

INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAVAN: NEW DELHI

F. No. FIN/6/1/2016-CDN (A&A)

Dated the 3<sup>rd</sup> Sept, 2019

To

1. Directors/Joint Directors/Project Directors of all Research Institutes/Project Directorates and National Research Centres/Bureaux.
2. Project Coordinators/Coordinated Research Projects/Zonal Project Directors.
3. The Finance & Accts. Officers of all Research Institutes, Project Directorates and National Research Centres.

Sub: Procurement of Vehicles – Instructions thereof: Reg.

Sir,

In supersession to instructions issued by Council from time to time, instructions on procurement of vehicles in ICAR Hqrs and its Institutes shall be as under:

- A.** The provision for procurement of vehicles both new or as replacement must be made in EFC and specific budget provision should be made in the budget without any re-appropriation.
- B.** As regard **procurement of new vehicles**, following instructions need to be followed:
- i) Institute should send the proposal to the concerned SMD for obtaining approval of the AS & FA, DARE/ICAR and the DG, ICAR. New vehicle is to be purchased with the specific approval of the Ministry of Finance.
  - ii) Cars / utility vehicles with Net Dealer Price (NDP) of upto Rs 4.75 lakhs available on Government e-Market (GeM) portal shall be considered for purchase as staff car.
- C. Replacement against condemnation**
- i) Condemnation process:
    - a) the lives of various types of vehicles, in terms of distance run (in kilometers) and length of use (in years) whichever is reached later, have been fixed as:

Types of vehicles	Kms.	Years.
i) Heavy Commercial Motor Vehicles	4,00,000	10
ii) Motor vehicles fitted with engines upto 20 hp (RAC)	1,50,000	6½
iii) Motor cycles fitted with engines of 3.5 hp (RAC) or above	1,20,000	7

Contd...2/-

iv) Motor cycles fitted with engines of less than 3.5 hp (RAC)	1,20,000	6
The life of a tractor shall be taken as <b>10,000</b> hours or <b>10</b> years, whichever is reached later.		

b) A vehicle should be condemned only after a certificate has been obtained from one of the following authorities to the effect that vehicle is not fit for any further economical use:

- i) an Electrical and Mechanical Workshop of the National Airports Authority;
- ii) the Workshop of a State Road Transport Corporation.
- iii) at locations where workshops mentioned at (i) and (ii) are not available, Transport Workshops under the Central or State Government Departments.
- c) Approval of the condemnation of the vehicle by the Institute Management Committee be obtained in each case.
- d) Full powers have been delegated to the Directors of the National Institute and Deemed Universities regarding premature condemnation and disposal of damaged vehicles, subject to the observance of Rules and procedures.
- e) Condemned vehicles should be disposed of within three months from the date of placing of fresh order.
- ii) Institute should send the proposal to the concerned SMD for obtaining concurrence of the AS & FA, DARE/ICAR and approval of the DG, ICAR.
- iii) Cars / utility vehicles with Net Dealer Price (NDP) of upto Rs 4.75 lakhs available on Government e-Market (GeM) portal shall be considered for purchase as staff car.
- D. Cars / Utility vehicles should be replaced with fuel efficient vehicles of same category.



(G.P. Sharma)  
Director (Fin)

**Distribution:**

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3. All Officers & Sections at ICAR Headquarters including KAB-I, II and NASC Complex.

4. IA-I, II, III, IV, V and VI sections of ICAR Hqrs.
5. Sr. PPS to Secretary, DARE & DG, ICAR/Sr.PPS to Additional Secretary, DARE & Secretary, ICAR/PPS to AS &FA, DARE/ICAR
6. In charge, ARIC, Dte. Of Knowledge Management Units (DKMU), KAB-I, Pusa-110012 for placing the mentioned above letter in ICAR Web-Site.
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