

COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH
ANUSANDHAN BHAWAN, 2, RAFI MARG, NEW DELHI-110001

No. : 5-1(803)/2022-PD

Dated : 27.07.2026

OFFICE MEMORANDUM

Sub : Instructions for use of staff cars and additional instructions-reg.

The undersigned is directed to state that the Competent Authority has accorded approval to forward the Office Memorandum No. 16(21)/E.Coord-2026 dated 27th May, 2026 on the above subject issued by Department of Expenditure, Ministry of Finance, Government of India, to all CSIR Labs./Instts./Units for information, guidance and compliance.


(Amrendra Kumar)
Under Secretary (PD)

Encl. : As above

Copy to:

- 1) The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units
- 2) CSIR Website
- 3) Office copy.

No.16(21)/E.Coord/2026
Government of India
Ministry of Finance
Department of Expenditure
(E. Coord Branch)

Hall No.16076, B-Wing,
Kartavya Bhawan-1,
New Delhi-110001
Dated : 27th May, 2026

OFFICE MEMORANDUM

Subject : Instructions for use of staff cars and additional instructions – Reg.

The undersigned is directed to refer to the subject cited above and to say that the Department of Expenditure, Ministry of Finance has issued guidelines on 01.09.2022 regarding the use of Staff Cars in Central Government Offices.

2. In continuation of this Department's OM No.18(23)/E.Coord-2021 dated 01.09.2022 following instructions are for strict compliance to optimise vehicle utilisation and prevent misuse of Government vehicles:

- i) An officer, who is already utilizing an entitled car for his/her regular post, shall not be provided with an additional vehicle while holding an additional charge of any post in other Ministry/Department, Attached/Subordinate Offices/Autonomous Bodies/Public Sector Undertakings etc. Unutilised vehicles should be kept in safe custody.
 - ii) 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. This issues with the approval of the Secretary (Expenditure).



(Manoj Kumar Prabhat)

Under Secretary to the Government of India

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.
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