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स./No. SP-13023/5/2023-S and P-CSIR HQ दिनांक/Date: 18/02/2026

सेवा में / To,

सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों के निदेशक एवं एककों के प्रमुख
The Directors of all Labs/Insttts. and Heads of Units of CSIR

Sub: Guidelines for Procurement of Vehicles under Sponsored and Infra Projects.

महोदया/महोदय/Madam/Sir,

References have been received from Labs/Insttts/Units seeking clarification regarding the need for referring the cases of vehicle procurements under different projects, to Headquarters.

2. The matter has been examined carefully in consultation with IFD. While making an assessment of the current market scenario of hiring of vehicles through outsourcing, it has been noted that-

- These days' transport services are easily available.
- Project durations are normally shorter (1-3 years) than life span of vehicles (10-15 years).
- Normally only permanent equipment should be permissible under capital head as Vehicles projected as equipment create an anomaly: Vehicle and equipment have different life span and depreciation rates. This creates anomaly while accounting.

- After closure/completion of projects, vehicles become a liability for the labs.

3. In view of the above, it has been decided to issue the following guidelines for procurement of vehicles under different projects:

(i) **Sponsored Projects:**

Procurement of vehicles under sponsored projects may be made in the following circumstances:

- If the Labs/Insttts are engaged in research on vehicles, like in IIP, CMERI etc.
- If "Training" is a major activity under the project and moreover if it is of continuous nature. In such cases, operational vehicles like buses, tempo travellers etc. may be purchased.
- Above provisions are further subject to the conditions that provision of vehicle with specifications and make & model is approved as part of the project proposal and Budget is in-built in the project under "Vehicle" head.

(ii) **Infra Projects:**

Procurement of vehicles under Infra projects may be made in the following circumstances:

- If provision of vehicle with specifications and make & model is approved as part of the project proposal.
- Budget is in-built in the project under "Vehicle" head.

4. No separate approval is required for the procurement of vehicle under CSIR-funded projects if the projects have already been approved by the Competent Authority i.e. Secretary DSIR/DG CSIR with concurrence of Financial Adviser CSIR/DSIR.

However, for the procurement of vehicle under the ECF projects, prior approval of the Competent Authority at CSIR Hqrs. should be obtained.

5. This issues with the concurrence of FA, DSIR/CSIR and approval of Secretary, DSIR/DG, CSIR.

भवदीय/ Yours faithfully,

(श्रीदेब नंदा / Srideb Nanda)
वरिष्ठ भण्डार एवं क्रय नियंत्रक
Sr. Controller of Stores & Purchase
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