



Government of India
Ministry of Finance
Department of Revenue
Central Board of Direct Taxes
DIRECTORATE OF INFRASTRUCTURE

'A' Wing, 3rd Floor, HUDCO Vishala, 14, Bhikaji Cama Place, New Delhi

Phone No.:-011-26712911	Fax No:-011-26103215
F.No. DIT(Inf.)/Unit-II/Op.Veh/Allocation/2014-15/2264	Dated: 09/03/2015

To

The Pr. Chief Commissioners of Income Tax(CCA),
Ahmedabad, Bangalore, Bhopal, Bhubaneswar, Chandigarh, Chennai, Delhi, Guwahati,
Hyderabad, Jaipur, Kanpur, Kochi, Kolkata, Lucknow, Mumbai, Nagpur, Patna, Pune

Madam/Sir,

Sub: Standard operating Procedure for hiring of Staff Cars and operational vehicles – regarding.

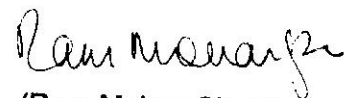
Kindly refer to the above subject. In this regard I am directed to convey the following:

2. *Staff cars and Operational vehicles have been sanctioned on various occasions in the past. In order to bring out uniformity in the procedures and to ensure that adequate financial discipline is maintained, the Standard Operating Procedures for hiring of Staff cars and Operational vehicles are being prescribed with this letter.*
3. *The norms for entitlement of Staff car is that every officer of the level of CIT/DIT and above including Ombudsman is entitled for a Staff car.*
4. *The use of the Staff cars should be strictly in accordance with the Staff Car Rules.*
5. *The present norms for distribution of Operational vehicles are as below:*
 - a) *Each Range to have two Operational vehicles.*
 - b) *Independent ITO/AC/DCIT station to have one vehicle each.*
 - c) *ITAT to have one vehicle per Bench.*
 - d) *Addl. DIT/JDIT in Investigation Wing to have one vehicle.*
 - e) *DDIT/ADIT (Inv) to have one vehicle.*
 - f) *Each Directorate to have one Operational vehicle.*
6. *The Director of Infrastructure-I is the Nodal Officer for sanction of staff cars and operational vehicles. The number of such vehicles hired and the distribution thereof has to be strictly in accordance with the sanctions issued/communicated by the Directorate of Infrastructure.*
7. *The additional staff cars and operational vehicles to be hired as a consequence of cadre structuring should be done only after these posts/Ranges have been notified by the CBDT and the respective officers are in place.*

8. An annual report regarding the number of staff cars and operational vehicles hired by each Pr. CCIT/CCIT/Pr. DGIT/DGIT has to be submitted to the Directorate of Infrastructure by 30th April of the year ending on 31st March in the proforma enclosed as Annexure I.

9. The hiring of vehicles has to be done strictly in accordance with the General Financial Rules particularly Chapter 6 (i.e Chapter on Procurement of goods and services).

Yours faithfully,



(Ram Mohan Singh)
Addl.DIT (Infra.)-II
New Delhi

Encl.: As above.

Copy to:

Data Base Cell with a request to kindly upload it on the irsofficersonline.gov.in portal.

(Ram Mohan Singh)
Addl.DIT (Infra.)-II
New Delhi

Annexure-I

**Annual information regarding Staff cars and Operational vehicles
in respect of Pr. CCIT-----**

(To be submitted by 30th April for the year ending on 31st March)

S. No.	Units	Type of Vehicle	Norms	No. of vehicles sanctioned	Number of vehicles used during the year			Shortage/excess if any	Total expenditure incurred in the year
					Owned	Hired	Total		
1.	Ombudsman	Staff car	One each						
2.	Pr. CsCIT / CsCIT	Staff car	One each						
3.	Pr. CsIT	Staff car	One each						
4.	CsIT	Staff car	One each						
5.	DsIT	Staff car	One each						
6.	Assessment Ranges	Opr. vehicle	Two each						
7.	TDS Ranges	Opr. vehicle	Two each						
8.	Intl. Tax Ranges	Opr. vehicle	Two each						
9.	Add. CIT Transfer Pricing (TP Range)	Opr. vehicle	Two each						
10	ITAT	Opr. vehicle	One per Bench						
11	ITO / AC / DC (Independent station)	Opr. Vehicle	One each						
12	Directorates	Opr. Vehicles	One each						

Ram Narayan Singh

Ram Narayan Singh
Additional Director of Income Tax (Intra.)
CBD I, Ministry of Finance
New Delhi