

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद  
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110001

सं.: 5-1(803)/2022-पीडी

दिनांक: 27.07.2026

कार्यालय ज्ञापन

**विषय :** स्टाफ कारों के उपयोग संबंधी निर्देश एवं अतिरिक्त निर्देश – संबंध में।

अधोहस्ताक्षरी को यह कहने का निदेश हुआ है कि सक्षम प्राधिकारी ने व्यय विभाग, वित्त मंत्रालय, भारत सरकार द्वारा उपरोक्त विषय पर जारी दिनांक 27 मई, 2026 के कार्यालय ज्ञापन संख्या 16(21)/E.Coord/2026 को सभी सीएसआईआर प्रयोगशालाओं/संस्थानों/इकाइयों को सूचना, मार्गदर्शन और अनुपालन के लिए अग्रेषित करने की स्वीकृति प्रदान की है।

  
(अमरेन्द्र कुमार)  
अवर सचिव (नीति प्रभाग)

संलग्न: यथोपरि

प्रतिलिपि:

- 1) सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एककों के निदेशक/प्रधान
- 2) सी.एस.आई.आर. वेबसाइट
- 3) कार्यालय प्रति

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 : 27<sup>th</sup> 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
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