

**No. 2/6/2005-RVA**  
**Government of Haryana,**  
**Chief Secretary's Office**  
**General Administration Department**  
**(RVA Branch)**

Chandigarh August 5, 2009

1. All the Financial Commissioners and all the Administrative Secretaries to the Govt. of Haryana,
2. The FC & Resident Commissioner, Haryana Bhawan Copernicus Marg New Delhi,
3. The Secretary to Governor, Haryana,
4. The Commissioners of Ambala, Gurgaon, Hissar and Rohtak Divisions,
5. All the Special Secretaries/Joint Secretaries to Govt. of Haryana,
6. All the Heads of Departments of Haryana State,
7. All the Deputy Commissioners and SDOs (Civil) in Haryana,
8. Managing Directors/Chief Administrators of Boards/Corporations in Haryana State,
9. The Registrar General, Punjab and Haryana High Court Chandigarh,
10. All the Registrars of Universities in Haryana State,
11. The Advocate General Haryana, Chandigarh and
12. The Accountant General (A&E) and Audit, Haryana.

**Subject: State Policy for the administration of staff cars/vehicles and purchase of staff cars/vehicles by the Government Departments/ Boards/ Corporations etc.**

Sir/Madam,

I am directed to invite your kind attention to this Department's letters issued on 8.01.1998, 9.03.1998, 5.06.1998, 12.06.1998, 7.05.1999, 6.10.1999, 2.05.2007, 7.08.2007, 22.11.2007, 12.02.08, 20.02.08, 11.03.2008, 27.03.2008, 19.05.2008, 7.10.2008 and 18.12.2008 on the subject noted above, wherein the decisions of the Government regarding purchase of staff cars/vehicles by the Departments, Boards, Corporations etc. were conveyed.

2. Now, it has been decided to supersede Motor Vehicle Board, all the instructions for better clarification of the matter and to issue a consolidated set of instructions, through this letter.

**3 Entitlement of Officers**

(i) Entitlement of officers for Staff Cars issued vide letter No. 2/6/2005-RVA, dated 7.10.2008 is as shown in the table below:-

Sr. No.	Entitlement	Price Range
1.	For officers holding the post of Financial Commissioner and Principal Secretaries, Commissioner & Secretaries, DGP and officers in the scale above super time scale.	Up to Rs.6.00 lacs inclusive of all taxes.
2.	Special Secretaries, Joint Secretaries, Divisional Commissioners, IGs, DCs, SPs, HODs, Chief Engineers, Chief Administrators/Managing Directors of Boards/Corporations.	Up to Rs.5.00 lacs inclusive of all taxes.
3.	Officers other than above categories.	Up to Rs.4.00 lacs inclusive of all taxes.

(ii) Unless otherwise specifically allowed by the government, no officer will be entitled for more than one staff car, even if he holds more than one charge.

(iii) All Government cars shall be purchased in white color only as it was communicated by letter No. 2/6/2005-RVA, dated 18.12.2008.

**(4) Models/Makes of the cars**

The following models of cars have been approved for purchase during validity of their respective rates, as recommended by Director, Supplies & Disposal:-

**(a) Price range of Rs. 6.00 lacs** (Please refer to Sr. No. (1) of the table given in para 3 above).

Sr.No.	Model of Cars	Rates 2009-10 with VAT FORM C3 (Rs.)	Rates 2009-10 without VAT FORM C3 (Rs.)	Validity of Rates
1	Maruti SX4 VXI	Rs.5,41,999	Rs.5,85,243/-	31.10.09
2	Tata Indigo XL, Classic Dicor (Long wheel Base)	Rs.5,38,938/-	Rs.5,85,438/-	31.08.09
3	Ford Fiesta 1.6 Duratee (Petrol)	Rs.5,97,000/-	Rs.6,45,793/-	31.03.10
4	Ford Fiesta 1.6 ZXI Duratee	Rs.5,39,000/-	Rs.5,83,053/-	31.03.10

