



icmr

# भारतीय आयुर्विज्ञान अनुसंधान परिषद

## INDIAN COUNCIL OF MEDICAL RESEARCH

स्वास्थ्य अनुसंधान विभाग (स्वास्थ्य एवं परिवार कल्याण मंत्रालय)  
डी रामलिंगस्वामी भवन, अन्सारी नगर, नई दिल्ली - 110029  
DEPARTMENT OF HEALTH RESEARCH (MINISTRY OF HEALTH & FAMILY WELFARE)  
V. RAMALINGASWAMI BHAWAN, ANSARI NAGAR, NEW DELHI-110029

No.E16/70/2022-Admn.

Dated:20/12/2022

To

The Directors/Directors-in-charge of  
All Institutes/Centers of ICMR

Sir/Madam,

Please find enclosed the following letters which have been received from different Ministries/Departments for information and necessary action:

S.No	Reference No. & Date	Name of Ministry	Subject
1.	सं.11(15)2022- P&PW(H)-8363(1) दिनांक:28.10.2022	कार्मिक, लोक शिकायत और पेंशन मंत्रालय, पेंशन और पेंशनभोगी कल्याण विभाग	Timelines for completion of various activities in the process of authorization of pension and gratuity on retirement on superannuation of a Government servant.
2.	OM No.12035/9/89- Pol. II(Vol.II) Dated:10.11.2022	Ministry of Housing & Urban Affairs, Directorate of Estates, Nirman Bhawan, New Delhi	Retention of GPRA through Inter-pool Exchange-clarification
3.	OM No.142/40/2015- AVD.I Dated:16.11.2022	Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training	Grant of Honorarium to Inquiry Officers/Presenting Officers in the departmental inquiries conducted by the Ministries/Departments-reg.
4.	No. RT- 23013/1/2022-T Dated: 21.11.2022	Ministry of Road Transport & Highways, Room No.509, Transport Bhawan, 1, Parliament Street, New Delhi	Advisory on Scrapping of Government Vehicles more than 15 years old & creation of infrastructure to implement Vehicle Scrapping Policy-reg.

Yours faithfully

(Jagdish Rajesh)  
Assistant Director General (Admin.)

Encl: As above

- Copy to: 1. PS to DG/Sr. DDG(A)/Sr. FA  
2. All Divisional Heads  
3. DDG(A)/ ADG(A)/ ADG(F)

4. Dr. L.K. Sharma, Scientist "E"-soft copy of the same has been mailed at your email ID (Sharma.lk@icmr.gov.in) for website upload



## भारतीय आयुर्विज्ञान अनुसंधान परिषद INDIAN COUNCIL OF MEDICAL RESEARCH

स्वास्थ्य अनुसंधान विभाग (स्वास्थ्य एवं परिवार कल्याण मंत्रालय)  
जी रामलिंगस्वामी भवन, अन्सारी नगर, नई दिल्ली - 110029  
DEPARTMENT OF HEALTH RESEARCH (MINISTRY OF HEALTH & FAMILY WELFARE)  
V. RAMALINGASWAMI BHAWAN, ANSARI NAGAR, NEW DELHI - 110029

क्रमांक.E16/70/2022-प्रशासन

दिनांक:20/12/2022

सेवा में,

निदेशक/प्रभारी निदेशक  
परिषद के सभी संस्थान/केन्द्र

महोदय/महोदया,

विभिन्न मंत्रालयों/विभागों से प्राप्त निम्नलिखित पत्र, सूचना एवं आवश्यक कार्यवाही के लिए संलग्न है।

