

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)
(An ISO 9001 : 2008 Certified Organisation)

इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार
Ministry of Electronics and Information Technology, Government of India

No.1(05)2016-NIELIT/426

February 27, 2017

OFFICE ORDER

It has been observed over a period of time that some of the Centres are purchasing the vehicles at times without following the specified rules and regulations/guidelines of Govt. of India issued from time to time. This not only causes hardship in settlement of audit queries but also attracts RTI/Vigilance related issues.

In order to overcome the above, it has been decided that Centres interested in procurement of vehicles against condemnation of the old vehicles need to send a detailed proposal to the Headquarters indicating the year of purchase, cost of the vehicle, kilometers covered, type of vehicle, present position of the vehicle, opinion of the RTO etc. The proposal shall be examined at Headquarters and if found suitable shall be placed before the Competent Authority/Management Board for approval as the case may be. No new vehicles can be purchased by the Centres without the concurrence of Ministry of Finance, Govt. of India.

Further, Centre Directors are requested to intimate NIELIT Headquarters about the present status of the availability / non-availability of the vehicles within one week's time, since some Centres possess one or more vehicles whereas some Centres do not have any vehicle. Centres do not have any vehicle are managing their activities by hiring the vehicles through an agency, however, those Centres find it very difficult while visiting to the Govt. offices for execution of their projects and other administrative work as they need to go through numerous formalities. Therefore, in order to bring the uniformity, it has been decided that on receipt of the details of the vehicles efforts shall be made to provide atleast one vehicle to such Centres having no vehicle on the role of the Centre depending upon the number of additional vehicles received from the Centres. Hence, Centres where there is more than one vehicle (except the Bus/Swaraj Mazda used by North East NIELIT Centres for the students because of the topology of the region) are required to keep only one vehicle at the Centre and surrender the other vehicles. Accordingly, on receipt of the status of the vehicles from the Centres, NIELIT Headquarters shall decide to distribute the additional vehicles between the Centres not having a single vehicle, depending upon the size and manpower of the Centre.


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It may also be noted here that while operating the vehicles, the Centre should scrupulously follow the rules and regulations prescribed by Govt. of India (as enumerated in 'Swamy's Hand Book for Use of Staff Car' as a reference). It must be ensured that the staff car/other vehicles are used only for official use and senior officers using the vehicle for personal use shall record the same in the log book and pay necessary charges as prescribed by Govt. of India.

Each movement of the vehicles shall be recorded in the log book and the reason for use of the vehicle shall be recorded properly. The entry in log book shall be regularly verified by the transport In-charge on day to day basis and a certificate may be endorsed at the end of the month in the log book.

All the Centres are, therefore, requested to comply with the above in time and forward the details of the vehicle available in their Centre. Centres those are having more than one vehicle may indicate for return/surrender the other vehicles to NIELIT Headquarters for allocating to the Centres which do not have any vehicle.

Compliance of the same is requested by 10th March 2017.


(B.N. Choudhury)
Addl. Director (P&A)

To,

1. Executive Director/Directors/Directors-in-Charge/Centres-In-Charge
2. Hindi Section, NIELIT HQ – *with a request to update NIELIT Website accordingly.*
3. Guard File / Office Order File

Copy for information to :

1. Registrar / CFO, NIELIT
2. TSO / Sr. PS to DG, NIELIT HQ