

Council of Scientific & Industrial Research
Anusandhan Bhawan, Rafi Marg,
New Delhi-110001

No. 30(1)/(181)/2016-IFD

Dated:-19.04.2016

Circular

It has been decided to circulate the enclosed draft guidelines for condemnation of vehicle proposal to be dealt in CSIR Hqr to all concerned for their comments. Comments, if any, may be provided at the email id – ifdcsir@csir.res.in up to 29/4/2016. The guidelines will be finalised after going through the inputs received till due date.


(Ajay Kumar)

Finance & Accounts Officer

Copy to:

1. All Directors of Labs./Instt.
2. All Heads of Division.
3. All Sr. COAs/COAs/AOs.
4. All Sr.CoFAs/CoFAs/FAOs.
5. All Sr.CoSPs/CoSPs/SPOs.
6. All Vehicle Incharges of CSIR Labs./Instt.
7. Head, IT for uploading on CSIR website

Council of Scientific & Industrial Research
Anusandhan Bhawan, 2 Rafi Marg,
New Delhi-110001

Integrated Finance Division

No. 30(1)/(181)/2016-IFD

Dated:-12.04.2016

Sub: Guidelines for Condemnation of Vehicle proposal to be dealt in by CSIR HQ

1.0 Objective

- 1.1 The objective is to ensure that all proposals of condemnation of vehicles to be dealt in by CSIR HQ are processed in a time bound manner by standardising the process requirements ensuring that the complete information and recommendations of competent authority are available.
- 1.2 The SOP is applicable for the condemnation proposals received in CSIR from Labs as per delegation of power and all the cases of condemnation related to CSIR HQ.

2.0 Basic Rules

2.1 Delegation of Power:-

S.No.	Item	Authority	Reference	Terms & Condition
1	(a) Replacement of duly condemned vehicle:-	Director/DG in case of CSIR HQ	CSIR letter dated 9.05.97 & 4.04.2001	Subject to the prescribed conditions and that the condemned vehicle will be disposed-off within a period of three months after following the prescribed procedure.
	(b) Writing off a condemned vehicle satisfying the life requirement in terms of distance run and length of use.	Director/DG in case of CSIR HQ	CSIR letter dated 9.05.97 & 4.04.2001	Subject to the prescribed conditions and that the condemned vehicle will be disposed-off within a period of three months after following the prescribed procedure.

- 2.2 All other cases which do not fulfil the prescribed terms and conditions of condemnation will be referred to CSIR HQ along with detailed justification.
- 2.3 The models of cars with Net Dealer Price (NDP) of up to Rs. 4,75,000/- available in the DGS&D Rate contract only shall be considered for purchase of staff cars. The purchase may be made only through DGS&D rate contract mode (ref: MoF OM dated 6th August, 2014).
- 2.4 Ban on purchase of new vehicles including staff car will continue except against condemnation (Para 2.3 of economy instructions issued by MoF OM dated 29th October, 2014).

- 2.5 As per instructions contained in the Schedule VII of Delegation of Financial Power Rules, 1978 for condemnation of vehicle the following lives of various types of vehicles in terms of distance run (in kms.) and length of use (in years), whichever is reached later have been fixed:-

S.No.	Type of vehicle	Kilometers	Years
1	Heavy Commercial Motor Vehicles	4,00,000	10
2	Motor vehicles fitted with engines up to 20 hp (RAC).	1,50,000	6.5
3	Motor Cycle fitted with engines of 3.5 hp (RAC) or above.	1,20,000	7
4	Motor Cycle fitted with engines of less than 3.5 hp (RAC).	1,20,000	6
5	Tractor		10 years or 10,000 hours whichever is later

- 2.6 Order for new vehicle should not be placed even if budget provision exists unless the approval of competent authority for condemnation of vehicle is obtained.

- 2.7 Any instructions on the matter issued from time to time by the Govt. will be strictly followed.

3.0 Proposals to be received in IFD, CSIR shall include:-

- 3.1 The proposals of CSIR labs/instit. for condemnation of vehicles which requires approval of DG after concurrence of Finance.
- 3.2 All the condemnation proposal of CSIR HQ vehicles.
- 3.3 The proposal for pre-mature condemnation of vehicles for which detail justification has to be provided by the concerned lab/instit.
- 3.4 The issues which are not properly addresses or provided for in the extant rules.
- 3.5 All the proposal should invariably provide the prescribed proforma (Form I & II) duly filled in as per CSIR letter dated 09.05.1997.

4.0 Stages of processing and timeline for each case in IFD:-

Level	No. of working days
Assistant/Section Officer	3+1
Finance & Accounts Officer	2
Deputy Financial Advisor	2
Total	7+1

The above timeline will apply in the cases where the proposal is complete in all respect as stipulated above.

