



सत्यमेव जयते

प्रधान मुख्य आयकर आयुक्त का कार्यालय
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX
आन्ध्र प्रदेश एवं तेलंगाना / ANDHRA PRADESH & TELANGANA
दसवीं मंजिल, डी ब्लॉक, आयकर शिखर / 10th Floor, D Block, Income tax Towers
ए सी गार्ड्स, हैदराबाद / A C Guards, Hyderabad.

Tel. 040 - 23425477, Fax. 040 - 23241528 , E- mail. hyderabad.ito.hq.pro@incometax.gov.in

No.Pr.CCIT/ITO(PRO)/Allocation of Vehicles/2020-21

Date:25.11.2020.

To
All Pr.CITs / Pr.CITs(ReAC) / CITs of AP & TS Region.

Sir/Madam,

Sub: Re-allocation of Mid-Size and Small Size Operational vehicles in Pr.CCIT(CCA), AP & TS Region – Reg.

Ref: This office letter in F.No.Pr.CCIT/OV/PR/2016-17 dated:15.06.2016(copy enclosed).

In partial modification of the letter cited in the reference above regarding allocation of Mid-Size and Small Size Operational vehicles in AP & TS Region, I am directed to communicate the following de-centralization of the hired operational vehicles among the Pr.CITs / CITs with immediate effect and until further orders.

S.L	Pr.CIT / CIT CHARGE	TOTAL NO.OF ALLOTTED VEHICLES	SIZE OF VEHICLE
1	PR. CIT-1, HYDERABAD	6	3 Mid size + 3 Small size
2	PR. CIT-2, HYDERABAD	5	2 Mid Size + 3 Small size
3	PR. CIT-4, HYDERABAD	5	2 Mid Size + 3 Small size
4	PR. CIT-1, VISAKHAPATNAM	6	2 Mid Size + 4 Small size
5	PR. CIT, VIJAYAWADA	6	2 Mid Size + 4 Small size
6	PR. CIT, TIRUPATI	5	2 Mid Size + 3 Small size
7	PR. CIT(ReAC)(AU)-1, HYDERABAD	5	3 Mid Size + 2 Small size
8	PR. CIT(ReAC)(AU)-2, HYDERABAD	5	3 Mid Size + 2 Small size
9	PR. CIT(ReAC)(AU)-3, HYDERABAD	5	3 Mid Size + 2 Small size
10	PR. CIT(ReAC)(AU)-4, HYDERABAD	4	2 Mid Size + 2 Small size
11	PR. CIT(ReAC)(AU)-1, VISAKHAPATNAM	4	2 Mid Size + 2 Small size
12	PR. CIT(ReAC)(RU)-1, HYDERABAD	3	1 Mid Size + 2 Small size
13	PR. CIT(ReAC)(VU)-1, HYDERABAD	4	2 Mid Size + 2 Small size
14	PR. CIT(ReAC)(VU)-1, GUNTUR	3	1 Mid Size + 2 Small size
15	CIT(EXEMPTIONS), HYDERABAD	2	1 Mid Size + 1 Small size
16	CIT(TDS), HYDERABAD	4	2 Mid Size + 2 Small size
17	CIT(TDS), VIJAYAWADA	3	2 Mid Size + 1 Small size
18	CIT(DR)-1, ITAT, A-BENCH, HYDERABAD	1	1 Mid Size
19	CIT(DR)-2, ITAT, B-BENCH, HYDERABAD	1	1 Mid Size
20	CIT (IT&TP), HYDERABAD	5	3 Mid Size + 2 Small size

DC/AC/ single ITO stations:

