

NO.A.26015/10/2026-LADC/TRSP-MNT
TRANSPORT DEPARTMENT
LAI AUTONOMOUS DISTRICT COUNCIL
LAWNGTLAI : MIZORAM

Dated Lawngtlai the 13th August 2026

NOTIFICATION

It has come to the notice of the Competent Authority of the Lai Autonomous District Council (LADC) that proposals for chartering vehicles for official use have been delayed due to the absence of clear procedures and uniform formats. This has led to administrative inefficiencies, lack of transparency, and difficulties in assessing the financial prudence of such requests.

Considering the necessity and requirement of adopting economic measures in the present context, where public resources must be utilized judiciously, the competent authority has decided to put in place a system that will be effective in enforcing financial discipline and economy in the matter of vehicle chartering.

Therefore, to ensure **uniformity, transparency, timelines, and economy** in the chartering of vehicles, and in the larger interest of public service, the competent authority of LADC hereby prescribes and temporarily adopts the detailed guidelines and formats enclosed in the annexure, with effect from **01.08.2026**, until further orders.

The objectives of these guidelines are:

- i. To establish a **clear and uniform procedure** for submission and processing of vehicle charter proposals.*
- ii. To promote **transparency and accountability** in administrative decisions.*
- iii. To ensure **timely action** and avoid delays in service delivery.*
- iv. To enable **cost-effective utilization of resources**, ensuring that chartering vehicles remains economical compared to alternatives.*
- iv. To strengthen **financial discipline** and uphold the principles of good governance.*
- v. To enforce **economic measures** by introducing a system that minimizes unnecessary expenditure and ensures judicious use of funds.*

Further, it is hereby notified that the Transport Department, LADC shall be the competent authority and Nodal Department to take up all matters relating to vehicle chartering under these guidelines, including scrutiny, processing, and recommendation of proposals.

All intending authorities seeking to charter vehicles under LADC shall submit proposals to the Nodal Department, strictly in accordance with the prescribed format attached herewith.

Issued under the orders of the Competent Authority.

Sd/- K.Lalthanzara
Executive Secretary
Lai Autonomous District Council
Lawngtlai.

Memo No.A.26015/10/2026-LADC/TRSP-MNT :

Dated Lawngtlai the 13th August 2026

Copy to:-

1. P.S to CEM, LADC for kind information.
2. P.S to Chairman/Dy.CEM for kind information.
3. P.A to All EM's/Dy.Chairman and All Other Office Holders LADC.
4. P.A to E.S LADC for kind information.
5. Secretary Finance LADC for kind information
6. I & PRO LADC for kind information and wide publicity.
7. MVI LADC for kind information and necessary action.
8. Bill Assistant/Cashier,Transport Department for information.
9. Office Copy.


(THANSIAMA)

Transport Officer
Lai Autonomous District Council
Lawngtlai.

GUIDELINES FOR HIRING OF VEHICLES UNDER

1. All vehicles hired should have valid registration and insurance policy. Hiring of fresh vehicles under LADC shall be effective from or actual date of signing the agreement, whichever is later.
2. Vehicles older than **3 years** from the year of manufacture should not be considered for hiring. All vehicles hired should be kept fit at all times for official duty as assigned by the competent authority.
3. The owner of the vehicle shall hand over the vehicle to the **Nodal Department** on a **Full-Time Hire basis**.
4. During the period of hiring, **hiring authority** shall bear expenditure on POL.
 - o Minor repairs and maintenance may also be borne by hiring authority up to a ceiling of **₹5,000 per quarter**, subject to prior approval of Nodal Department.
5. Payment of hiring bills shall be made on a **monthly basis**. No advance payment shall be made under any circumstance.
6. The period of hiring of vehicle shall be initially up to and may be extended upon receipt of a fresh proposal justifying the need by requiring authority.
7. The LADC OR HIRING DEPARTMENT will not take any responsibility in the event of **accidents** of any kind involving the hired vehicle.
8. In the event of failure of the vehicle to report for duty for any reason, the owner shall immediately arrange alternatives. Alternatively, the concerned officer may hire another vehicle at an approved rate, with Nodal Department approval, and adjust the hiring charges accordingly.
9. The owner of the vehicle may have the option of hiring a driver at his own expenses **or** utilize services of existing staff of the department as driver. If department staff are used, the following deductions shall be made from the hiring bill monthly:

- **Group A** – ₹5,000
- **Group B** – ₹3,000
- **Group C** – ₹2,000

11. No fresh engagement of drivers at the expense of the Nodal Department shall be made.

12. Vehicle Identification- To prevent misuse of vehicles hired, all vehicles chartered under LADC shall display a **common sticker** at the front and rear:

- "LADC" or
- "_____ Department"

Stickers will be supplied by the **Department** concerned.

