



## कार्यालय ज्ञापन

विषय: सरकारी कर्मचारियों को निजी वाहनों के उपयोग सम्बंधित निर्देश।

व्यय विभाग, वित्त मंत्रालय, भारत सरकार के कार्यालय ज्ञापन संख्या 18(23)/E. Coord - 2021 dated 01.09.2022 (प्रति संलग्न) के अनुसार समय-समय पर केंद्र सरकार के कार्यालयों में स्टाफ कारों के प्रावधानों पर विभिन्न निर्देश जारी किए जाते हैं।

उपरोक्त पत्र के क्रम संख्या 08.2. में यह निर्देशित किया गया है कि *सरकारी कर्मचारियों के स्वामित्व वाले निजी/निजी वाहनों को वाहन पर "भारत सरकार" अंकित करने की अनुमति नहीं दी जाती है (Private/Personal vehicles owned by the Government employees shall not be permitted to mention "Government of India" on the vehicle)*

उपरोक्त सम्बंध में केन्द्रीय जल आयोग के अन्तर्गत कार्यरत समस्त अधिकारी एवं कर्मचारियों को सुझाव दिया जाता है कि अपने *स्वामित्व वाले निजी वाहनों पर "भारत सरकार/Government Of India" अंकित ना करे* एवं साथ में यह भी अनुरोध है कि पहले से निजी वाहनों पर अंकित *भारत सरकार/ Government Of India* को यथा शीघ्र हटा लिया जाये। अन्यथा यथोचित कार्यवाई की जाएगी।

यह आदेश सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

Signed by Anant Kumar  
Gupta  
Date: 05-12-2024 12:27:38  
Reason: Approved  
(अनंत कुमार गुप्ता)  
निदेशक

समस्त अधिकारी एवं कर्मचारी, केन्द्रीय जल आयोग (के.ज.आ.वेबसाइट के माध्यम से)

### प्रतिलिपि:-

1. प्रधान निजी सचिव, अध्यक्ष, केन्द्रीय जल आयोग, सेवा भवन, नई दिल्ली।
2. प्रधान निजी सचिव, सदस्य (RM,WP&P एवं D&R), केन्द्रीय जल आयोग, सेवा भवन, नई दिल्ली।
3. प्रधान निजी सचिव, सदस्य (मा.स.प्र.), केन्द्रीय जल आयोग, सेवा भवन, नई दिल्ली।

No. 18(23)/E.Coord-2021  
Government of India  
Ministry of Finance  
Department of Expenditure

North Block, New Delhi

Dated 1<sup>st</sup> Sept. 2022

Office Memorandum

**Subject: Compendium of instructions for use of staff car in Central Government offices- Regarding**

The Department of Expenditure, Ministry of Finance has from time to time issued various instructions on provisions of Staff Cars in Central Government Offices. Many such instructions were issued long back and have become dated. Therefore, the existing instructions have been comprehensively reviewed. Accordingly, this Master OM which consolidates & supersedes all earlier instructions issued on the above matter is hereby circulated for compliance by all Ministries/Departments.

2. This issues with the approval of the Finance Secretary.



(Thanglemlian)

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To,

1. All Ministries/Departments as per standard mailing list.
2. Financial Advisors of all Ministries/Departments.
3. All Private Secretaries to the Union Ministers
4. NIC for placing a copy on the website.
5. Guard file

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### A. Scope of Application

Ministries /Departments of Government of India and Attached & Subordinate Offices.

### B. Revised and updated provisions

The consolidated and updated provisions on various aspects on the use of Staff Car in Central Governments Offices are as follows:

#### 1. Modalities for purchase of Staff Cars

1.1. Cars upto Net Dealer Price of purchase of **Rs. 6,00,000/- (Rupee Six Lakhs)**, available on GeM only shall be considered for purchase as staff car for official use. Accordingly, the Administrative Secretary in consultation with the Financial Advisor may decide on the model based on parameters including price, availability, ease of maintenance, service facility in the specific location of the office, fuel economy, eco-friendliness, standardization for large scale purchases, etc. GeM may ensure that Net Dealer Price of all the vehicles is listed on the website.

1.2. All purchases for new staff cars by way of an addition to the existing fleet or for purchase in case of opening up of a new office or on account of addition of a new activity to an existing office or against condemnation of an existing staff car, must be made after due and careful consideration based on adequate justification, running and life cycle cost and its impact on the overall expenditure of the office in question and provided adequate budget provision has been catered for. The decision to purchase the staff car in this regard shall be taken at the level of Administrative Secretary of Ministry/Department in consultation with the Financial Advisor. In addition to this, purchase of vehicles other than staff cars for operational need is also allowed.

1.3. All the Ministries/Departments may aim at replacing the petrol and diesel cars **hired** by Ministries/Departments in their Secretariats and attached offices (located in Delhi) through contractors by electric cars for mobility in Delhi. In cases where existing contracts for hiring of petrol/diesel vehicles have come to an end, Ministries/Departments may consider fresh contract for hiring electric vehicles.

1.4. In regard to the purchase of staff cars for Missions/Posts abroad which are within the sanctioned strength of Missions/Posts abroad and are under the price ceiling of the approved model of flag car and staff car (as per car code issued by MEA), approval of Department of Expenditure is not required. Any deviation from the above and determination of the sanctioned strength of the vehicles including initial purchase will require approval of Department of Expenditure.



