehicle	5 x NEPRA Headquarters Islamabad for Senior Professionals travelling
3.	Van	Up to 3.0L locally assembled Auto vehicle	2 x NEPRA Headquarters Islamabad for group travelling

iv. VIP Pool Vehicles: The type of VIP Pool vehicles are established hereunder:

Sr. No.	Description	Vehicle Engine Capacity	Quantity & Placement
1.	Sedan	Up to 1.6L locally assembled CVT / Auto vehicle	6 x NEPRA Authority official duties
2.	SUV/Jeep	Up to 3.0L locally assembled CVT / Auto vehicle	1 x VIP Protocol / International Delegations & Sites visits to hill stations



- v. The aforesaid vehicles will be provided with the floor mats, seat covers, security alarm system and comprehensive insurance. Seat covers and floor mats will be replaced after two and a half years.

4. **Vehicle Replacements:**

- a. The 'Pool Vehicles' will be replaced every 6 years or upon completion of the mileage of 200,000 km/hr, however, the decision for the same will be made by the Purchase & Disposal Committee.
- b. The "Dedicated Vehicles" will be replaced, subject to availability of budget, as per the following:

Sr.#	Vehicle Brand & Engine Capacity	Economic useful life of vehicle
i.	Toyota Yaris (CVT/ Auto) or any other locally assembled up to 1.3L CVT/Auto transmission vehicle	5years
ii.	Toyota Yaris Manual Transmission (MT) or any other locally assembled up to 1.3L MT vehicle	5 years
iii.	Suzuki Cultus MT or 1.0L locally assembled hatchback MT vehicle	5 years

Note. Only the 1<sup>st</sup> "Dedicated Vehicle", (if) issued to the employees as per the previous car policy, shall be allowed to be bought back/repaid as per the terms and conditions of the previous policy e.g. such vehicles(s) will be bought back @10% of the original price of the vehicle at completion of 5 years. Policy/rates in vogue for replacement/depreciation/repair & maintenance etc. shall be applied for the subsequent "Dedicated Vehicles" (2<sup>nd</sup> "Dedicated Vehicle" onwards).

c. The cases for "Vehicle Replacement(s)" will be initiated by the Administration Department.

d. The employee will have the option to buy back the "Dedicated Vehicle" detailed with him/her at the Written Down Book Value (WDBV) i.e. depreciated @ 10% per annum (straight line method) OR 50% of the original cost, in case the vehicle is fully depreciated.

5. **Provision of "Dedicated Vehicle" in case of Promotion from one entitled grade to another:**

On promotion, employee will retain the "Dedicated Vehicle" in his/her use till the vehicle completes its useful economic life (five years), thereafter, the employee will be provided with the vehicle as per their new entitlement.

6. **Transportation of "Dedicated Vehicle" in case of Transfer/posting of the entitled employee:**

Upon transfer to Provincial Offices of NEPRA etc., the employee may take his/her entitled "Dedicated Vehicle" to the place of their posting and the Authority shall pay for its transportation.

7. **Theft/accidents of official Pool/Dedicated vehicle(s):**

- a) Employees are expected to take utmost care of their "Dedicated Vehicles" as well as "Pool Vehicles" (as and when detailed with them) against theft and damage. However, theft of the "Dedicated Vehicle" should be reported immediately, by the concerned employee to the nearest police station and to the Administration Department, NEPRA.
- b) All traffic accidents have to be reported to the local police authorities and to the Administration Department, NEPRA.

- c) A detailed report describing the theft/accident (as the case may be) circumstances in which the incident has taken place will be submitted to:
- i) The Administration Department, NEPRA.
  - ii) The Insurance Company
- d) If the Insurance Company and NEPRA are convinced that the concerned employee had taken all the necessary security precautions to prevent the theft, the Authority may decide to provide another new or used car (from its Pool, if available) to the employee.
- e) In case of third party insurance claims, the employee himself/herself will be responsible for lodging FIR. If the employee fails to do so, the cost of repair & maintenance of the 3<sup>rd</sup> party involved will be deducted from the salary of employee concerned.
- f) In case of an accident (when the repairs can take 30 days or more), the Authority may provide an appropriate alternate car to the employee from its existing Pool, if available.

**8. Entitlement for provision of the "Dedicated Vehicle" in case of discontinuation of service/deputation:**

In case of discontinuation of service on any account other than disciplinary grounds, the employee may buy the "Dedicated Vehicle" under his/her use immediately before his/her departure. Only the 1<sup>st</sup> vehicle, (if) issued to the employee(s) as per the previous car policy, shall be allowed to be bought back as per the terms & conditions of the same (old/previous) policy; at the Written Down Book Value i.e. depreciated @ 10% per annum (straight line method), on the last day of the month he departs. Subsequently, for the 2<sup>nd</sup> "Dedicated Vehicle" onwards, policy / rates in vogue at the time of buying back, shall be applied.

