



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

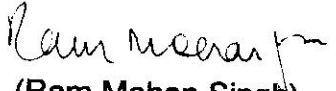
3. *The operational vehicles are only for operational needs of the Department and are to be used for discharging the various functions under the Income Tax Act.*

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)
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