Government of India  
Ministry of Finance, Department of Revenue  
Directorate General of Human Resources Development  
Central Board of Indirect Taxes and Customs,  
IRCON Building, West Wing,  
Ground Floor, Plot No. C-4,  
District Centre, Saket,  
New Delhi-110017

F.No.8/B/10(121)/HRD/EMC/2017  
Dated 17.02.2020

To  
All Budgetary Authorities under CBIC

Madam/ Sir,


Kindly refer to Guidelines for the Deployment of vehicles for the formations under CBIC (w.e.f 01.12.2017). As per para-14 of the aforesaid Guideline, an ‘Annual Vehicle Report’ containing updated information regarding the total number of staff cars and operational vehicles owned and hired by each formation in a Zone (under a Budgetary authority) has to be submitted to the EMC, DGHRD in the Performa prescribed as Annexure.

2. In this connection, it is requested that the aforesaid information (as on 31.01.2020 for F/Y 2019-20) in the prescribed format (Annexure) may kindly be sent latest by 29.02.2020. It is also requested to send a soft copy of aforesaid information (in MS Excel format) by email at emcdghrd@gmail.com.

Yours faithfully,

(Amit Samdariya)  
Assistant Director (EMC)  
Ph.:011-29563970  
E-mail: emcdghrd@gmail.com

Copy to: - The Webmaster, CBIC with request to upload the above on CBIC Website.
be with the prior sanction of Ministry through DOHRD.

The table below shows the number of vehicles against the approved budget for each year from FY 2019-2020 to FY 2020-2021. The approved budget for each year is as follows:

**FY 2019-2020**

- **Staff Car:** 5
- **Total No. of Staff:** 5
- **Cars (excludes vehicles hired):** 5
- **Operational Vehicles:** 5
- **Vehicles Condensed:** 5
- **Number of Pre-Made:** 5
- **Vehicles Head:** 5
- **Number of Pre-Made:** 5

**FY 2020-2021**

- **Staff Car:** 5
- **Total No. of Staff:** 5
- **Cars (excludes vehicles hired):** 5
- **Operational Vehicles:** 5
- **Vehicles Condensed:** 5
- **Number of Pre-Made:** 5
- **Vehicles Head:** 5
- **Number of Pre-Made:** 5

**ANNUAL VEHICLES REPORT FOR FY 2019-2020**

- **As on 31.01.2020:**
  - **Total No. of Staff:** 5
  - **Cars (excludes vehicles hired):** 5
  - **Operational Vehicles:** 5
  - **Vehicles Condensed:** 5
  - **Number of Pre-Made:** 5
  - **Vehicles Head:** 5
  - **Number of Pre-Made:** 5

**ANNUAL VEHICLES REPORT FOR FY 2020-2021**

- **As on 31.01.2020:**
  - **Total No. of Staff:** 5
  - **Cars (excludes vehicles hired):** 5
  - **Operational Vehicles:** 5
  - **Vehicles Condensed:** 5
  - **Number of Pre-Made:** 5
  - **Vehicles Head:** 5
  - **Number of Pre-Made:** 5