



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
Council of Scientific & Industrial Research
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स०/No. SP-13021/12/2022-S and P-CSIR HQ (E 5824)

दिनांक/Date: 10/02/2023

सेवा में / To,

सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एकको के निदेशक/प्रमुख
The Directors/ Heads of all CSIR Laboratories/Institutes/Units

विषय/Sub: **Scrapping of 15 Years Old Vehicles in terms of Voluntary Vehicle-Fleet-Modernisation Program (V-VMP) – ‘Vehicle Scrapping Policy**

महोदया/ महोदय/Madam / Sir,

Hon'ble Prime Minister has launched Voluntary-Vehicle Fleet Modernization Programme (V-VFMP), also known as **Vehicle Scrapping Policy** on 13th August 2021. Accordingly, the Government has issued a series of guidelines for its implementation as listed below (copies also attached):

Sr No	OM/ DO/Letter No	OM/DO/Letter Date	Subject
1	No.01(18)/2022 - E. II (A),	09/12/2022	Scrapping policy for condemned vehicle of Ministries/ Departments of Govt. of India – reg.
2.	No. RT-23013/8/2022-T	17/12/2022	Process for scrapping of Govt vehicles older than 15 years through MSTC Portal - reg.
3.	No.01(18) /2022-E.II(A)	27/01/2023	Clarification on scrapping of vehicles of Ministries / Departments of Govt of India that have completed 15 years of age - reg

4.	No. 18(23)/E.Coord- 2021	01/09/2022	Compendium of instructions for use of staff car in Central Government offices- Regarding
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2. As per the above directions/guidelines all vehicles which have been declared condemned (mature or premature) or have reached 15 years of age, whichever is earlier, shall be scrapped only. DoE/MOF has further clarified that scrapping of such vehicles need not follow the procedure laid down in DFPR for condemnation.

3. The scrapping of such vehicles shall be done only at **Registered Vehicle Scrapping Facilities (RVSF)**. The Government has further decided that the e-auction services/platform developed by **MSTC Limited** is to be availed to conduct e-auction amongst the RVSFs for scrapping. The process of scrapping through MSTC portal has been notified by the MoRTH. In compliance, MSTC has started an ELV (End-of-life Vehicle) Scrapping Portal (URL: <https://www.mstcecommerce.com/auctionhome/elv/index.jsp>).

4. Further, it may also be noted that registration of Government vehicles that are more than 15 years of age will not be renewed with effect from 1st April 2023. Therefore, the Labs/Instt/Units are required to **scrap** all condemned vehicles (mature or premature) or vehicles that are more than 15 years of age by RVSFs through e-auction by MSTC Ltd. as per the monthly/annual plan submitted earlier (copy enclosed). This may be taken up on **Top Priority** and the progress monitored closely under intimation to Headquarters.

5. Further, the Labs./Instts. may need to purchase new vehicles against these scrapped vehicles. Funds required for the purpose should also be projected to Headquarters at email: spo.hqrs@csir.res.in. The estimates for new vehicles may be done as per the revised ceiling as fixed by DoE/MOF in their OM dated 1st September 2022.

भवदीय/ Yours faithfully,



(श्रीदेब नंदा/ Srideb Nanda)

नियंत्रक (भंडार एवं क्रय)

Controller of Stores & Purchase

Encls: As above

सूचनार्थ/Copy for information to :


1. Director General, CSIR.
2. Financial Advisor, CSIR
3. Joint Secretary (Admin.), CSIR
4. Dr. S. Sathiyarayanan, Chief Scientist & Head, CPD
5. Head IT – With a request to publish this communication on CSIR Website under Notifications (S&P)

OFFICE MEMORANDUM

**Subject: Scrapping policy for condemned vehicle of Ministries/
Departments of Govt. of India – reg.**

The undersigned is directed to invite attention of schedule VII of Delegation of Financial Powers, 1978 where in criteria for condemnation i.e., distance run (in kilometers) and age (in years) of certain vehicles have been prescribed.