S.No	Range/ Office	Station	Allotment of Mid/Small-size Vehilce
1	Adilabad I.T.Office	Adilabad	1 Small-size
2	Adoni I.T.Office	Adoni	1 Small-size
3	Amalapuram I.T.Office	Amalapuram	1 Mid-size
4	Anakapalli I.T.Office	Anakapalli	1 Small-size
5	Bapatla I.T.Office	Bapatla	1 Small-size
6	Bhimavaram I.T.Office	Bhimavaram	1 Mid-size
7	Chirala I.T.Office	Chirala	1 Small-size
8	Chittoor I.T.Office	Chittoor	1 Mid-size
9	Gudivada I.T.Office	Gudivada	1 Small-size
10	Gudur I.T.Office	Gudur	1 Small-size
11	Gunthakal I.T.Office	Gunthakal	1 Small-size
12	Hindupur I.T.Office	Hindupur	1 Small-size
13	Kothagudem I.T.Office	Kothagudem	1 Small-size
14	Machilipatnam I.T.Office	Machilipatnam	1 Small-size
15	Madanapalli I.T.Office	Madanapalli	1 Small-size
16	Mahaboobnagar I.T.Office	Mahaboobnagar	1 Mid-size
17	Mancherial I.T.Office	Mancherial	1 Small-size
18	Nalgonda I.T.Office	Nalgonda	1 Small-size
19	Nandyal I.T.Office	Nandyal	1 Mid-size
20	Narasaraopet I.T.Office	Narasaraopet	1 Small-size
21	Nirmal IT Office	Nirmal	1 Small-size
22	Palakole I.T.Office	Palakole	1 Small-size
23	Proddatur I.T.Office	Proddatur	1 Mid-size
24	Sangareddy I.T.Office	Sangareddy	1 Small-size
25	Siddipet I.T.Office	Siddipet	1 Small-size
26	Srikakulam I.T.Office	Srikakulam	1 Mid-size
27	Suryapet I.T.Office	Suryapet	1 Small-size
28	Tadepalligudem I.T.Office	Tadepalligudem	1 Small-size
29	Tanuku I.T.Office	Tanuku	1 Mid-size
30	Tenali I.T.Office	Tenali	1 Small-size
31	Tuni I.T.Office	Tuni	1 Small-size
32	Vikarabad I.T.Office	Vikarabad	1 Small-size
33	Vizianagaram I.T.Office	Vizianagaram	1 Mid-size

2. All the HODs will designate Controlling Officer for each vehicle and the other terms and conditions as mentioned in office order referenced above shall continue to be applicable.

3. The Pr.CsIT & CsIT are requested to hire the above vehicle(s) under their charge with immediate effect, by following the provisions of GFR, 2017 and other guidelines issued by the Board and CVC from time to time.

4. The cost ceiling for hiring of operational vehicles as in F.No.G/1/2019-IFU/EC-II dated:11.02.2019 is to be followed. The limit for hiring the Mid-size vehicle (petrol/diesel) is Rs.50,000/- per month (exclusive of taxes) and the limit for hiring Small-size vehicle (petrol/diesel) is Rs.40,000/- per month (exclusive of taxes) subject to the condition that the vehicles will be hired from the lowest bidder through GeM / e-procurement as per GFR 2017.
5. The applicable expenditure on account of these vehicles shall be met out of the grant under "Office Expenditure" of respective Pr.CsIT / CsIT.
6. The above allocation is subject to the change of incumbents due to transfers and postings from time to time.
7. The sanction and allocation gets automatically cancelled when the post is held as additional charge and fresh allotment will be made when a regular incumbent takes charge. The approval for fresh allotment shall be taken from the Pr.CCIT(CCA), Hyderabad.
8. The Pr.CCIT, AP & TS Region may call for the vehicle at any point of time for operational purposes and if the Officer is on leave the vehicle should be handed over to the Pr.CIT/ CIT and no vehicle should be hired if the Officer is not posted.
9. The other terms & conditions and guidelines issued by this office from time to time are to be strictly adhered to.

Encl:As above.

Yours faithfully,

M. Behera
25/11/2020

(MANAS RANJAN BEHERA)
Income Tax Officer(Hqrs)(PR)(i/c),
O/o.Pr.CCIT, AP & TS, Hyderabad.

Copy to:

1. The CCIT, Hyderabad, The CCIT(ReAC), Vijayawada, The CCIT(ReAC), Visakhapatnam.
2. To all Pr.CsIT / all Pr.CsIT(ReAC) of AP & TS, all CsIT.
3. The Officer Concerned.
4. ZAO, CBDT, Hyderabad/Visakhapatnam.
5. ITO(Hqrs)(Finance) for information.

