

F.No 26015/04/2013-Cus(AS)
Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise & Customs
(Anti-smuggling Unit)

Vishala Hudco Building, 5th Floor, Bhikaji Kama Place
R. K. Puram, New Delhi, dated 02/07/2015

To

1. Principal Commissioners/Commissioners of Central Excise, Customs, Service Tax and Audit as per annexure
2. Commissioner LTU, Delhi/ Kolkata/ Mumbai.

Subject: Sanction for hiring of 706 new operational vehicles- one vehicle each for 116 Commissionerate Headquarters; 553 Division Offices/Circles under new formations and 37 vehicles for new Divisions under existing formations - utilization of 1% of incremental revenue scheme for the current F.Y. 2015-16 - reg.

Madam/Sir,

I am directed to refer to the scheme of utilization of 1% of the incremental revenue towards enhancement of organizational efficiency of the field formations under the Central Board of Excise & Customs as envisaged in the DOE, OM No.7 (3)/E-Coord/2006 dated 22.07.2006 and to convey the approval of the Competent Authority for hiring of 706 new operational vehicles- one Mid-size vehicle each for 116 Commissionerate Headquarters, 553 small size vehicles, one each for 553 Division Offices/Circles under newly created formations and 37 small size vehicles for new Divisions under existing formations for the current F.Y. 2015-16 under the scheme as per Annexure to this letter consequent to the cadre-restructuring in the Customs & Central Excise Department.

2. This sanction is subject to the following terms and conditions:-
 - (i) The vehicles may be hired w.e.f. **01-07-2015**;
 - (ii) **The actual hiring of these operational vehicles for the new Offices/Divisions/Circles shall be subject to the notification of the concerned offices and the actual joining of the officers in the new post.**
 - (iii) Hiring shall further be subject to the following broad ceiling of days /kilometres :-
 - (a) Vehicle used by officers of the grade of Commissioner and above -30/31 days of hiring subject to maximum of 2500 kms. in a month;
 - (b) Vehicle used by other officers & for other purposes- 20-25 days subject to a maximum of 2000 kms. in a month;
 - (iv) The record of the journey undertaken for official purpose may be maintained in line with the log book system for departmental vehicle;
 - (v) While hiring the vehicles it shall be ensured that the vehicles are not old more than 3-4 years and shall be in proper running condition;
 - (vi) Provisions under GFR, 2005 should be complied with; the existing guidelines w.r.t. hiring of vehicles issued from time to time should be strictly adhered to;
 - (vii) The hiring rate under 1% incremental revenue scheme shall be effective only after a fresh contract has been entered into by the office concerned. Under no circumstances the payment to existing vendors be made by automatically enhancing the rates to match the above ceilings.

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- (viii) Hiring may be done on the basis of the lowest quotation received by the Commissionerate and cost ceiling for hiring of vehicles, as detailed below may be adhered to:-
- In all headquarters one mid-size vehicle may be hired at the rate not exceeding Rs. 35,000/- per month exclusive of Service Tax.*
 - In all Divisions/ Circles one small size vehicle may be hired at the rate not exceeding Rs. 30,000/- per month per vehicle exclusive of Service Tax;*
- (viii) Utmost economy in Government expenditure should be ensured and the instructions issued in this regard from time to time and as contained in the Department of Expenditure latest OM No.7(1)E.Coord./2014 dated 29-10-2014 should be followed.
3. **It may be ensured that the operational vehicles sanctioned under 1% incremental revenue scheme are not used as staff cars. These vehicles are not allocated for individual officers and are for operational needs of the Department.**
4. **Hiring of new operational vehicles is permitted, one each for new Hqrs. and Divisions/Circles as per the Annexure, for the new formations created on account of cadre-restructuring and new Divisions of the existing formations. All possible efforts have been made to incorporate all newly created formations and to distinguish them from existing formations re-organized after cadre-restructuring with different name/ new setup. However, in case any discrepancy is observed, the same may please be brought to the notice of the Directorate of Logistics for updation of records and necessary rectification.**
5. The recurring expenditure involved in the hiring of vehicles shall be met from the Budget Grant under Office Expenses (Motor Vehicles) - 1% Incentive Scheme of the concerned Budgetary Authority and additional funds for this expenditures shall be provided from within the 1% incentive provision kept in the BE for the current financial year 2015-16.
6. This issues with concurrence of IFU vide their Dy. No. 342/2015/IFU-II dated 19-06-2015.

