

No.F.12/5/2011-AC/USFA/89-99  
**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**FINANCE (ACCOUNTS) DEPARTMENT**  
**'A' Wing, 4<sup>th</sup> Level, Delhi Secretariat, I.P. Estate, New Delhi.**

Dated: 30-12-2011

**OFFICE MEMORANDUM**

**Subject: Hiring of vehicles for office use: Preparation and Approval of Annual Vehicle Plan w.e.f Financial Year 2012-13.**

As per the existing delegation order No.F.8/3/2010-AC/DSIII/1273-1289, dated September 23, 2011, issued by Finance Department, Administrative Secretaries have full powers to incur expenditure in respect of hiring of vehicles subject to the following conditions:-

- (a) that for each vehicle expenditure should not exceed ₹20,000/- (Rupees Twenty Thousand only) per vehicle per month; and
- (b) that prior approval for the number of vehicles to be hired should be obtained from Finance Department at the beginning of financial year.

The existing instructions issued by Government of NCT of Delhi, vide Finance (Budget) Department's order No.F.14(9)/99-Fin.(B), dated May 5, 2000 on the subject, prescribe that only the Principal Secretaries/Secretaries and Heads of Departments who are working in the revised pay structure of PB-4: ₹37400-67000 + Grade Pay-₹10,000/- and above are entitled to staff cars and officers availing the facility of staff car are not entitled to transport allowance.

The competent authority has decided to prescribe the following parameters which would be required to be fulfilled before incurring expenditure towards hiring of vehicles for office use:-

1. The vehicles shall be hired only for entitled officers (i.e., the officers who are working in PB-4: ₹37400-67000 + Grade Pay-₹10,000/- and above) in case government vehicles/staff cars are not available with the department.
2. In case the Department wants to hire vehicles for non-entitled officers in view of functional requirements, the Department shall seek the prior approval of FD with regard to:-

**A: Departments of Government of NCT of Delhi.**


- (i) Name, designations (indicating Group 'A' or 'B' classification) and the pay scales of non-entitled officers in the department for whom vehicle is proposed to be hired;
- (ii) Number of vehicles proposed to be hired;
- (iii) Number of officers provided with vehicles who are claiming Transport Allowance also;
- (iv) Detail of the vehicles, (i.e., whether AC or Non-AC vehicles) already hired by the department;
- (v) The purpose/justification for hiring the vehicles.

(contd.....P/2)

**B: Autonomous/Statutory Bodies, Grantee Institutions, Commission, etc., of GNCT of Delhi:**

- (i) Names, designations (indicating Group 'A' or 'B' classification), and pay scales of officers of Autonomous/Statutory Bodies, grantee institutions, Commission, etc., on behalf of whom vehicles are proposed to be hired;
  - (ii) Number of vehicles proposed to be hired;
  - (iii) Number of officers provided with vehicles who are claiming Transport Allowance also;
  - (iv) Detail of the vehicles, (i.e., whether AC or Non-AC vehicles) already hired by the Autonomous/Statutory Bodies, Commissions;
  - (v) The purpose/justification for hiring the vehicles.
3. The Departments shall ensure that the officers, who are allotted the hired vehicles, do not draw transport allowance.
  4. The Departments shall also ensure that the hired vehicles are used for the purpose for which the same are hired.
  5. The Department shall enforce strict economy in government expenditure. The expenditure per vehicle shall not exceed the limit prescribed by the Finance Department from time to time.
  6. In cases where it is unavoidable to incur higher level of expenditure for justified reasons, specific concurrence in this regard shall be obtained from Finance Department.

This issues with the approval of Hon'ble Chief Minister.

  
(B.L. Sharma), 30.12.2011  
Spl. Secretary (Fin.).

**To**

1. All Pr. Secretaries/Secretaries/ HODs of Departments of Government of NCT of Delhi.
2. All Executive Heads of Autonomous/Statutory Bodies, grantee institutions, Commission, etc., of Government of NCT of Delhi.
3. All Deputy Secretaries/Under Secretaries/Desk Officers of Finance Department.
4. Controller of Accounts, Pr. Accounts Office, Vikas Bhawan, New Delhi.
5. Controller of accounts, Directorate of Audit, Delhi Sachivalaya, New Delhi.

**Copy to:**

1. Pr. Secretary to Lt. Governor, Delhi.
2. Pr. Secretary to Chief Minister, Government of Delhi.
3. Staff Officer to Chief Secretary, Delhi.
4. P.S. to Pr. Secretary (Fin.), Government of NCT of Delhi.
5. Web site of Finance Department.
6. Guard File/Office Order file.