F.No. 6/1/2019-IFU/EC-II
 Government of India
 Ministry of Finance
 Department of Revenue
 (Integrated Finance Unit)

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Dated: 11th February, 2019**OFFICE MEMORANDUM**

Subject: Revision of cost ceiling for hiring of staff cars/operational vehicles in the CBIC, CBDT and DoR - rog.

Attention is invited to the CBDT's Sanction No. AA/07/2013-14/Ad.VIII(DT) dated 23rd January, 2014 issued from F. No. DIT (Inf.I)/U-II/PM-12/2010-11 and CBIC's (Anti-Smuggling Unit) Sanction letter no. 26015/04/2013-Cus (AS) dated 12th August, 2016 enhancing the cost ceiling for hiring Operational vehicles/Staff cars.

2. A proposal has been received from the Anti-Smuggling Unit of CBIC for enhancing the cost ceiling for hiring of operational vehicles/staff cars on various grounds. The proposal has been examined by the IFU in their F. No. 26015/04/2013-Cus (AS) and it has been decided that the following cost ceiling will be applicable with immediate effect for hiring staff car/operational vehicles by CBIC, CBDT and DoR, subject to the condition that the vehicles will be hired from the lowest bidder through GeM/e-procurement as per GFR 2017:-

(i) For CNG Vehicles

S. No.	Type of Vehicle	Existing cost ceiling (exclusive of taxes) (In Rs.)	Revised cost ceiling (exclusive of taxes) (In Rs.)
1	Small sized	30,000/- per month	35,000/- per month
2	Mid-sized and SUV vehicles	40,000/- per month	45,000/- per month

(ii) For Petrol/Diesel Vehicles

S. No.	Type of Vehicle	Existing cost ceiling (exclusive of taxes) (In Rs.)	Revised cost ceiling (exclusive of taxes) (In Rs.)
1	Small sized	30,000/- per month	40,000/- per month
2	Mid-sized and SUV vehicles	40,000/- per month	50,000/- per month

3. The next review of the cost ceiling for hiring vehicles, if required would be considered only after 3 years from the date of issue of this O.M.

4. This issues with the approval of IS&FA(F), vide Dy. No. 202036 dated 28.01.2019.

Chandan Mishra Dwivedi
 11.2.19
 (Chandan Mishra Dwivedi)
 Director (Finance/EC)
 Telephone no. 23093978

TO
 1. Chairman, CBIC, North Block, New Delhi.
 2. Chairman, CBDT, North Block, New Delhi.
 3. Joint Secretary (Revenue), North Block, New Delhi.
 For Information to
 4. Director, DoR, North Block, New Delhi.
 5. Inspector and Folder/Guard File

To

The Additional/ Joint Commissioners of Income Tax,
Rajamahendravaram, Kurnool, Range-2 Guntur, Tirupati, Range 4 Visakhapatnam, Range 7 Hyderabad,

Income Tax Officer,
Gudivada, Gudur, Kothagudem, Narsaraopet, Tenali,

Sir/ Madam,

Sub: Sanction and allocation of Mid-size and Small size Operational Vehicles in the charge of AP & TS, PrCCIT(CCA) Region – Reg.

Ref: 1. F. No. PR.CCIT/ AP&TS/ 28/ESTT/ 2019-20 date: 11/10/2019
2. This office letter in F No. Pr.CCIT/ OV/PR/ 2016-17 dated 15/06/2016

-oOo-

Kind reference is invite to above.

In partial modification of the above mentioned order, I am directed to communicate the sanction and allocation/ cancellation of Mid-size/ Small size operational vehicles for the operational requirement of the following offices as per the table below.

Kindly note that the vehicles mentioned against the offices mentioned in the table 1 are hereby **withdrawn** as the Ranges are abolished vide the order cited in Reference 1 above.