5.0 Cases specifically not to be forwarded to IFD:-

- 5.1 Where the powers has been delegated to the Labs/Instt. and the proposal fulfils all the terms and conditions subject to which delegation was made.
- 5.2 When the rule position and guidelines already exists on the matter.
- 5.3 When the concurrence of Financial Adviser is not provided for or not required.

6.0 Steps:-

- 6.1 Identification of the vehicle for condemnation by the vehicle Incharge.
 - (i) Off road (ii) Beyond economic repair
- 6.2 Filling of the basic data relating to the vehicle proposed to be condemned by the Vehicle incharge of the Lab./Instt. and forwarding of the proposal for condemnation to Lab. Admn.
- 6.3 Counter checking of the data from the relevant records by Lab. Admn. and obtaining the approval of the Director.
- 6.4 Notification of the permission for condemnation by Lab. Admn.
- 6.5 The proposal (complete in all respect) to be forwarded to Stores and Purchase division of CSIR HQ by the Lab./Instt.
- 6.6 Scrutiny of the Proposal by Stores and Purchase division received from the Lab./Instt. and forwarding of the proposal to IFD along with its recommendations.
- 6.7 Processing of the case by IFD after receipt of the proposal from S&P division of CSIR for obtaining the approval of competent authority as per instructions/guidelines as enumerated in Para 2 above.
- 6.8 Intimation of the approval/decision made on the proposal by IFD to Stores and Purchase division of CSIR HQ.
- 6.9 Communication of the decision made on proposal to Lab./Instt. by Stores and Purchase division of CSIR.

7.0 ~~Other~~ Other Issues

- 7.1 The guidelines will automatically stands modified on new issue of new instructions by Gov. of India / CSIR
- 7.2. All the powers for ammendment and interpretation will rests with D G CSIR in consultation with Finance Adviser.

7.0 Format for forwarding the proposal:-

FORM - I

PROFORMA FOR DECLARATION OF OLD VEHICLES TO BE CONDEMNED AND DISPOSED OFF

PART -I (TO BE COMPLETED BY ADMN. OF LAB./INSTT.)

1. Name of the lab./Instt. :
2. Particulars of Vehicle :
 1. Type of Vehicle :
 2. Registration Number :
 3. Petrol/Diesel Engine :
 4. RAC Horse Power :
 5. Date of induction into service:
 6. Whether of road or off the road :
 7. Date from which off the road :
 8. Mileage expected per liter for a Vehicle in good condition :
(Km. -per liter)
 9. Current Fuel Consumption (Per Liter) :
 10. Total Kms./Hours run :
 11. Kms./hrs. run after last overhaul :
 12. Purchase/cost of the vehicle :
 13. Total expenditure incurred on repairs and maintenance so far :
 14. Date of last major repairs :
 15. Cost of last major repairs :

UNDERTAKING

In case, the above proposal is approved, the condemned vehicle will be disposed off within three months from the date of receipt of the new vehicle. The report will be furnished to the CSIR Hqrs., within a week.

(Controller of Administration)
OFFICE SEAL

PROPOSAL FOR PURCHASE OF VEHICLE

NAME OF THE LAB./INSTT

WHETHER REPLACEMENT OR ADDITION -----

TOTAL STAFF STRENGTH -----

A. PARTICULARS OF VEHICLES OWNED BY THE LAB./INSTT(OTHER THAN BUSES)

SL.NO.	TYPE OF VEHICLE	NO.OF VEHICLES	SL.NO.	TYPE OF VEHICLE	NO.OF VEHICLES
1.	Cars.....		5.	Three- wheelers.....	
2.	Jeeps		6.	Demonstration vehicles/ Test equipment vehicles	
3.	Station Wagons/ Pick up Vans, Mini Bus		7.	Field Survey vehicles, etc, with special body and extra fitting	
4.	Motor Cycles.....		8.		

B: PARTICULARS OF VEHICLE PROPOSED TO BE PURCHASED

Brief Descri- ption	No.of Vehicles required	Estimated cost and ref. to provision in sanctioned Budget.	purpose/ Project for which required	Whether new post/s of driver/s is/ are required. If so refer- ence to Proposal sent For post/s. (for additions Only)	Adequate justification for the purchase (addition or re- placement) should be given in the covering note. For replacements particulars of old- Vehicle should be given in FORM-I.
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SIGNATURE

COA/ADMINISTRATIVE OFFICER

8.0 Checklist for forwarding the proposal to CSIR HQ:-

- 8.1 The condemnation certificate issued by the Regional Transport Office
- 8.2 Proforma, as per CSIR letter dated 09.05.1997 as mentioned in the Para 7 as above.
- 8.3 The cost of the Car proposed to be replaced should not exceed the NDP of Rs.4.75 Lakh. The purchase may be made only through DGS&D rate contract mode.
- 8.4 Proper justification, if the proposal is for pre-mature condemnation of vehicle.
- 8.5 The proposal should not be covered under any of the points mentioned under Para 5.00 above.