

भारत सरकार / Government of India  
परमाणु ऊर्जा विभाग / Department of Atomic Energy  
सचिवालय समन्वय अनुभाग / Secretariat Coordination Section

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No.29/3/2022-SCS/E-File-SCS/13797

Dated: २४-10-2022

**पृष्ठांकन / ENDORSEMENT**

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

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उपरोक्त विषय पर वित्त मंत्रालय, नई दिल्ली से प्राप्त दिनांक 01.09.2022 के कार्यालय ज्ञापन संख्या 18(23)/E.Coord-2021 की एक प्रति सूचना एवं अनुपालन हेतु अग्रेषित है।

A copy of Office Memorandum No. 18(23)/E. Coord-2021 dated 01.09.2022 received from Ministry of Finance, New Delhi on the above-mentioned subject is forwarded for information and compliance.

2. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

This issues with the approval of competent authority.

**संलग्न / Encl.: 10 Pages.**

  
वर्षा के. देसाई / Varsha K Desai  
(अनुभाग अधिकारी / Section Officer)

पऊवि के सभी संघटक इकाईयों / सार्वजनिक क्षेत्र के उपक्रमों / सहायता प्राप्त संस्थानों के प्रधान।  
**All Heads of Constituent Units/PSUs/Aided Institutions of DAE.**

**प्रतिलिपि / Copy to:**

- पऊवि के सभी अधिकारी एवं अनुभाग / All Officers & Sections in DAE Secretariat.-DARPAN
- All Administrative Heads of Constituent Units/PSUs/Aided Institutions of DAE.
- सचिव, स्टाफ साइड, पऊवि विभागीय परिषद् / Secretary, Staff Side, DAE Departmental Council.
- E- फाइल संख्या: 29/3/2022-SCS/E-File.
- Guard File: 138/SCS-DAE

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.



**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;

- (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.

**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 Gol 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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C. Appendix

List of Staff Car Orders consolidated/superseded by this OM

<u>S.No</u>	<u>Order No.</u>	<u>Summary</u>
1.	3(1)-E.II(A)/69 dt .16.03.1970	Government bicycles could be issued to staff car drivers if the distance between their residence and the garages is not less than 1.6 kms, so that they do not take staff cars home.
2.	3(12)-E.II(A) dt .22.11.1972	Senior Officer, preferably of the rank of Joint Secretary should scrutinize the Log Book once a month to ensure that there is no misuse.
3.	3(8)-E.II(A)/63 dt .17.12.1973	Staff cars should carry prominently plates in the front and at the rear indicating that they are staff cars of a specified Ministry or Department .These plates should be fixed in addition to the prescribed number plates.
4.	3(6)-E.II(A)/74 dt .15.06.74	Rules to be enforced rigorously so that there is no misuse of staff cars .Journeys for purposes of shopping, amusements, parties, pleasure trips etc are not permissible.
5.	9(6)-E.II(A)/73 dt .20.03.1974	Staff cars-Parking in garage near place of duty. To reduce dead mileage and curbing consumption of petrol.
6.	3(16)-E.II(A)/84- (1) dt .20.02.1985	Use of official cars by Senior Officers of the Government of India. Officers of the rank of Secretary to the Gol may be allowed the use of official car for private purposes upto 500 kms per month on payment.
7.	3(16)-E.II(A)/84- (3) dt .21.02.1985	Journey in official car between office and residence shall be treated as duty journeys in the case of Heads of Department of Central Government in the field in the Senior Administrative Grade and above.
8.	3(15)-E.II(A)/86- (14) dt .03.02.1987	Road mileage be paid to officers attending official meetings at Delhi/New Delhi , in lieu of use of staff car. Staff cars journeys performed in metropolitan cities of Delhi, Mumbai, Kolkata and Chennai should not be permitted except in exceptional circumstances.
9.	1(42)-E.II(A)/87 Dt. 01.06.1990	Use of staff cars by Senior Officers of Gol, Heads of Departments of Central Governments in the field in the SAG & Above and Chief Executives of Statutory/ABs
10.	3(3)-E.II(A)/90 dt .24.08.1990	Economy in consumption of petrol/diesel in the cars used by the Ministers.Ceiling of 600l per Quarter in respect of all the cars used by the Ministers and their personal staff.
11.	3(3)-E.II(A)/90(2) dt .18.01.1991	Economy in consumption of petrol/diesel in Government vehicles including staff cars-Prohibiting use of staff cars and Government vehicles on SUNDAYS. Staff cars of PSUs/ABs to be used only while on tour.



12.	20(5)-E.II(A)/93 dt .28.01.1994	Use of staff cars by Senior officers of the Government in the field in the Senior Administrative Grade and above and Chief Executives of Statutory/Autonomous Bodies. Officers of the rank of Joint Secretary and above who desires to avail of the facility of the use of the staff cars for journeys from residence to office and back shall now pay at the following rates: JS :Rs .100 /pm AS and above :Rs 150/pm
13.	3(6)/E.II(A)/95 dt .05.06.1995	Compensation to third parties in case of accident involving Government vehicles.
14.	3(3)-E.II(A)/96 dt .08.07.1996	Air conditioners may be provided in the staff cars used by officers of the level of Secretary and above, if desired by them
15.	3(1)-E.II(A)/99 dt .09.02.1999	Recovery of charges for staff cars used for private purposes by officers of the level of Secretary to the Gov and above . (enhancement of charges initially introduced vide OM dt. 20.02.1985 [Sl. No.6])
16.	3(1)/E.II(A)/2009 dt .30.06.2009	Provision of Air-conditioned Staff Cars to the officers of level of Joint Secretary and equivalent.
17.	03(1)/E.IIA/2009 dt.06.08.2014	Purchase of Staff Cars by Ministries/Department.Model of staff cars with Net Dealer Price of uptoRs .4,75,000 -/shall be considered.
18.	25(7)/E.Coord/20 17dt.22.12.2018	Switch over from petrol and diesel vehicles to electrical vehicles for hired vehicles in Secretariats/Attached offices of Ministries and Departments of Government of India located in Delhi.
19.	7(1)/E.Coord/201 9dt.17.09.2019	Lifting of the ban on purchase of new vehicles by Ministries/Departments

D. Annexures

Annexure-I

PRO FORMA FOR MAINTENANCE OF RECORD OF REPAIRS OF STAFF CARS

1. Name of Ministry/Department:
2. Model of the Car/Chassis No.:
3. Engine No:
4. Date of purchase:
5. Cost of the car:
6. Registration No:

Sl. No. (1)	Date of Repairs (2)	Name of dealer from whom the car has been repaired (3)	Nature of repairs carried out (4)	Bill No. and Date (5)	Expenditure incurred (6)	Progressive expenditure (7)	Remarks, if any (8)	Signature of the controlling officer (9)

## SUMMARY OF LOG BOOK

For the month of.....

Sl.No	No. of staff car	Miles/Km covered for		Total	Time spent on non-duty journeys		Reading of Milometer/Kilometre		Remarks
		Duty	Non-Duty		Within normal duty hours	Outside normal duty hours or on Sundays and closed holidays	On 1 <sup>st</sup> day	On last day	
1	2	3	4	5	6	7	8	9	10