**9. Entitlement for transfer of title of the "Dedicated Vehicle" in case of death of an employee:**

If an employee dies while in service, entitled "Dedicated Vehicle" in employee's use will be offered for sale to the widow/widower/family at the rates mentioned above.

**10. Use of Vehicle (Pool/Dedicated/Operational/VIP Pool):**

The entitled vehicle may be used for official & private purposes.

**11. Driving License:**

It will be the employee's responsibility to ensure that anyone, who drives his/her entitled "Dedicated Vehicle" is in possession of a valid driving license.

**12. Traffic Rules:**

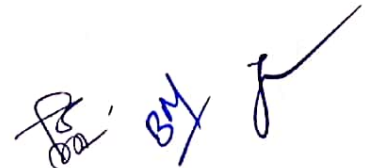
It will be the employee's responsibility to ensure that anyone who drives his/her official "Dedicated Vehicle" is aware of and respects the traffic rules. All fines resulting from not respecting the traffic rules will be on account of the employee concerned.

**13. Advance by way of Loan:**

The beneficiary of NEPRA policy for official "Dedicated Vehicle" shall not be entitled to draw car loan in terms of Regulation 72 of NSR and will pay back the amount outstanding against him before he/she becomes eligible for official vehicle.

**14. Maintenance (servicing, repairs, replacement of parts) of NEPRA (Pool/Dedicated) vehicle:**

- a) The entitled employee(s) shall be responsible for the upkeep of the "Dedicated Vehicle" in good running condition (technically sound and tidy), as if it was their own





vehicle. NEPRA will not be responsible for fueling or cleanliness of the vehicles other than the Pool vehicles; however, the cost of following repair and maintenance works, if carried out by the entitled employee after seeking written prior approval of the competent Authority with cost estimates will be reimbursed:

- i. Oil and Oil Filter Change after every 5000 KM;
- ii. Coolant refilling after every 15000 KM, checking of the coolant level will be the responsibility of the employee;
- iii. Air Filter replacement after every 20000 KM;
- iv. Engine Spark Plugs Cleanliness after every 20000 KM or as determined by the Authorized Dealership and replaced after every 50,000 KM;
- v. Engine Tuning/Setting after 20000 KM;
- vi. Electrical Works after every 20000 KM (electrical parts shall be replaced as and when due/required through NEPRA vendor);
- vii. Battery will be replaced after 50,000 KM or two and a half years; maintenance of the battery will be the responsibility of the employee;
- viii. Brake service will be carried out after every 20,000 KM and brake disks and brake fluid will be replaced at 50,000 KM;
- ix. Transmission Fluid and other miscellaneous fluids will be replaced after 80,000 KM;
- x. Any expenditure on upgradation of the vehicle, cleaning etc. will be borne by the employee himself. If the employee wants to replace any of the parts therein, of the vehicle before it becomes due as stated above, the amount/cost will not be reimbursed or paid by NEPRA.

b) In case of accident, the vehicle will be repaired only through the vendors on NEPRA approved panel. The concerned employee(s) will arrange conveyance at their own during the time of repair of vehicle which normally takes 10-15 days after the claim is submitted to comprehensive insurance service provider. In such cases, 50% of the amount of depreciation on replacement of parts of the "Dedicated Vehicle(s)", to be charged by the Insurance Company will be borne by NEPRA and remaining 50% shall be borne by the employee himself/herself and deducted at source. In case of 3<sup>rd</sup> party insurance claim, 100% of the amount of depreciation on replacement of parts of the 3<sup>rd</sup> vehicle (to be charged by the Insurance Company) will be borne by the employee himself/herself.

c) Employees in "NPG-3 to NEG- 2" will be paid Vehicle Maintenance and Usage Allowance (VMUA) as described in Appendix - 5 or conveyance allowance in lieu thereof, however, the contractual employees shall bear the cost from their lump sum salary package.

d) Replacement of tyres of the Pool/Dedicated vehicle will be allowed after a minimum use of 40,000/- kilometers.

**15. Insurance:**

All NEPRA vehicles will be insured by the Authority.

**16. Registration & Taxes:**

Ownership of the official vehicles will remain with NEPRA and it will continue to pay for the insurance and taxes till it is transferred in an employee's name upon purchase by him/her.

