

Government of Puducherry
Finance Department

No.3007/FD/F3/2020-21

Puducherry, dt.24/09/2020

CIRCULAR


Sub: Finance Department – Purchase of POL products for the Department vehicles/generators through "XTRA POWER FLEET CARD" of Indian Oil Corporation – Instructions Issued.

Ref: 1. G. O Ms. No.7/Tr. Sectt./2013 dt.17/09/2013 of Transport Secretariat, Puducherry.
2. I.D. No.41311/FD/F3/2013 dt.03/12/2013 of Finance Department, Puducherry.
3. Circular No.DAT/B&A/Perm. Adv/Veh./2013-14/05 Dt.21.04.2014 of DAT, Puducherry.

It is stated that the existing system of purchase of POL products from Co-operative Institutions/PSUs on credit basis, introduced vide G.O. 1st cited could not be continued in view of the insufficiency of funds being faced by the Co-operative Institutions/PSUs for supplying POL products on credit basis. Therefore, it is now decided to switch over to the pre-paid digital mode of fuelling through Indian Oil Corporation's XTRAPOWER Fleet Card.

2. The salient aspects of the Fleet Card Programme are as follows:

- The Xtra Power Fleet Card is a smart chip based fleet card program where the department has to apply for a Customer ID for grouping and enroll each vehicle for the Fleet card.
- The application format is available in IOC website which can be downloaded and the details of the Department and vehicles which are owned by the Department may be filled in and submit the same in their retail outlet along with a copy of registration certificate of the vehicle and TAN Number attested by the concerned authority.
- Based on the application and other documents IOC issues smart chip based fleet card along with Indent Book of their stores.
- The Fleet card is transacted in any of the Indian oil retail outlets wherever the Xtrapower facility is available. M/s. Amudhasurabi and the Pondicherry Co-op. Building Centre are having this facility.
- Whenever the need for the POL products arises, the Indent Book needs to be sent to the retail outlets of the Petrol Bunk, duly mentioning the vehicle number, litres, sign by the concerned authority with official seal of the Department.
- Based on the indent book the outlet will supply the POL products by swiping the card for making payment and accordingly the amount is transferred to Bank account of their stores immediately and also invoice is issued along with slips of delivery point and POS machine for the transactions.


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- The amount for fuel will be operated from the Permanent advance amount sanctioned to the Department concerned which in turn deposits in the IOC account.
- This pre-paid amount will be recouped by submitting the invoice issued during each transaction to DAT for recharging the permanent advance & IOC account.
- There will be a SMS for every transaction through the cards. Reports can be generated online instantly for any vehicle/any period.
- Loyalty incentives @ 0.75% of the amount recharged, which can be used for purchasing fuel.

3. The Head of Departments/Offices of Puducherry Administration are therefore requested to switch over to the Fleet card programme of Indian Oil Corporation subject to the following:

(i) Each Department/Sub-office shall obtain a single fleet card for operation of all vehicles/generator of the particular Department/Sub-office. Purchase of POL products may be made through any retail outlet of IOC having the Fleet card facility, preferably owned by one of the Co-operatives.

(ii) The Department/Sub-offices having 3 or more vehicles and likely to face difficulties in the managing operation of vehicles with single Fleet card may opt for 2 or more Fleet cards by suitably grouping the vehicles to be mapped with each card.

(iii) The Permanent advance sanctioned earlier for each departmental vehicle/generator shall be surrendered and fresh sanction for Permanent advance for the Fleet Programme shall be obtained based on the average bimonthly consumption of each vehicle /generator for the past 12 months as envisaged vide G.O. Ms. No.7/Tr.Sectt./2013 dt.17/09/2013 of Transport Secretariat, Puducherry

(iv) While switching over to the Fleet Card Programme, the Departments shall also settle the POL dues pending with Co-operative Institutions as indicated in I.D. Note No.D-26015/1/2019/TD(SW) dt.26.05.2020 of Transport Department, Puducherry.

(v) The instructions of Finance Department and DAT issued vide reference 2nd and 3rd cited regarding drawal of permanent advance for purchase of POL products for Govt. vehicles shall be adhered to.

//By Order//


(ARJUN RAMAKRISHNAN)
Under Secretary(Finance)

To
All Secretariat Departments.
All Heads of Departments/Offices.