

GOVERNMENT OF ASSAM
FINANCE (ESTABLISHMENT-B) DEPARTMENT

No:FEB.114/2015/46

Dated Dispur the 19th January 2018.

OFFICE MEMORANDUM

Subject: Guidelines for procurement of new vehicles

Reference: Office Memorandum No: FEC (III).62/2010/41 dated 3rd November 2011 and No: FEC (III) 62/2010/42 dated 27th February 2012 and FEC (III).62/2010/43 dated 10th October 2013 & BW.15/2002/39 dated 3/8/2002 (office memorandum for austerity measures) and subsequent amendments in relation to procurement/use of Government vehicles

In supercession of Finance Department office memorandum under reference the following guidelines are issued for the purpose of procurement of new vehicle for official/department/office of the Government:-

1. No new vehicle shall be purchased without the concurrence from Finance Department and while submitting proposal to Finance Department proper justification for procurement of the new vehicle and availability of budget provision for the purpose should be indicated. In case approval is sought for new vehicle not being purchased against condemnation of old vehicle, the formal approval of the Hon'ble Chief Minister shall be taken by the proposing department/office.
2. With the induction of new brands and models of vehicle with various advanced features in Indian market frequently it is difficult to recommend or propose any specific model. It is therefore considered that financial ceiling, instead of prescribed brand/model, for purchase of Government vehicle will offer better option for choosing right vehicles of particular requirement. Accordingly, financial ceiling i.e, ex-showroom price, is , hereby fixed for purchase of vehicle as shown below

Earlier Category of Officials/ Vehicles etc	Revised category of officials/ Vehicles Etc (In line with 7 th Pay Commission)	Revised cost ceiling proposed for the vehicles
Pool Vehicle for Secretariat and Pool Vehicle for Heads of Department		Rs.6.75 Lakhs
For Alloted Vehicles of officers		
Upto Grade Pay of Rs 7200/-	Rs.16,300/-	Rs.7.5 Lakhs
For Grade Pay of Rs 7400 – Rs 7600/-	Rs.16,900/- to Rs.17,500/-	Rs.8.00 Lakhs
For Grade Pay of 8700/-	Rs.18,500/-	Rs.11.25 Lakhs
For Commissioner and Secretary, Commissioners of Divisions, Heads of Departments in rank of Commissioner and Secretary, District level field officers and Sub Divisional Officers (Civil)		Rs.15.00 Lakhs
For Officers of Principal Secretary Level and above		Rs.20.00 Lakhs
For Chief Secretary		Rs.25.00 Lakhs

Contd.....

3. There will be no financial ceiling for purchase of new functional vehicles like Prison Van, Fire Service vehicle etc. Procurement of these vehicles will be decided on the basis of functional requirement on case to case basis.
4. The requirement of vehicle must be assessed vis-à-vis the existing number of vehicles and strength of officers/staff.
5. One officer one vehicle principle will normally be followed.
6. Where special circumstances require procurement of SUV type vehicle, it may be examined whether the need of SUV vehicles is for a specified period since such vehicle may be hired for specific need for a limited period.
7. The colour of the vehicle other than the functional vehicle purchased /procured should be white and "Government of Assam" should be inscribed at the top of the number plate in black letters on white background in respect of vehicle purchased/procured for Government department/official/office.
8. No post of driver will normally be created for the new vehicle.
9. In case more than one vehicle is necessary for any particular establishment/office details of existing vehicles in the establishment/office will be furnished in the following format:

Brand and model of the vehicle	Year of purchase	Total kilometers ran	Present condition
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All the departments may accordingly process proposal for purchase of new vehicle keeping in view the conditions mentioned under 1 to 9 above and submit proposal to Finance Department with the approval of the Minister in charge of the department/ Hon'ble Chief Minister as the case may be.

10. The department must ensure that above limit is not exceeded in case of vehicles procured for Government PSUs/Autonomous body/Autonomous authority.

Sd/-Debeswar Malakar, IAS,
Secretary to Government of Assam,
Finance Department.

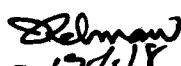
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Dated Dispur the 19th January 2018.

Copy forwarded to:-

- (1) The Principal Secretary to Chief Minister, Assam.
- (2) The Private Secretary to Minister/ Minister of State, Assam.
- (3) The Private Secretary to the Chief Secretary to the Government of Assam.
- (4) The Additional Chief Secretaries/ Principal Secretaries/ Commissioner and Secretariat/ Secretaries to the Government of Assam.
- (5) All Heads of Departments/Deputy Commissioners.
- (6) The Chairman, Board of Revenue/Administrative Tribunal.
- (7) All Commissioners of Divisions.
- (8) The Registrar, Gauhati High Court.
- (9) All departments of the Secretariat.
- (10) All Senior Financial Advisers/Financial Advisers.
- (11) Finance (eGU) for uploading the OM.

By order etc.


Joint Secretary to the Government of Assam
Finance (Establishment B) Department.