Table 1

Sl No	Officer concerned	Abolished Range	Vehicle withdrawn
1	Joint/ Addl CIT, Rajamahendravaram Range	Eluru Range	Mid size
2	Joint/ Addl CIT, Kakinada Range	Range -2, Rajamahendravaram	Small size
3	Joint/ Addl CIT, Kurnool Range	Kadapa Range	Mid size
4	Joint/ Addl CIT, Range-2, Guntur	Joint/ Addl CIT, Ongole Range	Mid-size
5	Joint/ Addl CIT, Tirupati Range	Range-2, Tirupati	Mid-size and Small-size
6	Joint/ Addl CIT, Range-4, Visakhapatnam	Range-5, Visakhapatnam	Mid-size and Small-size
7	Joint/ Addl CIT, Range-7, Hyderabad	Warrangal Range	Mid-size

The following vehicles are to be **deployed** in view of the newly created Regional e-Assessment Centres. The vehicles may be distributed among the Assessment Units and Verification Unit of each PrCIT (ReAC) as per need basis.

Table 2

Sl No	Officer concerned	Location	Allotment of Vehicle
1	PrCIT (ReAC), Hyderabad 1	Hyderabad	4 Mid-size and 2 Small-size
2	PrCIT (ReAC), Hyderabad 2	Hyderabad	4 Mid-size and 2 Small-size

In addition to this, the following types of vehicles are to be **changed** in view of withdrawal of posts of ITOs from the mentioned stations.

Table 3

Sl No	Officer concerned	Vehicle withdrawn	Vehicle now allotted
1	ITO, Gudivada	Mid-Size	Small-size
2	ITO, Gudur	Mid-Size	Small-size
3	ITO, Kothagudem	Mid-Size	Small-size
4	ITO, Narsaraopet	Mid-Size	Small-size
5	ITO, Tenali	Mid-Size	Small-size

The vehicles, mentioned in Table 1 are to be discontinued with effect from abolishing of charge or handing over of charge by the officers concerned. The officers mentioned in Table 3 are required to change the vehicle after observing the formalities. A compliance report may be sent to the PRO, o/o the Pr.CCIT, AP & TS, Ground Floor, IT Towers, Masab Tank, A.C. Guards, Hyderabad – 500 004 by 29th of November, 2019 without fail. The due date for discontinuation of vehicle and submission of compliance report may be strictly adhered to.

Yours faithfully,

Amit Biswas
(AMIT BISWAS)

Income Tax Officer (Hq)(PR)
O/o Pr CCIT AP&TS, Hyderabad.

Copy to:

1. The CCIT, Hyderabad.
2. The CCIT, Vijaywada.
3. The CCIT, Visakhapatnam.
4. All the PrCsIT/ CsIT including PrCsIT ReACs of AP & TS.
5. All the Addl CsIT/ JCsIT including Addl CsIT/ JCsIT ReACs in AP & TS.
6. ITO(Hqrs)(Finance), o/o the PrCCIT, AP & TS, Hyderabad for information.
7. The ZAO, CBDT, Hyderabad for information.

No.Pr.CCIT/O V/PR / 2016-17.

Dated: 15/06/2016.

To

All the Addl.CITs / Joint CITs and Incometax officers mentioned in the table below.

Sir/Madam,

Sub: Sanction and Allocation of Mid-size and small-size Operational vehicles to in Pr.CCIT(CCA), AP&TS region – Regarding.

Ref: This office order No.Pr.CCIT(CCA)/OV/PR/2014-15,dt.31-13-2015.

* * * * *

Please refer to the above.

In partial modification of the previous order reference cited above, I am directed to communicate the sanction and allocation of Mid-Size/ Small Size operational vehicles for the operational requirements of the following offices of Addl.CITs/ JCITs along with monitory limits, hire charges per month and conditions for hiring of vehicles are as under:

- A. The above allocation is subject to the change of incumbents due to transfers and postings from time to time.
- B. The sanction and allocation gets automatically cancelled when the post is held as additional charge and fresh allotment will be made when a regular incumbent takes charge. The approval for fresh allotment shall be taken from the Principal CCIT(CCA),Hyderabad.
- C. Principal CCIT, AP&TS may call for the vehicle at any point of time for operational purposes.
- D. If the officer is on leave the vehicle should be handed over to the PR.CIT/CCIT.

NOTE: This order will comes into force with Immediate effect, the under mentioned terms and conditions will apply.