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**2. Conditions for use of staff car**

2.1. The use of staff cars is to be made for *bona-fide* official purpose. The *bona-fide* official purpose will be determined by the Department of the Central Government. Staff Cars will not be used for official journeys outside headquarters, without the approval of the Competent Authority.

2.2. Duty journeys shall have preference over non duty journeys

2.3. Central Government officials will not keep at their disposal staff cars belonging to the Government Undertakings or of Quasi Government/Autonomous Organizations/ Public Sector Undertakings except when on tour.

**3. Control of Staff Cars and responsibilities of Controlling Officers:**

3.1. The staff car will be under the administrative control of an officer not below the rank of an Under Secretary who will act as a Controlling Officer in respect of the car.

3.2. The Controlling Officer will be responsible for the proper use, care and maintenance of the car and for regulating its journey generally in accordance with these rules.

3.3. The Controlling Officer shall maintain a Log book, a record of repairs and replacement indicating the cost and the dates on which carried out and of spare parts in the pro forma prescribed as Annexure-I to these rules, a register showing cost of petrol etc., consumed and all incidental receipts and expenditure and an inventory of the equipment.

**4. Entitlement of staff car**

4.1. The following categories of officers, are entitled for availing the facility of staff cars:

- (a) Officers of the rank of Joint Secretary to Government of India and above;
- (b) Heads of Departments, drawing pay in the Senior Administrative Grade and above;

4.2. Such facility will be subject to the condition that the admissible Transport Allowance, which is at present admissible @ Rs. 15, 750 plus DA thereon in terms of this Ministry's OM No. 21/5/2017-E.II.B dated 07.07.2017, shall not be admissible.

4.3. An entitled officer may be allowed to avail of the facility of staff car during training for journeys from residence to Training Institute/place subject to the following conditions:

- (a) If the officer is still in the sanctioned strength of posts of the Ministry/Department;
- (b) The officer is entitled for staff car facility as per point 4.1 above.
- (c) Training period is treated as on duty;

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- (d) Place of Training/Training Institute is within the territory of headquarters/place of work;
- (e) The officer has not availed of similar facility from the training institute.

**5. Non-official use of Staff Car by entitled officers**

The use of staff car for limited non-official purpose by the entitled officers is allowed upto 500 Kilometres on payment of Rs. 3,000/- (Rupee Three Thousand) per month and also by forgoing the entitled Transport Allowance of Rs. 15,750 + current DA. Further, beyond 500 km usage in a month, an amount of Rs. 24/- will be payable for every additional kilometre.

**6. Economizing expenditure on running cost of staff cars**

6.1. Careful and prudential use of staff cars so as to ensure economy in fuel and lubricant consumption shall be given due priority and all efforts be made to observe economy in expenditure thereon.

6.2. The ceiling for fuel consumption for each staff car is fixed at 250 Litres per month. Payment for over the stipulated limit shall be made only with the approval of Administrative Secretary and the concurrence of Financial Advisor.

6.3. Parking of Government cars in the residence of officers or drivers should be avoided keeping in mind the consumption of dead mileage.

**7. Maintenance of Log Books**

7.1. Entries in Logbooks should be made mandatorily along with the following particulars:

- (a) The mileage at the start and at the completion of their trip (after verifying the milometer).
- (b) Particulars to indicate that the journeys were an official business.

7.2. A Senior Officer preferably of the rank of Joint Secretary in each Ministry should scrutinize the Logbook once a month to ensure that there is no misuse and that all Officers who used the staff cars have made the necessary entries. A certificate to this effect should be recorded in the Logbook by the officer so authorized.

7.3. The Logbook in respect of each staff car should be closed at the end of the month and a summary prepared in the Logbook showing details of duty and non-duty journeys performed during the month (Annexure.II).

7.4. The Logbooks may be preserved as per the period stipulated in the Record Retention Schedule issued by DARPG, revised from time to time.

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**8. Miscellaneous**

8.1. The Ministries/Departments may get their staff car serviced/repared at the authorized service stations at their discretion. Record of repairs of staff car shall be maintained as per the pro forma at Annexure. I .

8.2. Private/Personal vehicles owned by the Government employees shall not be permitted to mention "Government of India" on the vehicle.

8.3. Staff cars hired/owned by GoI should prominently display stickers in the front and at the rear indicating that they are staff cars of a specified Ministry or Department.

8.4. Cases relating to mature condemnation of vehicles shall continue to be dealt as per Delegation of Financial power Rules. Cases relating to pre-mature condemnation of vehicles will require the approval of Department of Expenditure.

8.5. Old and unserviceable staff cars will be disposed of to the best advantage of Government with the provisions of General Financial Rules or any other relevant rules.

8.6. Ministries/Department may make payment of compensation to the victims of road accidents involving motor vehicles including staff cars, owned by the Central Government, in accordance with the provisions contained in the Motor Vehicles Act, 1988, as amended in 2019. Payment of compensation in such cases would, however, not preclude the Government from taking disciplinary action, including recovery of loss incurred by the Government, against the driver of the Government vehicle, if considered necessary. Nor will such payment exempt the drivers from any criminal liability resulting from the accident.

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