

**Section
28
STAFF-CAR RULES
COPIES OF CSIR/GOVT. ORDERS.**

1

Copy of CSIR letter No.31(11)/94-Gen. Dated 12.2.1996

Sub:- Issue of liveries to Tractor Driver/Tractor Driver-cum- Mechanic.

I am directed to state that the matter regarding issue of liveries to Tractor Driver/Tractor Driver-cum- Mechanic working in different labs./Instts. of CSIR has been under consideration for some time past. It has now been decided to lay down the following norms for the purpose of issue of livery items to this category of staff:-

A. SUMMER

		For both summer winter stations	For winter station	For summer station
1	Terycot/Polyvastra Suit (Grey colour)	2 in 2 years	-	3 in 2 years
2.	Leather Chappal	1 pair every year	-	1 pair every year
3	Pagree	4 in 2 years	4 in 2 years	4 in 2 years

B. WINTER

		For both summer winter stations	For winter station	For summer station
1	Woolen Suit (round neck coat and pants in blue colour)	1 in 2 years	2 in 2 years	-
2.	Leather shoe	1 pair in 2 years	1 pair in 1 year	1 pair in 2 years.
3	Socks	2 pairs in 2 years	1 pair in 1 year.	2 pairs in 2 years

C. EXTRA LIVERY ITEMS FOR TRACTOR DRIVERS ONLY.

		For both summer winter stations	For winter station	For summer station
1	Leather Jacket	1 in 5 years	1 in 5 years	-
2.	Leather Hand Gloves	1 in 3 years	1 in 3 year	-
3	Goggles	1 in 3 years	1 in 3 year.	1 in 3 years
4.	Raincoat	1 in 5 years	1 in 5 years	1 in 5 years

It is, therefore, requested that the provision of livery items to Tractor Drivers/ Tractor Drivers-cum –Mechanics may be regulated as per guidelines mentioned above.

2

Copy of GOI, Min.of Fin., Dept of Expenditure O.M.NO.3(11)-E.II(A)/94 dated 4.3.1996, circulated vide CSIR endorsement No.31(4)/94-Gen. Dated 2.4.1996

Sub:-Purchase of Staff Cars-inclusion of Ambassador ISZ-1800 in the list of approved models.

The undersigned is directed to invite attention to this Ministry's O.M. of even No. dated 28.8.1995 and to say that Ambassador ISZ-1800 has been brought on the Rate Contract of DGS&D. Accordingly, this model has been included in the list of Approved models of cars to be purchased for use as staff cars.

3

Copy of CSIR Letter No. 1(6)/96-Finance dated 9.5.97 to the Directors of all national Labs./Instts.

Sub: Condemnation & replacement of vehicles and procurement of new vehicles.

The Governing Body of CSIR in its 124th meeting held on 24th September 1991 had delegated powers to the Director-General, CSIR for condemnation and replacement of old vehicles with the concurrence of the Financial Advisor. For procurement of any additional new vehicles, the proposals are to be approved by the Member (Finance). All the proposals received from lab./Instt. for condemnation and replacement of vehicles as well as purchase of new vehicles, are examined by the Finance Wing of CSIR before these are submitted to the DG, CSIR/Member (Finance) for their approval. It has been observed that in the absence of complete details, it becomes necessary to call for additional information from Labs./Instts., resulting in prolong correspondance & delay. In order to streamline the procedure and avoid delays, revised Proformas have been devised and are enclosed herewith. For condemnation and replacement of a vehicle, information should be furnished in both the proformas, Whereas for purchase of any additional vehicle, the proposal should be sent in Form II alongwith detailed justification. Details of total vehicles owned by the Lab/Instt. and deployment of all the vehicles should also be sent along with the proposal.

2. As per instructions contained in Govt. of India, Ministry of Finance Notification No. F1(21).E.II (A)/93 dated 21st May 1993, for condemnation of a vehicle, the following lives of various type of vehicles in terms of distance run (in kms.) and length of use (in years), whichever is reached later, have been fixed :-

Type of vehicles	Kilometres	Years
i) Heavy commercial Motor vehicles	4,00,000	10
ii) Motor vehicles fitted with engines upto 20 hp (RAC)	2,00,000	8
iii) Motor cycles fitted with Engines of 3.5 hp (RAC) or above	1,20,000	7
iv) Motor cycles fitted with engines of less than 3.5 hp (RAC)	1,20,000	6

The life of tractor shall be taken as 10,000 hours or ten years, whichever is reached later.

3. A certificate from one of the following Authorities to the effect that the vehicles is not fit for any further economical use has to be obtained and sent alongwith the proposal for condemnation :-
 - (i) An Electrical & Mechanical Workshop of the National Airport Authority.
 - (ii) The Workshop of State Road Transport Corporation;
 - (iii) At locations where Workshops mentioned at (I) and (ii) are not available, Transport Workshops under the Central or State Government Departments.
4. Before the proposal is sent to CSIR, it may, therefore, kindly be ensured that the above instructions for condemnation of vehicles are fulfilled. In case any of the condition is not fulfilled, detailed justification for recommending the vehicle for condemnation should accompany the proposal.
It may kindly be ensured that till approval of the competent authority is conveyed, no vehicle should be disposed off and order placed for new vehicle, even if Budget provision exists.
5. With a view to have a consolidated information about the vehicles owned by various Lab./Instts., following information may kindly be furnished urgently so as to reach this office by 15.6.1997.
 - (i) Details of total vehicle owned by the Lab./Instt.
 - (ii) Sanction No. and date of CSIR approval for purchase of different vehicles.
 - (iii) Number of sanctioned posts of drivers.
 - (iv) No. of filled up posts of Drivers along with Name of Drivers and their date of superannuation.
Kindly acknowledge receipt.