Corporate Ranges-5 (Each Range- 2 Vehicles)(Mid & Samll)

S.No	Range/ Office	Station	Allotment of Mid-size Vehilce	Allotment of Small-size Vehilce
1	Addl.CIT,Range- 1, Hyd	Hyderabad	Mid-size	Small-size
2	Addl.CIT,Range- 2, Hyd	Hyderabad	Mid-size	Small-size
3	Addl.CIT,Range- 3, Hyd	Hyderabad	Mid-size	Small-size
4	Addl.CIT,Range-16, Hyd	Hyderabad	Mid-size	Small-size
5	Addl.CIT,Range-17, Hyd	Hyderabad	Mid-size	Small-size

Non-Corporate Ranges-37(Each Range -2 Vehicles)(Mid & Small)

S.No	Range/ Office	Station	Allotment of Mid-size Vehilce	Allotment of Small-size Vehilce
1	Addl.CIT,Range-4, Hyd	Hyderabad	Mid-size	Small-size
2	Addl.CIT,Range-5, Hyd	Hyderabad	Mid-size	Small-size
3	Addl.CIT,Range-6, Hyd	Hyderabad	Mid-size	Small-size
4	Addl.CIT,Range-7, Hyd	Hyderabad	Mid-size	Small-size
5	Addl.CIT,Range-8, Hyd	Hyderabad	Mid-size	Small-size
6	Addl.CIT,Range-9, Hyd	Hyderabad	Mid-size	Small-size
7	Addl.CIT,Range-10, Hyd	Hyderabad	Mid-size	Small-size
8	Addl.CIT,Range-11, Hyd	Hyderabad	Mid-size	Small-size
9	Addl.CIT,Range-12, Hyd	Hyderabad	Mid-size	Small-size
10	Addl.CIT,Range-13, Hyd	Hyderabad	Mid-size	Small-size
11	Addl.CIT,Range-14, Hyd	Hyderabad	Mid-size	Small-size
12	Addl.CIT,Range-15, Hyd	Hyderabad	Mid-size	Small-size
13	Addl.CIT.Anantapur Range	Anantapur	Mid-size	Small-size
14	Addl.CIT. Eluru Range	Eluru	Mid-size	Small-size
15	Addl.CIT Guntur, Range-1	Guntur	Mid-size	xxxx
16	Addl.CIT Guntur, Range-2	Guntur	Mid-size	Small-size
17	Addl.CIT .Kadapa Range	Kadapa	Mid-size	Small-size
18	Addl.CIT .Kakinada. Range	Kakinada	Mid-size	xxxx
19	Addl.CIT. Karimnagar Range	Karimnagar	Mid-size	xxxx
20	Addl.CIT. Khammam Range	Khammam	Mid-size	xxxx
21	Addl.CIT. Kurnool	Kurnool	Mid-size	Small-size
22	Addl.CIT. Nellore Range	Nellore	Mid-size	Small-size
23	Addl.CIT. Nizambad Range	Nizambad	Mid-size	Small-size
24	Addl.CIT. Ongole Range	Ongole	Mid-size	Small-size
25	Addl.CIT.Rajamundry Range-1	Rajamundry	Mid-size	Small-size
26	Addl.CIT.Rajamundry Range-2	Rajamundry	Mid-size	xxxx
27	Addl.CIT. Tirupati.Range-1.	Tirupati	Mid-size	Small-size
28	Addl.CIT. Tirupati.Range-2.	Tirupati	Mid-size	Mid-size
29	Addl.CIT. Vijayawada. Range-1	Vijayawada	Mid-size	xxxx
30	Addl.CIT. Vijayawada. Range-2	Vijayawada	Mid-size	Small-size
31	Addl.CIT. Vijayawada. Range-3	Vijayawada	Mid-size	Small-size
32	Addl.CIT,Range-1, VSPN	Visakhapatnam	Mid-size	Small-size
33	Addl.CIT,Range-2, VSPN	Visakhapatnam	Mid-size	xxxx
34	Addl.CIT,Range-3, VSPN	Visakhapatnam	Mid-size	Small-size
35	Addl.CIT,Range-4, VSPN	Visakhapatnam	Mid-size	Small-size
36	Addl.CIT,Range-5, VSPN	Visakhapatnam	Mid-size	Small-size
37	Addl.CIT. Warangal.Range.	Warangal	Mid-size	xxxx

