

**GOVERNMENT OF ASSAM  
FINANCE (ESTABLISHMENT-B) DEPARTMENT**

No: FEB114/2015/81

Dated Dispur the 19<sup>th</sup> December 2018

**OFFICE MEMORANDUM**

**Subject: Guidelines for procurement of new vehicles**

**Reference: Office Memorandum No: FEC (III).62/2010/41 dated 3<sup>rd</sup> November 2011 and No: FEC (III) 62/2010/42 dated 27<sup>th</sup> February 2012 and FEC (III).62/2010/43 dated 10<sup>th</sup> 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 partial modification of Finance Department earlier office memorandum vide No: FEB114/2015/46 dated 19/01/2018 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 will 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 <sup>th</sup> 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		
Up to Grade Pay of Rs 7200/-	Rs. 16,300/-	Rs 7.5 Lakhs
For Grade Pay of Rs 7400 – Rs 7600/-	Rs. 16,900/- Rs. 17,500/-	Rs 8.00 Lakhs
District level filed Officer heading the District level department/ Administration	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, & Deputy Commissioner.		Rs 15.00 Lakhs
For Officers of Principal Secretary Level and above		Rs 20.00 Lakhs
For Chief Secretary		Rs 25 Lakhs

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 color 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. As such while submitting proposal for purchase of new vehicle, the department shall furnish copies of sanction creating and retaining the post of driver and the status of the post i.e, whether the post has been retained up to date/permanently and whether the post is vacant or filled up or if filled up, name of the incumbent holding the post.
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 senior most secretary of the department.

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

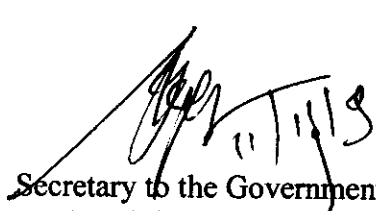
Sd/-Nitin Khade, IAS,  
Commissioner & Secretary to Government of Assam  
Finance Department

Memo No: FEB114/2015/81-A

Dated Dispur 19<sup>th</sup> December 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

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