S.No	Reference No. & Date	Name of Ministry	Subject
1.	सं.11(15)2022-P&PW(H)-8363(1) दिनांक:28.10.2022	कार्मिक, लोक शिकायत और पेंशन मंत्रालय, पेंशन और पेंशनभोगी कल्याण विभाग	Timelines for completion of various activities in the process of authorization of pension and gratuity on retirement on superannuation of a Government servant.
2.	OM No.12035/9/89-Pol. II(Vol.II) Dated:10.11.2022	Ministry of Housing & Urban Affairs, Directorate of Estates, Nirman Bhawan, New Delhi	Retention of GPRA through Inter-pool Exchange-clarification
3.	OM No.142/40/2015-AVD.I Dated:16.11.2022	Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training	Grant of Honorarium to Inquiry Officers/Presenting Officers in the departmental inquiries conducted by the Ministries/Departments-reg.
4.	No. RT-23013/1/2022-T Dated: 21.11.2022	Ministry of Road Transport & Highways, Room No.509, Transport Bhawan, 1, Parliament Street, New Delhi	Advisory on Scrapping of Government Vehicles more than 15 years old & creation of infrastructure to implement Vehicle Scrapping Policy-reg.

भवदीय,  
21/12/2022  
जगदीश राजेश

सहायक महानिदेशक (प्रशासन)

अनुलग्नक:यथोक्त

प्रतिलिपि: 1. महानिदेशक/वरि.उपमहानिदेशक (प्रशा.)/वरि.वित्त सलाहकार के निजी सचिव

2. परिषद के सभी प्रभाग प्रमुख

3. उपमहानिदेशक (प्रशा.)/सहा. महानिदेशक (प्रशा.)/सहा. महानिदेशक (वित्त.)

4. डॉ.एल.के शर्मा, वैज्ञानिक ई: वैबसाइट पर अपलोड करने के लिए ईमेल आईडी

(sharma.lk@icmr.gov.in) पर मेल कर दिया गया है।

639847  
D.G. ICMR OFFICE  
Diary No. 639847  
Date 9/11/22

SO (Admin.)

Signature  
M. Sumit  
Receipt No. 29/11  
642517/30/11/2022

सं. 11(15)/2022-P&PW(H)-8363 (1)  
भारत सरकार  
कार्मिक, लोक शिकायत और पेंशन मंत्रालय  
पेंशन और पेंशनभोगी कल्याण विभाग

JS (AN) / JJ (AN)  
S.D.S. (A)

३वीं मंजिल बी विंग, जनपथ भवन  
जनपथ, नई दिल्ली-110001  
दिनांक: 28 अक्टूबर, 2022

**OFFICE MEMORANDUM**

RB 9/11/2022

Sub: Timelines for completion of various activities in the process of authorisation of pension and gratuity on retirement on superannuation of a Government servant.

The undersigned is directed to say that Department of Pension & Pensioners Welfare has notified the Central Civil Services (Pension) Rules, 2021 in supersession of the Central Civil Service (Pension) Rules, 1972. Chapter X of the Central Civil Service (Pension) Rules, 2021 deals with the procedure for determination and authorisation of the amounts of pension and gratuity on retirement of a Government servant.

2. The process of authorisation of pension and gratuity involves various activities to be performed by different offices/authorities. Timelines have been prescribed in the Central Civil Service (Pension) Rules, 2021 for completion of each of these activities. The details of the offices/authorities involved, the action to be taken by each of these offices/authorities and the timeline for completing these actions are summarised below:

A. Preparation of list of Government servants due for retirement- As per Rule 54, every Head of Department (HOD) is required to have a list prepared by 15th day of every month, of all Government servants who are due to retire within the next fifteen months of that date.

B. Intimation to the Directorate of Estates regarding issue of "No Demand Certificate"- As per Rule 55, complete details regarding the Government accommodation are required to be obtained from the Government servant at least one year before retirement and send these details, within 10 days to the Directorate of Estates for issuing a 'No demand certificate' in respect of the period preceding eight months of the retirement of the Government servant. If the Government servant is/was not in occupation of any residential accommodation, HOO shall issue the 'No Demand Certificate' on the basis of a declaration from the Government servant in this regard and after verification of the records and no separate 'No Demand Certificate' from the Directorate of Estates shall be necessary in such cases.

C. Preparation for processing of pension case- Elaborate procedure has been laid down in Rules 56 and 57 for preparatory work for processing of pension case on superannuation during the period of one year before retirement. This includes verification of service, making good the omissions, imperfections or deficiencies in the service book. In order to ensure that the emoluments during the last ten months of service have been correctly shown in the service book, the Head of Office shall verify the correctness of emoluments only for the period of twenty-four months preceding the date of retirement of a Government servant, and not for any period prior to that date.

