

 **भारत संचार निगम लिमिटेड**  
(भारत सरकार का उपकरण)  
**BHARAT SANCHAR NIGAM LIMITED**  
(A Govt. of India Enterprise)  
Corporate Office, BSNL Bhawan, Janpath, New Delhi  
(Admn. II Section)  
MVT Section,

No.8-3/2011-MVT

Dated 5 April, 2011

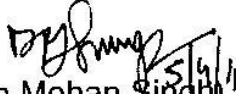
To

All Heads of Telecom Circles/Districts  
All Heads of Mtce./Project Circles  
All Heads of Admn/Functional Circles

Subject : Guidelines regarding use of vehicles in BSNL

I am directed to say that vehicles are provided in BSNL as per the norms and instructions circulated vide this office letter No. 3-4/2006-MVT dated 27.2.2008. In order to economize the expenditure on vehicles and as per the CVC advice dated 23.11.2010, the following may be strictly followed:

- i) The vehicles should be used for official purposes only.
- ii) In the case of hired vehicles, opening/closing meter readings and timings should be recorded on daily basis by the officers using them. Log books should be maintained for all the company owned vehicles as per the guidelines
- iii) Vehicles should be used to the barest minimum and wherever possible, pooling of vehicles be resorted to economize on expenditure on vehicles.

  
(Man Mohan Singh)  
Asstt. GM (Admn II)

**Copy to**

1. PPS to CMD/Directors/EDs/CVO, BSNL
2. All PGMs/Sr.GMs/ GMs, BSNL