2. Considering the broad objectives of the Government to create an ecosystem to reduce pollution, improve passenger and vehicular safety, improve fuel efficiency, reduce maintenance cost for the vehicle owners, the existing provisions of condemnation of vehicles have been reconsidered in consultation with NITI Aayog and M/o Road Transport and Highways (MoRTH).
3. It has been decided that henceforth all the condemned vehicles (including prematurely condemned vehicles) belonging to Ministries/Departments of Government of India, shall only be scrapped. Scrapping of such vehicles shall only be at Registered Vehicle Scrapping Facilities (RVSF) established in accordance with guidelines issued by MoRTH.
4. Vehicles which have been declared condemned or reached 15 years of age, whichever is earlier, will not be auctioned. All these vehicles shall only be scrapped at RVSF.
5. Any exception shall require approval of the Department concerned at a level not below Joint Secretary, along with recording of reasons (Ex: Vehicles in remote parts of the country, if/until RVSF is not available in reasonable proximity, etc.). Copy of each such order shall be marked to MoRTH.
6. The detailed procedure for Scrapping of all such vehicles shall be separately notified by MoRTH.
7. Necessary amendments in General Financial Rules and/or Delegation of Financial Power Rules will be done in due course.
8. This issues with the approval of Finance Secretary & Secretary (Expenditure).


(Avinash K. Nilankar)
Deputy Secretary, E. II (A)

To
All Ministries/Department of Government of India

Copy forwarded to:
All the Financial Advisors

No. RT-23013/8/2022-T
Government of India
Ministry of Road Transport & Highways
Transport Section
Transport Bhawan, 1, Parliament Street, New Delhi-110001

17th December, 2022

OFFICE MEMORANDUM

Subject: Process for scrapping of Govt vehicles older than 15 years through MSTC Portal - reg.

The undersigned is directed to refer to Department of Expenditure OM No. 01(18)2022 - E. II (A) dt 09.12.2022 (copy enclosed) and state that Voluntary Vehicle Fleet Modernization Program (V-VMP) or 'Vehicle Scrapping Policy' aims to create an eco-system to reduce pollution, improve road passengers and vehicular safety, improve fuel efficiency, reduce maintenance cost for the vehicle owners, move on towards circularity and have a bigger multiplier effect on economy. Successful implementation of this policy requires establishment of a network of Registered Vehicle Scrapping Facilities (RVSFs) and Automated Testing Stations (ATSs) across the country.

2. It has been decided that Government vehicles which are older than 15 years and owned by Government of India and its Ministries/ Departments, State/ UT Governments and their Departments, Local Government institutions, State Transport Undertakings, Public Sector Undertakings, and Autonomous Bodies with the Government of India and State Governments shall be scrapped immediately in order to achieve policy objectives. In this regard, Ministry of Road Transport and Highways (MoRTH), vide GSR 845(E) dated 24th November 2022, has issued a draft notification prohibiting renewal of registration of Government owned vehicles older than 15 years, w.e.f. 1st April 2023. All condemned vehicles (including vehicles which have been prematurely condemned) are required to be scrapped through RVSFs.

3. In order to facilitate seamless scrapping of such vehicles, it is proposed that the e-auction platform developed by Metal Scrap Trade Corporation Limited (MSTC) which is a Mini Ratna Company-I PSU under the administrative control of Ministry of Steel, be used to conduct e-auction of such vehicles. RVSFs which have been commissioned as per provisions of MoRTH Notification GSR 653 (E) dated 23rd September 2021 shall only be allowed to participate in the auction. This would support operations of existing RVSFs by providing them with a base volume of end-of-life vehicles and would also encourage private investment in establishing new RVSFs.

4. The details of the proposed mechanism for scrapping of Government-owned vehicles through e-auction on MSTC portal is provided in Annexure-I. The necessary instructions shall be issued to MSTC by Ministry of Steel in this regard.