**(b) Upto Price range of Rs.5.00 lacs** (Please refer to Sr. No. 2 of the table given in para 3 above).

Sr.No.	Model of Cars	Rates 2009-10 with VAT FORM C3 (Rs.)	Rates 2009-10 without VAT FORM C3 (Rs.)	Validity of Rates
1	Maruti Dzire LXI ACPS (Petrol)	Rs.4,55,863/-	Rs.4,92,840/-	31.10.09
2	TATA INDIGO XL Classic (Petrol) long Wheel Base	Rs.4,65,776/-	Rs.5,06,296/-	31.08.09
3	TATA INDIGO LX TDI (Diesel)	Rs.4,69,186/-	Rs.5,09,984/-	31.08.09
4	Mahindra Logan 1.6 GIX Petrol	-----	Rs.5,06,600/-	31.08.09
5	Ford Ikon 1.4 TDCI (Diesel)	Rs.4,81,174/-	Rs.5,20,500/-	31.03.10
6	Ford Fiesta 1.6 EXI Duratee ((Petrol)	Rs.4,99,999/-	Rs.5,40,864/-	31.03.10

- (c) **Upto Price range of Rs. 4.00 lacs** (Please refer to Sr. No.3 of the table given in para 3)

SNo..	Model of Cars	Rates 2009-10 with VAT FORM C3 (Rs.)	Rates 2009-10 without VAT FORM C3 (Rs.)	Validity of Rates
1	Maruti Dzire LXI ACPS (Petrol)	Rs. 3,99,990/-	Rs. 4,33,577/-	31.10.09
2	TATA INDIGO CS GLS ACPS (Petrol)	Rs.3,49,916/-	Rs.3,78,760/-	31.08.09
3	TATA INDIGO CS LS ACPS TDI (Diesel)	Rs.3,90,169/-	Rs.4,22,630/-	31.08.09
4	Mahindra Logan 1.4 GL( Petrol)	----	Rs.3,87,869/-	31.08.09
5	Ford Ikon 1.3 Flair (Petrol) ACPS &PW	Rs.3,99,999/-	Rs.4,32,691/-	31.03.10

**(5) Differential in VAT incidence**

It was decided vide letter No. 2/6/2005-RVA, dated 11.03.2008 that in case of Boards/Corporations/Authorities etc., the eligibility of price limit of Rs.4.00 lacs, 5.00 lacs and 6.00 lacs would be considered only after deducting additional VAT Component. This instruction would continue to be in force.

**(6) Ban on purchase of Ambassador Car**

It was decided vide letter No. 2/6/2005-RVA, dated 2.5.2007 that there is a complete ban on purchase of Ambassador car. This instruction would also continue to be in force.

**(7) Entitlement for Independent vehicles.**

(i) At District level, all the Deputy Commissioners, Additional Deputy Commissioners and Superintendents of Police will be entitled to independent staff cars. The Sub Divisional Officers (Civil) will be entitled to independent jeeps.

(ii) The entitlement of other officers at District level, Sub Divisional level and Block level will be decided on the recommendation of the Administrative Secretary of the concerned Departments at their own level, keeping in view the nature of duties of concerned officers.

(iii) In case of PWD (B&R), PWD (Irrigation) & PWD (Public Health Engineering), Chief Engineers at Head Quarters and the Superintendent Engineers in the field will be entitled for independent staff cars. All other officers at Head Quarter, including Superintendent Engineers, Executive Engineers and Sub Divisional Engineers, will use the pool vehicles. Executive Engineers in the field holding the charge of a Division will be entitled to independent jeeps. Other officers will use pool jeeps only.

(iv) Officers in the rank of Chief Engineers/ Superintendent Engineers/ Executive Engineers in Boards/Corporations will also be entitled to same facilities as stated above in the case of Engineering Departments.

(v) However, this shall not be construed as a justification for claiming entitlement of independent vehicle to the SEs/XENs or other officers, who are at present not entitled to independent vehicles. The vehicles will be given/ allowed/ used by such officers as per nature of their jobs within the prescribed norms of the concerned Departments/ Boards/ Corporations etc.

#### **(8) Economy in Use of Govt. Vehicles**

At present, some Administrative Secretaries are using cars of the Departments of the Government/Boards/ Corporations under them. It was decided by letter No. 4/1/2000-RVA, dated 19.5.2008 that all the Administrative Secretaries will have staff cars from the Secretariat Car Pool subject to availability. However, five cars, along with drivers, are retained in FCR office (one for FCR, two for SSRs/JSRs and two for other officers & staff of FCRs Office.) The officers, who are presently entitled to get vehicles from the Car Pool of Chief Secretary's office, henceforth, shall be provided official vehicles from the Secretariat car pool only and they shall not avail/ purchase any vehicle from the department under their control under any circumstances. Further, it should be ensured that no officer has more than one staff car/ vehicle even if the officer is holding more than one charge. The extra cars of the Departments/ Boards/ corporations etc. will be reverted back to the pool of the respective Departments/ Boards/Corporations.