IT & TP Ranges(3)

S.No	Range/ Office	Station	Allotment of Mid-size Vehilce	Allotment of Small-size Vehilce
1	Addl.CIT.(International Taxation)	Hyderabad	Mid-size	Small-size
2	Addl.CIT.(Transfer prising).Hyd	Hyderabad	Mid-size	Small-size
3	Addl.CIT.(INT.TAX). VJD	Vijayawada	xxxx	xxxx
4	DCIT(Int.Tax). VSPN	Visakhapatnam	Mid-size	xxxx

TDS Ranges-4 (Each Range- 2 Vehicles)(Mid & Samll)

S.No	Range/ Office	Station	Allotment of Mid-size Vehilce	Allotment of Small-size Vehilce
	Addl.CIT(TDS)- 1, Hyd	Hyderabad	Mid-size	Small-size
	Addl.CIT(TDS)- 2, Hyd	Hyderabad	Mid-size	Small-size
	Addl.CIT.(TDS)Range.VJD	Vijayawada	Mid-size	Small-size
	Addl.CIT.(TDS)-Range.VSPN	Visakhapatnam	Mid-size	xxxx

Exemption Ranges

S.No	Range/ Office	Station	Allotment of Mid-size Vehilce	Allotment of Small-size Vehilce
1	Addl.CIT(Exemptions).Hyderabad	Hyderabad	Mid-size	Small-size
2	Addl.CIT(Exemptions).Vijayawada	Vijayawada	Mid-size	xxxx
3	ITO(Exemptions)(PR),Tirupati	Tirupati	xxxx	xxxx

Special Ranges OP Vehicles (each one vehicle= 6 small vehicles)

S.No	Range/ Office	Station	Allotment of Mid-size Vehilce	Remarks
1	Addl.CIT(Spl.)Range-1	Hyderaad	To be alloted	Vacant
2	Addl.CIT(Spl.)Range-2	Hyderaad	To be alloted	Vacant
3	Addl.CIT(Spl.)Range-3	Hyderaad	To be alloted	Vacant
4	Addl.CIT(Spl.)Range-4	Hyderaad	To be alloted	Vacant
5	Addl.CIT(Spl.)Range-5	Guntur	To be alloted	Vacant
6	Addl.CIT(Spl.)Range-6	Visakhapatnam	To be alloted	Vacant

ITAT . Bench (each One vehicle= 3 small)

S.No	Range/ Office	Station	Allotment of Mid-size Vehilce	Allotment of Small-size Vehilce
1	Sr.AR.ITAT-1 (A-Bench)	Hyderabad	Mid-size	
2	Sr.AR.ITAT-1.(B-Bench)	Hyderabad	Mid-size	
3	Sr.AR-1.ITAT. Vizag. Bench	Visakhapatnam	xxxx	

DC/AC/ single ITO stations(each One vehicle= 33 Mid and Small)

