

NEPRA POLICY FOR OFFICIAL VEHICLES

I. Philosophy

NEPRA will facilitate the entitled employees in commuting for official & private purposes by providing them with means of transport on a sustainable basis wherein the ownership of the vehicle gets transferred in the name of the employee after a defined period. The maintenance of said vehicles shall also be carried out by NEPRA. However, the officers themselves will be responsible for fueling of vehicles in their use.

II. Entitlement

a. The official vehicle shall only be entitled for regular employees and for those contract employees, who are appointed against the sanctioned posts and their services are likely to be continued, like Legal Advisors, Assistant Legal Advisors, Consultants (below superannuation age) etc. provided that provision of official vehicle shall be subject to the successful completion of probation period of the aforesaid employees.

b. The category of cars for the entitled employees are provided in the table below:

Designation	NEPRA Grade	Vehicle Brand/Model/Engine Capacity
Additional Director General/ Director General / Senior Advisor	NEG-1 & NEG-2	Toyota Corolla GLi/ Honda City (Automatic)
Director / Legal Advisor / Consultant	NPG-4	Toyota Corolla XLi/ Honda City (Manual)
Additional Director / Assistant Legal Advisor	NPG-3	a 1000 CC engine capacity (upper limit) locally manufactured

(NOTE: Whenever any of the vehicle models mentioned above is discontinued by the manufacturer, the Authority will decide the new vehicle entitlement in such case)

All official vehicles shall be provided with floor mats, seat covers, security alarm system and comprehensive insurance. Floor mats and seat covers will be replaced after every two ~~and a half~~ years.

III. Vehicle Replacements

a. Entitled vehicles will be replaced as per the following:

- i. Toyota Corolla GLI / Honda City (Automatic)
5 Years
- ii. Toyota Corolla XLI / Honda City (Manual)
5 Years
- iii. Locally Manufactured 1000 CC engine capacity (upper limit)
5 Years

Note. An employee can upgrade a manual car to automatic by paying the differences w.r.t. purchase price, registration and comprehensive insurance for each year. Only the 1st vehicle, if issued to the employees as per the previous car policy, shall be allowed to be bought

back as per the terms and conditions of the previous policy i.e. @10% of the original price of his / her car ~~cost~~ at completion of 5 years. Subsequently, the policy / rates in vogue at the time of buying back, shall be applied.

- b, Admin department will initiate the replacements.
- c. The Employee will have the option to buy back the vehicle detailed with him 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.

IV. Entitled Vehicle on Promotion from one entitled grade to another

On promotion, employee will continue to retain the vehicle in his/her use till the vehicle completes its age of five (05) years, thereafter, the employee will be eligible for the car as per his/her new entitlement.

V. Transfer/posting:

Upon transfer to Provincial offices of NEPRA etc., the employee may take his/her entitled vehicle to the place of his/her posting and the Authority shall pay for its transportation.

VI. Theft and Accidents of official vehicle:

- a) Employees are expected to take utmost care of their vehicles against theft and damage. However, in case of theft of the entitled vehicle allotted to an employee, it should be reported immediately 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 circumstances in which the theft or accident (as the case may be) has taken place will be submitted to:
 - i) The Admin Department, NEPRA.
 - ii) The Insurance Company
- d) In the event that the Insurance Company and NEPRA are convinced that the employee had taken all the necessary security precautions to prevent the theft, the Authority may decide to provide another new or used vehicle (from its pool, if available) to the employee.
- e) In case of an accident (when the repairs can take 15 days or more), the Authority may provide an appropriate alternate vehicle to the Employee from its existing pool, if available.

VII. Entitlement of 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 vehicle under his/her use immediately before his/her departure. Only the 1st vehicle, if issued to the employees as per the previous car policy, shall be allowed to be bought back 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-policy / rates in vogue at the time of buying back, shall be applied.

VIII. Entitlement of vehicles in case of death

If an employee dies while in service, entitled vehicle in his/her use will be offered for sale to the widow/widower/family at the rates mentioned above.

IX. Use of Entitled Vehicle

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

X. Driving License

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

XI. Traffic Rules

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

XII. Advance by way of Loan

The beneficiary of NEPRA policy for official vehicle shall not be entitled to draw car loan in terms of Regulation 73 of NSR and will pay back the amount outstanding against him before he/she becomes eligible for official vehicle.

XIII. Maintenance (servicing, repairs, replacement of parts)

- a) The entitled employee shall be responsible for the upkeep of the vehicle in good running condition (technically sound and tidy), as if it was his/her own vehicle. NEPRA will not be responsible for fueling or cleanliness of the 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. Other maintenance works, if any, will be carried out by the NEPRA Administration Department upon intimation of the employee in writing.
 - xi. 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 employee 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, 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.
- 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 will be allowed after a minimum use of 40,000/- kilometers.

XIV. Insurance

All NEPRA vehicles issued to Employees will be got insured by the Authority.

XV. Registration & Taxes

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