

No.F.20/50/2015-AC/189-238
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
FINANCE (ACCOUNTS) DEPARTMENT
'A' Wing, 4th Level, Delhi Secretariat, I.P. Estate, New Delhi.

Dated: 10-12-2015

OFFICE MEMORANDUM

Subject: Hiring of vehicles for office use.

Several proposals from different departments are received in Finance Department for purchase of vehicles, either as replacement or in addition to the existing fleet. It has been analysed in the Finance Department that it is far more economical to hire vehicles rather than purchase and operate.

The competent authority has, therefore, decided that purchase of vehicles will be allowed only in exceptional circumstances, such as vehicles for Council of Ministers and equivalent posts, Pr. Secretaries / Secretaries of the Government, Heads of Departments, Divisional Commissioner and District Magistrates and such Departments that need functional vehicles such as Fire, Ambulances, etc.

As per the existing delegation order No.F.8/3/2010-AC/usfa/41-44, dated 12.03.2015, 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 ₹35,000/- (Rupees Thirty five thousand only) per vehicle per month for Non-AC vehicles and ₹45,000/- (Rupees Forty five thousand only) per vehicle per month for AC vehicles; 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 officers 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.

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To ensure the transparency and accountability while hiring of vehicles, 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 proper justification.
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.

This issues with the approval of Hon'ble Dy. CM / FM.

(S.P. Singh),
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. Secretaries to all Ministers, Government of Delhi.
4. Staff Officer to Chief Secretary, Delhi.
5. P.S. to Pr. Secretary (Fin.), Government of NCT of Delhi.
6. Web site of Finance Department.
7. Guard File/Office Order file.