5. This issues with the approval of Competent Authority.

Encl: As above

Shashi
17/12/22
(Shashi Bhushan)

Under Secretary to the Government of India

To

1. Secretaries of all Union Ministries and Departments
2. Chief Secretaries of all State/ UT Governments

Copy to:

1. CEO, NITI Aayog
2. Secretary, Department of Expenditure

Annexure I

Proposed mechanism for e-auction of Government-owned vehicles through MSTC Portal

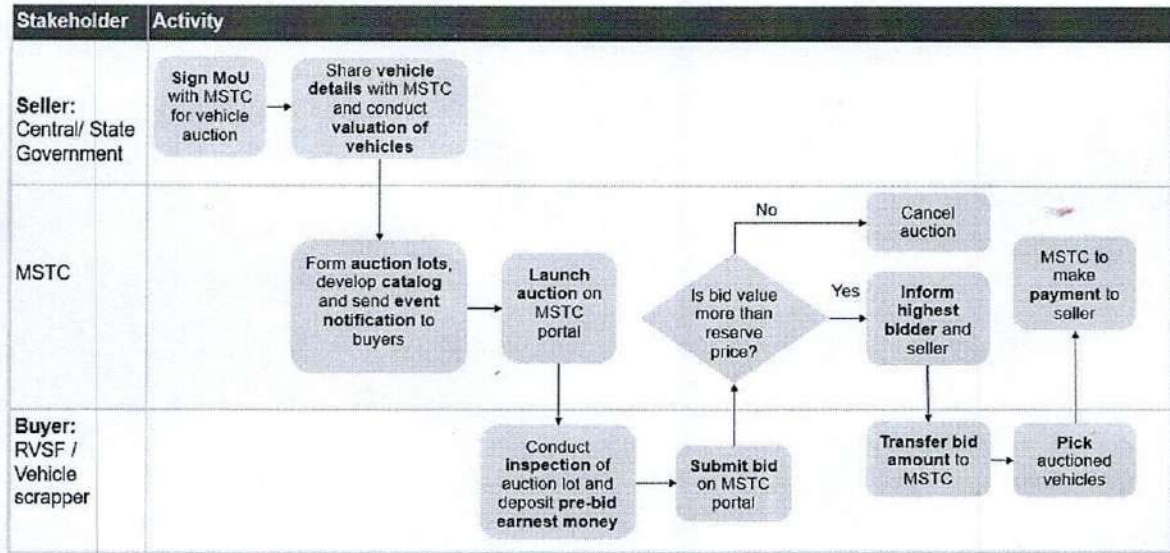
Union/ State Government to use portal developed by Metal Scrap Trading Corporation (MSTC) for e-auction of condemned vehicles to RVSF. In order to expedite the scrapping of condemned vehicles, Union/ State Governments may directly engage with MSTC to conduct e-auction. The detailed procedure for e-auction of vehicles through this portal is provided below:

1. Union Ministries/Departments and State Governments to share details of condemned vehicles (including vehicle type, model, vintage, image, etc.) with MSTC.
2. Union Ministries/Departments and State Governments to conduct valuation of vehicles through valuers appointed by them or empaneled by MSTC and finalize the reserve price and tolerance %
3. Union Ministries/ Departments and State Governments or MSTC to enter reserve price and associated tolerance % into MSTC portal before the launch of e-auction.
4. MSTC to form e-auction lots based on vehicle details, location of vehicles etc. and develop an e-auction catalog. Auction notification containing details of e-auction starting date, list of vehicles, location, ownership etc. will be sent to RVSFs. Such scrapping is to be done in accordance with the procedure as prescribed in Motor Vehicles (Registration and Functions of Vehicle Scrapping Facility) Rules 2021.
5. e-Auction is then launched on MSTC portal.
6. Prospective bidders would be allowed to conduct on-site inspection of vehicles to assess fair value of the e-auction lot. High quality images may be included in auction catalog to reduce the requirement of physical inspection since the RVSFs may not have enough capacity to conduct physical inspection over a short period of time.
7. Interested bidders to deposit a pre-bid earnest money deposit (EMD) or Standing Security Deposit, as prescribed by MSTC, to become eligible for bidding. After depositing EMD or Standing Security deposit, bidders to submit their bid on MSTC portal.
8. e-Auction is to be closed at a pre-determined time. An e-auction is deemed successful if the highest bid value is more than the reserve price or within the tolerance threshold and is cancelled if the highest bid is lower than the tolerance of reserve price set by the seller. If an e-auction is cancelled for the first time, then the Competent Authority may put up the lot for re-auction after adjusting the reserve price based on market response. However, if the auction is cancelled again then the lot could be awarded to MSTC at the reserve price, this would be at the discretion of the Competent Authority.
9. Auto-generated notification is sent to the highest bidder and the seller.
10. Highest bidder (RVSF) would then transfer the bid amount to MSTC via RTGS/NEFT/Net Banking etc. as per e-auction catalog. MSTC to issue a digitally signed Delivery/Sale Order upon confirmation of payment.
11. Highest bidder (RVSF) to pick up the vehicles for scrapping and hand over a 'Certificate of Deposit' to MSTC through the Vahan RVSF module as per the process specified in rule 10 sub-rule 1 of GSR 653 (E) dated 23rd September 2021 and its amendment vide GSR 695 (E) dated 13th September 2022.
12. De-registration of vehicles to be done by RVSF as per the process specified in rule 10 sub-rule 1 of GSR 653 (E) dated 23rd September 2021 and its amendment vide GSR 695 (E) dated 13th September 2022.
13. MSTC to transfer bid amount to Union Ministries/Departments and State Governments along with the 'Certificate of Deposit'.