However, in case of additional charge of Departments/ Boards/ Corporations situated at different stations, another vehicle may be retained by officer for his use for the work of the respective Departments/ Boards/ Corporations.

#### **(9) Replacement Staff Cars/Vehicles:-**

Vide FD's letter No. 5/6/92-1B&C, dated 5.7.1996 and U.O. No. 5/7/2005-1B&C, dated 9.5.2005, certain powers have been delegated to the administrative departments regarding replacement of condemned staff cars/vehicles. The replacement of vehicles will be allowed subject to the following conditions:-

- (i) The vehicles which are to be replaced have been condemned by the Condemnation Board.
- (ii) New vehicles shall be purchased through approved agency and as per rules.
- (iii) There is adequate budget provision for the same in the budget estimates of the department.
- (iv) Approval of the CM has been obtained by the AD.
- (v) Reduction of fleet as per the policy of the Government is adhered to.

**(10) Condemnation of Vehicles**

(i) The condemnation of a vehicle should be allowed keeping in view the condition of its engine and other vital parts. The vehicle may be retained in use even after expiry of the revised norms provided the vehicle is in good running condition and further till the time the replacement vehicle is made available.

(ii) The Heads of Departments should confirm to the Finance Department that such vehicles whose replacements were purchased are no longer in use and have been auctioned as per proper procedure.

(iii) The condemned vehicles should be auctioned after observing the prescribed procedure within two months after replacements are purchased

**(11) Purchase of New Staff Cars/vehicles**

Purchase of new Cars/Vehicles shall be allowed only in case of replacement of vehicles which have been condemned. Henceforth, there is no need to refer the cases to the Chief Secretary (in RVA section) for the purchase of new staff cars/vehicles. The Departments/Boards/Corporations/ Authorities etc. may take decision with regard to sanction and purchase of new cars/ vehicles at their own level after obtaining approval of Chief Minister and concurrence of the Finance Department subject to the entitlement etc. and keeping in view of the state policy guide lines/ instructions issued by the Chief Secretary and Finance Department from time to time.

The Chief Secretary (in RVA Section) would, however, continue to prescribe policy including norms, entitlement, type of vehicles for various categories of officers etc., in respect of staff cars/vehicles.

**(12) Life of Cars/Vehicles**

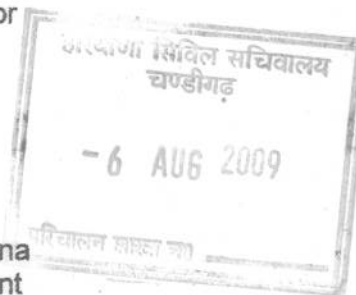
Vide letter No. 38/32/97-4Pol., dated 22.7.2008, Govt. vehicles may be considered for condemnation by the Condemnation Board after the cars/vehicles have covered their life in terms of mileage or years provided in the table as under :-

Sr. No.	Make/model of cars/ vehicles	Recommended kms. Or life span in years for considering for condemnation purpose
1.	Cars/ vehicles in the price range of Rs.5.00-6.00 lacs	3.00 lacs kms. or 5 years
2.	Cars/ vehicles in the price range of Rs. 4.00 Rs. 5.00 lacs	2.75 lacs kms. or 5 years
3.	Cars/ vehicles in the price range upto Rs. 4.00 lacs.	2.50 lacs kms. or 5 years

13. You are, therefore, requested to bring this consolidated set of instructions to the notice of all concerned working under your control for strict compliance.

  
(Satish Kumar)

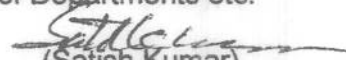
Under Secretary Protocol to Govt. of Haryana  
General Administration Department



Endst. No. 2/6/2005-RVA Dated Chandigarh, the August 5, 2009.

A copy is forwarded to the following for information and necessary action:

1. PSCM, APSCM, APSCM-I, DPSCM, OSD/CM, OSD-I/CM, OSD - II/CM, Sr. Secy., Secy / PS to Ministers & Parliamentary Secretaries.
2. Transport Commissioner, Haryana.
3. Director, Supplies & Disposal Haryana in reference to her memo No. DS&D/Policy Cars/Jeeps, HR/E-3/2003-2004-3807-08 dated 5.6.09.
4. The State Informatics Officer (NIC) with request to put these instructions on the web-sites of Govt. of Haryana and chief secretary, Haryana and also send them by email to all Administrative Secretaries, Head of Departments etc.

  
(Satish Kumar)

Under Secretary Protocol to Govt. of Haryana  
General Administration Department