Yours faithfully,


(A.C. Mallick)

Under Secretary to the Govt.of India
Tele No. 26177328
E-mail Id: acmallick@nic.in

Copy to:-

- PAO of the jurisdictional Commissionerate
- Pr. Chief Controller of Accounts, CBEC, New Delhi
- Pr. Chief Commissioners/ Chief Commissioners- all Zones
- IFU-II,CBEC Department of Revenue.
- Principal Commissioner, Directorate of Logistics, New Delhi
- Expenditure Management Cell, DGHRD, Saket, New Delhi -
with a request to make suitable budgetary provisions
- Sanction Folder


(A.C. Mallick)

Under Secretary to the Govt.of India

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Annexure to letter F.No.26015/04/2013-Cus(AS) dated 2.07.2015

Sl. No.	Pr. C C/CC Zone	Commissionerate	No. of vehicles/ rate of hiring		
			New formations		Additional vehicles sanctioned for new Divisions under existing formations [Small size vehicles not exceeding Rs. 30,000/- per month per vehicle]
			New Commissionerate Headquarters [Mid size vehicle not exceeding Rs. 35,000/- per month]	Divisions/ Circles [Small size vehicle not exceeding Rs. 30,000/- per month per vehicle]	
Central Excise/ Service Tax Commissionerates:					
1	Ahmedabad CE	(1) Kutch (Gandhidham) Central Excise	1	5	-
		(2) Ahmedabad Audit-I Central Excise	1	6	-
		(3) Ahmedabad Audit-II Central Excise	1	6	-
		(4) Ahmedabad Audit-III Central Excise	1	5	-
		(5) Ahmedabad-I Central Excise	-	-	1
		(6) Ahmedabad ST Central Excise	-	-	3
2	Bangalore CE	(1) Bangalore - IV Central Excise	1	3	-
		(2) Bangalore - V Central Excise	1	5	-
		(3) Audit - Bangalore Central Excise	1	5	-
		(4) Bangalore ST - II Central Excise	1	5	-
		(5) Audit (ST) Bangalore Central Excise	1	8	-
		(6) Bangalore- I Central Excise	-	-	1
		(7) Bangalore ST-I Central Excise	-	-	2
3	Bhopal CE	(1) Gwalior Central Excise	1	5	-
		(2) Bilaspur Central Excise	1	5	-
		(3) Jabalpur Central Excise	1	5	-
		(4) Bhopal Audit - I Central Excise	1	6	-
		(5) Bhopal Audit - II Central Excise	1	6	-
		(6) Raipur Central Excise	-	-	1
4	Bhubaneswar CE	(1) Rourkela Central Excise	1	5	-
		(2) Bhubaneswar Audit Central Excise	1	6	-
		(3) Bhubaneswar Customs (Prev.)	1	5	-
		(4) Bhubaneswar-I Central Excise	-	-	1
		(5) Bhubaneswar-II Central Excise	-	-	1
5	Chandigarh CE	(1) Chandigarh-II Central Excise *	1	5 *	-
		(2) Chandigarh Audit Central Excise	1	5	-
6	Chennai CE	(1) Chennai Audit - I Central Excise	1	8	-
		(2) Chennai Audit - II Central Excise	1	7	-
7	Chennai Service Tax	(1) Chennai ST-II	1	5	-
		(2) Chennai ST-III	1	5	-
		(3) Chennai -Audit(ST)	1	7	-