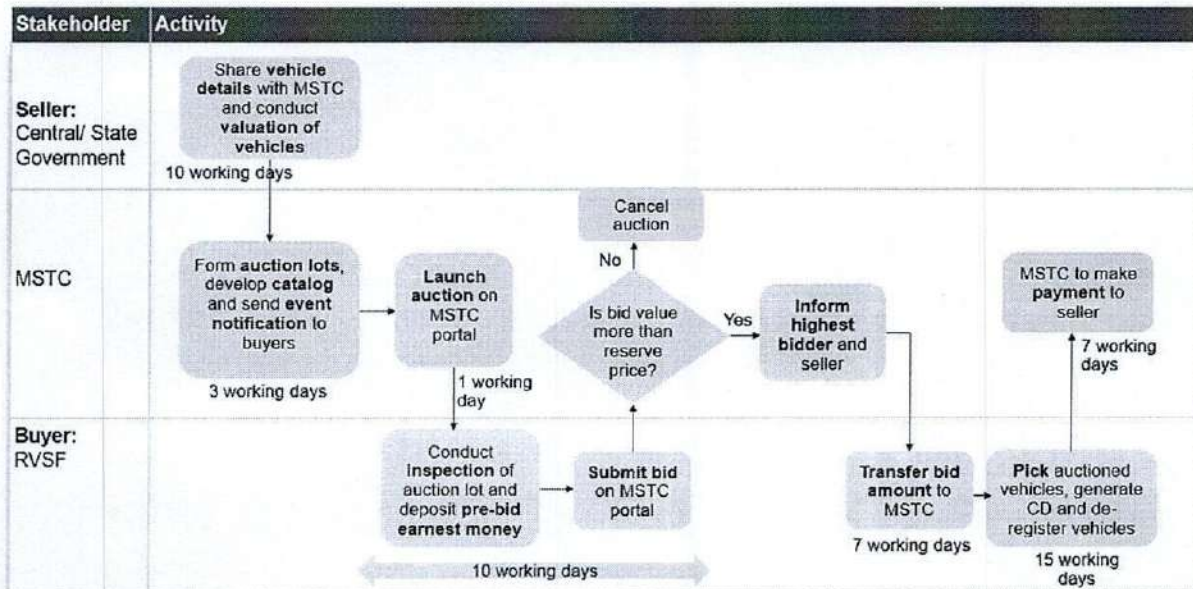
Shashi
17/12/22

Annexure-2:

A. Current mechanism to e-auction Government-owned vehicles through MSTC portal



B. Proposed mechanism (along with at maximum timeline for each step) to e-auction Government-owned vehicles through MSTC portal



Shashi
17/12/22

Government of India
Ministry of Finance
Department of Expenditure

No.01(18)/2022-E.II(A)

Dated: 27 January, 2023

To,

Sh. Srideb Nanda
Controller of Stores & Purchase,
Council of Scientific & Industrial Research,
Anusandhan Bhawan,
2 Rafi Marg, New Delhi - 110 001

Subject: Clarification on scrapping of vehicles of Ministries / Departments of Govt of India that have completed 15 years of age – reg.