S.No	Range/ Office	Station	Allotment of Mid/Small-size Vehilce
1	Adilabad I.T.Office	Adilabad	Small-size
2	Adoni I.T.Office	Adoni	Small-size
3	Amalapuram I.T.Office	Amalapuram	Mid-size
4	Anakapalli I.T.Office.	Anakapalli	Small-size
5	Bapatla I.T.Office	Bapatla	Small-size
6	Bhimavaram I.T.Office	Bhimavaram	Mid-size
7	Chirala I.T.Office	Chirala	Small-size
8	Chittoor I.T.Office	Chittoor	Mid-size
9	Gudivada I.T.Office	Gudivada.	Mid-size
10	Gudur I.T.Office	Gudur	Mid-size
11	Gunthakal I.T.Office	Gunthakal	Small-size
12	Hindupur I.T.Office	Hindupur	Small-size
13	Kothagudem I.T.Office	Kothagudem	Mid-size
14	Machilipatnam. I.T.Office.	Machilipatnam.	Small-size
15	Madanapalli I.T.Office	Madanapalli	Small-size
16	Mahaboobnagar I.T.Office	Mahaboobnagar	Mid-size
17	Mancherial I.T.Office	Mancherial	Small-size
18	Nalgonda I.T.Office	Nalgonda	Small-size
19	Nandyal I.T.Office	Nandyal	Mid-size
20	Narasaraopet I.T.Office	Narasaraopet	Mid-size
21	Nirmal IT Office	Nirmal	Small-size
22	Palakole I.T.Office	Palakole	Small-size
23	Proddatur I.T.Office	Proddatur	Mid-size
24	Sangareddy I.T.Office	Sangareddy	Small-size
25	Siddipet I.T.Office	Siddipet	Small-size
26	Srikakulam I.T.Office	Srikakulam	Mid-size
27	Suryapet I.T.Office	Suryapet	Small-size
28	Tadepalligudem I.T.Office	Tadepalligudem	Small-size
29	Tanuku I.T.Office	Tanuku	Mid-size
30	Tenali I.T.Office	Tenali	Mid-size
31	Tuni I.T.Office	Tuni	Small-size
32	Vikarabad I.T.Office	Vikarabad	Small-size
33	Vizianagaram I.T.Office	Vizianagaram	Mid-size

Terms & Conditions :

1. The sanction and allocation gets automatically cancelled when the post is held as Additional Charge and fresh allotment will be made when a regular incumbent takes charge. The approval for fresh allotment shall be taken from the Principal CCIT(CCA),Hyderabad

2. The **limit** for hiring the **small-size** vehicles is **Rs.30,000** and **Mid-size** vehicle is **Rs.40,000/-** (exclusive of service tax and any other Govt. levies etc.as applicable from time to time.). The Vehicle used for operational purposes subject to maximum of 2000.KM in month. The vehicles shall be hired duly following the procedure and efforts shall be made to

engage the vehicles at a rate lower than the limit prescribed. The total hire charges of a vehicle shall not exceed the monthly hire charges as prescribed. No extra amount for mileage and over time should be paid.

3. The vehicles shall be hired duly following the GFR procedure and it shall be ensured that good condition vehicles are hired at the lowest quote. **The notices calling for quotations shall be hosted on official website incometaxindia.gov.in.** Under no circumstances, payment at revised rate shall be paid to the vehicles which are presently used, without calling for fresh quotations.

4. Expenditure on account of hiring of all the vehicles shall be met out of the regular budgetary allocation under 'office expenses (general)' of the respective budgetary authorities. Necessary funds towards hiring of the vehicles will be placed at the disposal of the DDOs. The DDOs are therefore, required to project the requirement of funds towards hiring of vehicles in their revised estimates to be sent to the respective budgetary authorities.

5. The office of Pri.CCIT(CCA) may call for any of the vehicles at any point of time for operational or protocol purposes; In the event of non-reporting of the vehicle for the requirement of operational/protocol purposes of Pri.CCIT(CCA), the allotment of vehicle is liable for cancellation.

The vehicles should be utilized co-operatively and in an accommodating manner among the Ranges in case of requirement of more number of vehicles in a day for operational purposes;

6. For the purpose of improving the operational mobility for carrying out surveys and other operations such as enquiries and recovery of demand etc., requiring movement of larger groups of persons, a mid-size/small-size vehicle should be hired and the mid-size vehicle is a vehicle capable of carrying 7 or more persons such as **Sumo, Bolero, Innova, Tavera** only.

7. Hiring of luxury vehicles should be avoided and the hired vehicle should be a non-AC vehicle; Luxury Vehicles of make – Audi, Bentley, BMW, Chevrolet (except Tavera), Daewoo, Fiat, Hindustan Motors, Honda, Hyundai, ICML, Jaguar, Lamborghni, Land Rover, Mahindra (except Bolero), Mahindra – Renault, Maini, Maruthi Suzuki, Maybach, Mercedes-Benz, Mitsubishi, Nissan, Opel, Porsche, Premier, Rolls-Royce, San, Skoda, TATA(except SUMO), Toyota, Volkswagen and Volvo should not be hired.