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8	Cochin CE	(1) Audit, Cochin Central Excise	1	6	-
		(2) Thiruvananthapuram Central Excise	-	-	3
		(3) Cochin Customs (Prev.) (R&I Wing)	-	-	1
9	Coimbatore CE	(1) Coimbatore, Audit Central Excise	1	6	-
		(2) Coimbatore Central Excise	-	-	1
10	Delhi CE	(1) Gurgaon - II Central Excise	1	5	-
		(2) Faridabad - II Central Excise	1	4	-
		(3) Delhi-III (Sonapat) Central Excise	1	4	-
		(4) Delhi Audit - I Central Excise	1	7	-
		(5) Delhi Audit - II Central Excise	1	6	-
		(6) Delhi, Audit (LTU) Central Excise	1	4	-
		(7) Delhi LTU Central Excise	1	2	-
11	Delhi Service Tax	(1) Delhi ST- II	1	5	-
		(2) Delhi ST- III	1	5	-
		(3) Delhi ST- IV	1	5	-
		(4) Delhi Audit- I (ST)	1	6	-
		(5) Delhi Audit- II (ST)	1	6	-
12	Hyderabad CE	(1) Hyderabad Audit Central Excise	1	6	-
		(2) Hyderabad Service Tax Central Excise	1	5	-
		(3) Hyderabad Customs	1	2	-
		(4) Hyderabad-I Central Excise	-	-	1
		(5) Hyderabad-II Central Excise	-	-	3
		(5) Hyderabad-IV Central Excise	-	-	2
13	Jaipur CE	(1) Alwar Central Excise	1	5	-
		(2) Jodhpur Central Excise	1	5	-
		(3) Jaipur Audit Central Excise	1	6	-
14	Kolkata CE	(1) Durgapur Central Excise	1	5	-
		(2) Kolkata, Audit - I Central Excise	1	5	-
		(3) Kolkata, Audit - II Central Excise	1	7	-
		(4) Kolkata LTU Central Excise	1	4	-
15	Kolkata Service Tax	(1) Kolkata ST-II	1	7	-
		(2) Kolkata Audit(ST)	1	7	-
16	Lucknow CE	(1) Agra Central Excise	1	5	-
		(2) Lucknow, Audit Central Excise	1	4	-
17	Mysore CE	(1) Mysore, Audit Central Excise	1	5	-
18	Meerut CE	(2) Noida - II Central Excise	1	5	-
		(3) Dehradun Central Excise	1	5	-
		(1) Meerut Audit - I Central Excise	1	6	-
		(2) Meerut Audit - II Central Excise	1	7	-
		(3) Noida Service Tax Central Excise	1	5	-
		(4) Noida Customs	1	-	-
		(3) Noida Customs	1	-	-
19	Mumbai-I	(1) Mumbai, Audit (LTU) Central Excise	1	4	-
		(2) Mumbai Audit Central Excise	1	8	-
		(3) Mumbai LTU Central Excise	1	2	-

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Annexure to letter F.No.26015/04/2013-Cus(AS) dated 2.07.2015