13. Pool Vehicles- All vehicles hired under **Group C** shall be made available as **POOL VEHICLES** for the concerned offices.

- Services of these vehicles will be placed under the **direct control of Controlling Officers**.

14. Classification of Officers, Hiring Rates & Permissible Vehicles

Group/Class of Officers	Designation	No. of Posts	Hiring Rate (per month)	Permissible Vehicles
A			Rs.30000/-	Scorpio, Safari, SUV, KUV, TUV

B			Rs.25000/-	Bolero, Gypsy
C			Rs.20000/-	Bolero, Gypsy, Sumo, Car (Wagon R, Santro, etc.)

15. Administrative Authority- The **Nodal Department** reserves the right to revise or modify the rates, terms, and conditions of vehicle hiring under LADC at any time without assigning reasons.

AGREEMENT & TERMS AND CONDITIONS

For Hiring of Vehicles under Lai Autonomous District Council (LADC)

1. All vehicles hired must have valid registration and insurance. Hiring of fresh vehicles under LADC shall be effective from or the actual date of signing the agreement, whichever is later.
2. Vehicles older than **3 years** from the year of manufacture shall not be considered for hire. All vehicles must be kept fit at all times for official duty as assigned by the competent authority.
3. The owner shall hand over the vehicle to the **Transport Department** on a full-time hire basis.
4. During the hire period, **Hiring authority** shall bear expenditure on POL. Minor repairs and maintenance may also be borne up to a ceiling of **₹5,000 per quarter**, subject to prior approval of Financial Authority of LADC.
5. Payment of hiring bills shall be made **monthly**. No advance payment shall be made under any circumstance.
6. LADC shall not be responsible in the event of any accident involving the hired vehicle.
7. If a vehicle fails to report for duty, the owner must immediately arrange an alternative. Otherwise, the concerned officer may hire another vehicle at approved rates, with Department approval, and adjust charges accordingly.
8. The owner may hire a driver at their own expense or utilize Department staff as driver. If Deptment staff are used, deductions from the monthly hiring bill shall apply:
 - o Group A – ₹5,000
 - o Group B – ₹3,000
 - o Group C – ₹2,000
9. No fresh engagement of drivers at LADC's expense shall be made.
10. The **the Department** reserves the right to revise or modify rates, terms, and conditions of hiring.
11. Details of vehicles hired shall be recorded hereunder.

Sl. No.	Particulars	of	Vehicle
1	Vehicle Registration No.		
2	Year of Manufacture		
3	Chassis No.		
4	Name of Vehicle (Bolero / Gypsy / Scorpio etc.)		
5	Name of Owner		

6	Address of Owner	
7	Insurance Policy No.	
8	Insurance Valid Upto	
9	Distance Travelled at the time of Physical Inspection	
10	Monthly Hiring Rate of Vehicles	
11	Class of Officer for which Hired	

(Copy of Registration Certificate and Insurance documents to be attached with the proposal)

This agreement signed on _____

(-----)

Transport Office
Transport Department
LADC

(-----)

Owner of Vehicle

Regn No & Name.....
Address.....
Contact No.....

FORMAT FOR PROPOSAL FOR HIRING OF VEHICLES UNDER LADC

Name of Department :

For whom proposed :

Sl.No	Particulars of vehicle proposed	
1	Vehicle Registration No.	
2	Year of Manufacture	
3	Chassis No.	
4	Name of Vehicle (Bolero/Gypsy/Scorpio etc)	
5	Name of Owner	
6	Address of Owner	
7	Insurance Policy No.	
8	Insurance Valid up to	
9	Distance travelled at the time of inspection	
10	Monthly Hiring Rate of vehicles (35000/30000/25000)	
11	Proposed Allottee (Name & Designation)	
12	Remarks of department (comments,if any with recommendation or otherwise)	

(Copy of Registration Certificate and insurance documents to be attached with the proposal)