Sir,

Kindly refer to your letter no. SP-13029/1/2023-S and P-CSIR HQ dated 12.01.2023 on the above subject.

2. In this regard, it is clarified that that vehicle of Ministries / Departments of Government of India that have completed the useful life of 15 years shall be scrapped at RVSF and need not follow the procedure laid down in DFPR for condemnation of such vehicles.

Yours faithfully,



(C P Kushwaha)

Under Secretary to the Govt. of India

No. 18(23)/E.Coord-2021
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi

Dated 1st 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)

Joint Secretary to the Government of India

Email Id: thanglemlian.ds@nic.in

Telephone: 23095690

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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4.	Entitlements of staff car
5.	Non-official use of staff car by the officers of the rank of Secretary to Government of Indian & above
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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.



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 Gol 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 hours or on Sundays and closed holidays	On 1 st day	On last day	
1	2	3	4	5	6	7	8	9	10

Scrapping Plan of Labs

SI No.	Name of Lab	Total numbers of vehicles older than 15 years as on 31/12/2022	Total numbers of vehicles scrapped during last one year	Jan-23	Feb-23	Mar-23	Annual Scrapping Plan for FY 2023-24
1	CSIR-4PI	1	0	0	0	0	1
2	CSIR-AMPRI	1	0	1	0	0	0
3	CSIR-CBRI	0	1	0	0	0	0
4	CSIR-CCMB	8	3	1	1	1	5
5	CSIR-CDRI	2	0	0	0	0	2
6	CSIR-CECRI	1	0	0	0	0	2
7	CSIR-CEERI	1	0	0	0	0	1
8	CSIR-CFTRI	6	3	0	0	3	3
9	CSIR-CGCRI	4	0	0	0	0	4
10	CSIR-CIMAP	7	3	0	0	0	7
11	CSIR-CIMFR	5	1	0	0	0	5
12	CSIR-CLRI	3	7	0	0	0	3
13	CSIR-CMC	1	0	0	0	0	1
14	CSIR-CMERI	3	0	0	0	0	3
15	CSIR-CRRI	5	10	0	0	0	5
16	CSIR-CSIO	1	0	0	0	0	1
17	CSIR-CSMCRI	4	0	5	0	0	0
18	CSIR-Hqrs	0	0	0	0	0	0
19	CSIR-HRDC	1	0	0	0	0	1
20	CSIR-HRDG	0	0	0	0	0	0
21	CSIR-IGIB	0	0	0	0	0	0
22	CSIR-IHBT	1	0	0	0	0	1
23	CSIR-IICB	0	0	0	0	0	0
24	CSIR-IICT	10	0	0	3	3	4
25	CSIR-IIIM	7	0	7	0	0	0
26	CSIR-IIP	4	0	0	0	0	4
27	CSIR-IITR	1	0	0	0	0	1

Scrapping Plan of Labs

SI No.	Name of Lab	Total numbers of vehicles older than 15 years as on 31/12/2022	Total numbers of vehicles scrapped during last one year	Jan-23	Feb-23	Mar-23	Annual Scrapping Plan for FY 2023-24
28	CSIR-IMMT	1	0	1	0	0	3
29	CSIR-IMT	1	0	0	0	0	1
30	CSIR-IPU	0	0	0	0	0	0
31	CSIR-NAL	6	1	0	0	0	6
32	CSIR-NBRI	4	0	0	0	0	4
33	CSIR-NCL	2	0	0	0	0	2
34	CSIR-NEERI	7	0	0	0	0	7
35	CSIR-NEIST	7	0	0	0	0	7
36	CSIR-NGRI	13	13	0	0	0	15
37	CSIR-NIIST	2	0	0	0	0	2
38	CSIR-NIO	3	0	0	0	0	3
39	CSIR-NIScPR	1	0	0	0	0	1
40	CSIR-NML	6	0	0	0	0	6
41	CSIR-NPL	1	0	0	0	0	1
42	CSIR-SERC	2	0	0	0	0	2
43	CSIR-TKDL	0	0	0	0	0	0
44	CSIR-URDIP	0	0	0	0	0	0
		133	42	15	4	7	114