20	Mumbai Service Tax	(1) Mumbai ST-III	1	10	-
		(2) Mumbai ST-IV	1	10	-
		(3) Mumbai ST-V	1	10	-
		(4) Mumbai ST-VI	1	10	-
		(5) Mumbai ST-VII	1	10	-
		(6) Mumbai Audit-I(ST)	1	10	-
		(7) Mumbai Audit-II (ST)	1	10	-
		(8) Mumbai Audit-III (ST)	1	10	-
		(9) Mumbai ST-I	-	-	4
		(10) Mumbai ST-II	-	-	5
21	Mumbai-II	(1) Mumbai Audit-II Central Excise	1	6	-
22	Nagpur CE	(1) Nagpur-II Central Excise	1	5	-
		(2) Nasik-II Central Excise	1	5	-
		(3) Wardha Central Excise	1	5	-
		(4) Nagpur, Audit-II (Aurangabad) Central Excise	1	6	-
		(5) Nagpur, Audit - I Central Excise (Staff from Bhopal Cadre)	1	6	-
23	Ranchi CE	(1) Ranchi - II (Bokaro) Central Excise	1	4	-
		(2) Dhanbad Central Excise	1	5	-
		(3) Patna, Audit Central Excise	1	7	-
24	Shillong CE	(1) Shillong, Audit Central Excise	1	7	-
		(2) Guwahati Central Excise	-	-	1
25	Vadodara CE	(1) Valsad Central Excise	1	5	-
		(2) Bharuch Central Excise	1	6	-
		(3) Anand Central Excise	1	5	-
		(4) Vadodara, Audit - I Central Excise	1	7	-
		(5) Vadodara, Audit - II Central Excise	1	7	-
		(6) Vadodara, Audit - III Central Excise	1	7	-
26	Visakhapatnam CE	(1) Visakhapatnam - III (Nellore) Central Excise	1	4	-
		(2) Visakhapatnam, Audit Central Excise	1	5	-
		(3) Vijaywada Customs (Prev.)	1	5	-
		(4) Vizag-II (Kakinada) Central Excise	-	-	1
		(5) Guntur Central Excise	-	-	1
27	Pune CE	(1) Pune-II Central Excise	1	5	-
		(2) Pune-IV Central Excise	1	5	-
		(3) Pune Audit - I Central Excise	1	6	-
		(4) Pune Audit - II Central Excise	1	6	-
		(5) Pune, Service Tax Central Excise	1	5	-
		(6) Pune, Audit (S.Tax) Central Excise	1	6	-
		(7) Goa Central Excise	1	5	-
		(8) Pune Customs	-	-	1

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		Customs Commissionerates:			
28	Ahmedabad Customs	(1) Mundra Customs	1	1	-
		(2) Kandla Customs	-	-	1
		(3) Jamnagar Customs (Prev.)	-	-	2
29	Bangalore Customs	(1) Bangalore City (ICDs, etc) Customs	1	2	-
30	Chennai Customs	(1) Chennai (AP)-I Customs	1	-	-
		(2) Chennai -IV Customs	1	-	-
		(3) Chennai- V Customs	1	-	-
		(4) Chennai -VI Customs	1	-	-
		(5) Chennai- VIII General Customs	1	-	-
31	Delhi Customs	(1) Delhi (PPG & Other ICDs) Customs	1	-	-
		(2) Delhi Airport Customs	1	-	-
		(3) ICD, Tuglakabad (Export) Customs	1	-	-
		(4) Delhi ACC (Import) Customs	1	-	-
32	Delhi Customs (Prev.)	(1) Ludhiana Customs	1	1	-
33	Mumbai-I Customs	(1) Mumbai (Import-II) Customs	1	-	-
		(2) Mumbai (Export-II) Customs	1	-	-
34	Mumbai-II Customs	(1) Nhava Sheva - III Customs	1	-	-
		(2) Nhava Sheva - IV Customs	1	-	-
		(3) Nhava Sheva - V Customs	1	-	-
		(4) Nhava Sheva - GEN Customs	1	-	-
35	Mumbai-III Customs	(1) Mumbai Cus- IV (Air Cargo Export)	1	-	-
		(2) Mumbai Cus - V (Air Cargo Gen.)	1	-	-
Total:			116	553	37
[116 Hqrs. + 590 Divisions/ Circles]					

Note: * In CC Central Excise Chandigarh Zone allocation of vehicles at Headquarter (1) and Divisions (5) of Central Excise Chandigarh-I at Sl. No. 5 (1) of annexure to this letter may be conceived as allocation of vehicles at Headquarter (1) and Divisions (4) of Central Excise Jalandhar Sl. No. 5 (ii) of Ministry's letter F. No. 26015/04/2013 Cus (AS)(1) dated 07-05-2015 and vice versa

