

F.No. DIT(Infra)/U-II/Op.Veh/CPOV/2016-17/427
Government of India
Ministry of Finance
Department of Revenue
Central Board of Direct Taxes
(O/o Member (R/A&J))

Dated 29th May, 2017

Sub:- Non availability of operational vehicle allotted to a range for operational work by the officials of range.

It has come to the notice of Chairman, CBDT that the operational vehicle assigned to range heads are not being made available for operational work of the range like survey, verification of facts by inspectors, recovery work by AO and TRO including verification and attachment of moveable and immovable properties of defaulters, auction of immovable property by TRO, filing of cases by standing counsel as well as prosecution counsel etc. It is to remind and reiterate that operational vehicle has been allotted to every range for carrying out operational work of concerned range and must be made available for operational work under a statute, to be performed by any officials of the range. In this regard, the range head has an obligation to ensure that operational vehicle so allotted are used and made available to officials in the range, for performance of their official duties and its misuse for other than assigned purposes, must be strictly checked. In this regard the standard operating procedure conveyed vide letter bearing F.No. DIT(Infra)/U-II/Op.Veh./Allocation/2016-17/2266 dated 09/03/2015 is brought to your attention. The para 2 of the letter state that the operational vehicle is not allocated for individual officer. For ready reference the copy of same is enclosed herewith.

2. Further, it was also brought to the notice of Chairman, CBDT that some of the officials used such assigned operational vehicle for the purpose of commuting between office and residence also claimed transport allowance. It is to be reiterated that the officials using the operational vehicles commuting from residence to office and vice versa are not entitled for transport allowance which is paid to an official on the strict condition of non-use of official vehicle for commuting between residence and office and a declaration to that effect is made by the officials, ~~for~~ claiming transport allowance. Thus, the false declaration filed by such officials for obtaining undue benefit in from transport allowances, will invite disciplinary action also. It is to be reiterated that every Pr. CCIT will make sure that the operational vehicle in his charge are strictly used for operational requirement of the charge.

3. The above instructions are brought to your notice to ensure that all the officials of region are in a position to use the operational vehicle for official operational requirement and range head should be very strict in ensuring that the legitimate use of such operational vehicle is made by the officers of the range requiring it.

(Ajit Kumar Shrivastava)

Member (R/A&J)

Tel. No. 23092791/5429

Encl.: As above.

All Pr. CCITs

(As per list attached)

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(Mohsin Alam)

Add. Director General (Infra)-I
New Delhi.



Government of India
Ministry of Finance
Department of Revenue
Central Board of Direct Taxes
DIRECTORATE OF INFRASTRUCTURE

'A' Wing, 3rd Floor, HUDCO Vishala, 14, Bhikaji Cama Place, New Delhi

Phone No.: -011-26712911	Fax No.: -011-26103215
F.No. DIT(Inf.)/Unit-II/Op.Veh/Allocation/2014-15/ 2246	Dated: 09/03/2015

To

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The Pr. Chief Commissioners of Income Tax(CCA),
Ahmedabad, Bangalore, Bhopal, Bhubaneswar, Chandigarh, Chennai,
Delhi, Guwahati, Hyderabad, Jaipur, Kanpur, Kochi, Kolkata, Lucknow,
Mumbai, Nagpur, Patna, Pune

Madam/Sir,

Sub: Standard Operating Procedure for use of Operational vehicles – regarding.

Kindly refer to the above subject. In this regard I am directed to convey the following:

2. *Operational vehicles have been sanctioned on various occasions in the past. In supersession of all previous orders, the final allocation of operational vehicles is given by the following orders.*

- i) DIT(Inf.)/Unit-II/Op.Veh/Allocation/2014-15/2250 dated 13.03.2015
- ii) DIT(Inf.)/Unit-II/Op.Veh/Allocation/2014-15/2251 dated 13.03.2015
- iii) DIT(Inf.)/Unit-II/Op.Veh/Allocation/2014-15/2252 dated 13.03.2015
- iv) DIT(Inf.)/Unit-II/Op.Veh/Allocation/2014-15/2253 dated 13.03.2015


3. *The operational vehicles are only for operational needs of the Department and are to be used for discharging the various functions under the Income Tax Act.*

4. *The operational vehicles are not allocated for individual officer. It is for the operational requirement of the entire Range/Unit.*

5. *It is a duty of Pr.CIT/CIT to ensure the pool of such operational vehicles is optimally utilized for the aforesaid purpose.*

6 The Pr CIT/CIT should also ensure that the logbooks of use of operational vehicles are properly maintained and certified.

Yours faithfully,


(Ram Mohan Singh)
Addl.DIT (Infra.)-II
New Delhi

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(Ram Mohan Singh)
Addl.DIT (Infra.)-II
New Delhi