8. Expenditure on account of hiring of all the vehicles shall be met out of the regular Budgetary allocation under "office expenses (general)" of the respective budgetary authorities. Necessary funds towards hiring of the vehicles will be placed at the disposal of the DDOs. The DDOs are therefore, required to project the requirement of funds towards hiring of vehicles in their revised estimates to be sent to the respective budgetary authorities.

9. No vehicle should be hired when the officer is not posted.

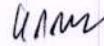
10. GFR provisions should be applied in the hiring process and in day to day regulation of the running of the vehicle. Necessary approvals should be obtained from the Heads of the Department (CITs) prior to the hiring of the vehicles, as per the delegation of Financial powers, Rules and other instructions in force. And apart from other conditions, the following shall be a part of the contract:

11. The vehicle should not be a old vehicle and should not be more than one year old vehicle and should be in proper running condition and must have a valid **taxi permit** to run in the State of Andhra Pradesh/Telangana.

12. All the hired operational vehicles should clearly be inscribed as "ON GOVT. DUTY". The name of the department or designation should not be mentioned.
13. The vehicle shall be at the disposal of the Income Tax Department for all the days of the month; The vehicle shall be parked at the parking area of the respective building where the office is situated.
14. The vehicle should be provided along with the driver and fuel. The vehicle supplier shall ensure that driver is made available along with the vehicle for all the days of the month.
15. The Department is not responsible for any repairs and maintenance of the vehicles. No other charges, except the hire charges will be borne by the department;
16. The vehicles should be maintained in neat, clean and perfect running condition;
17. The vehicles should have unlimited passenger liability insurance. All the claims arising out of any accident shall be met by the vehicle provider;
18. The Driver should have a valid driving license, should wear proper and clean uniform and should follow traffic rules and other regulations prescribed by the Government from time to time;
19. The driver must observe all the etiquette and protocol while performing the duty and should carry a mobile phone in working condition;
20. The Travel agency should arrange alternative suitable vehicle immediately in case of break down of the vehicle supplied;
21. In case of failure to provide alternative suitable vehicle, hire charges on pro-rata basis shall be deducted from the monthly hire charges.
22. Change of vehicle and the driver should be allowed only in exceptional circumstances;
23. The monthly hire charges are subject to statutory deductions.
24. All the drivers at Hyderabad should obtain Temporary pass from the security agency to enter into **Aaykar Bhawan**, Hyderabad and **Income Tax Towers**, Hyderabad.
25. All the officers to whom the mid-size/small-size vehicle allotted should submit the copy of the agreement entered with the transport agency after obtaining the vehicle and also should submit the full details of the Driver along with the copies of the RC Book, Drivers License, Insurance etc., to the office of the Pri.CCIT (CCA). The budgetary grant will be allotted subject to receiving the above documents in the office of Pri.CCIT(CCA).
26. For Survey u/s 133A, if any additional vehicle is required, the Range Head/Officer concerned may request and co-ordinate with other Range Heads/Officers, for avoiding extra hiring of vehicles. This is applicable at Hyderabad, Guntur, Tirupati, Vijayawada and Visakhapatnam stations only. Hiring of extra vehicles should be strictly avoided.
27. The DDOs shall ensure that log books are maintained for each of the hired vehicles and are strictly used for official purposes. Before releasing the payment, they must ensure that the log books are countersigned by the Range-heads as directed by the CCIT(CCA) vide curricular dt 16-06-2010 in F.No.PR/JCM/2010-11.

28. Payment should be made for hiring the vehicles only for the vehicles for which sanction is given in this order.

Yours faithfully



(K RAGHU RAM)

INCOME TAX OFFICER (HQrs)(PR),
O/o. Pri.CCIT AP&TS, Hyderabad.

Copy to:

1. The CCIT-I, Hyderabad.
2. The CCIT, Vijayawada.
3. The CCIT, Visakhapatnam.
4. All the Commissioners of Income Tax in Pri.CCIT(CCA), Hyd, AP & TS, Region
5. All the Addl. CITs/JCITs in Pri.CCIT(CCA), Hyd, AP & TS, Region;
6. The ITO (H.Qrs.) (Finance), Hyderabad for information.
7. The ZAO, CBDT, Hyderabad for information.