S.No. 6849  
22.11.2022

① No 544 Admin.  
29/11/2022

B  
18.11.22 DDG / ADG (A) - for circulation

At least, eight months prior to the date of retirement of the Government servant, the HOO shall furnish to the retiring Government servant a certificate regarding the length of qualifying service and the emoluments/average emoluments to be reckoned for retirement gratuity and pension and advise the retiring Government servant to submit/fill the required pension Forms .

The Government servant shall submit the completed Forms not later than six months prior to his date of retirement.

D. Completion of pension case.-Detailed procedure for completion of pension papers (i.e. Form 7) by the HOO has been laid down in Rule 59 and 60. The HOO is required to send the pension case to the Pay & Accounts Office with a covering letter in Format 10, within two months from the date of receipt of pension forms from the Government servant.

E. Authorisation of pension and gratuity by the Accounts Officer- On receipt of pension case the Accounts Officer shall apply the requisite checks and issue the pension payment order not later than two months in advance of the date of the retirement of a Government servant on attaining the age of superannuation. The Accounts Officer shall indicate in the PPO, the name of the spouse of the Government servant, if alive, as family pensioner. The names of the permanently disabled child or children and dependent parents and disabled siblings Accounts Officer shall also be indicated in the PPO, the as family pensioners, if there is no other member of family to whom family pension may become payable before such disabled child or children or dependent parents or disabled siblings.

F. Issue of Special Seal of Authority and disbursement of pension- The Accounts Officer shall forward a copy of the Pension Payment Order to the Central Pension Accounting Office, within two months from the date of receipt of pension papers from the HOO. The CPAO shall issue the Special Seal of Authority and forward the same to the Pension Disbursing Authority along with the copy of the Pension Payment Order within twenty one days from the date of receipt of the Pension Payment Order. The Pension Disbursing Authority shall thereafter take action to disburse the pension to the retired Government servant on the date on which it becomes due.

3. All Ministries/Departments are requested that the above provisions regarding timelines for processing of a pension under the Central Civil Services (Pension) Rules, 2021 may be brought to the notice of the personnel dealing with the pensionary benefits in the Ministry/Department and attached/subordinate offices thereunder, for strict implementation.



(अशोक कुमार सिंह)

अवर सचिव, भारत सरकार

फोन: 23310108

To

All Ministries/Departments/Organisations (As per standard list).-

सं. 11(15)/2022-P&PW(H)-8363 (2)  
भारत सरकार  
कार्मिक, लोक शिकायत और पेंशन मंत्रालय  
पेंशन और पेंशनभोगी कल्याण विभाग

8वीं मंजिल 'बी' विंग, जनपथ भवन  
जनपथ, नई दिल्ली-110001  
दिनांक: 28 अक्टूबर, 2022

**OFFICE MEMORANDUM**

Sub: Processing of cases for authorisation of pension/family pension in respect of (i) a Government servant who is not in a position to submit the pension forms on account of any bodily or mental infirmity, and (ii) a Government servant who dies after retirement without having submitted the pension forms.

The undersigned is directed to say that Department of Pension & Pensioners Welfare has notified the Central Civil Services (Pension) Rules, 2021 in supersession of the Central Civil Service (Pension) Rules, 1972.

2. In accordance with Rule 57(3)(a) and Rule 58 of the Central Civil Services (Pension) Rules, 2021, where the Head of Office is satisfied that a Government servant, who retires on superannuation or otherwise, is not in a position to submit the pension forms on account of any bodily or mental infirmity, he may allow the spouse of the Government servant or, in the absence of the spouse, the member of the family eligible to receive family pension on death of Government servant, to submit Form 4 and Form 6. If there is no member of the family eligible to receive family pension on death of Government servant, a member of the family in whose favour a nomination was made by the Government servant for payment of gratuity, may be allowed to submit the said Forms. In cases where the forms are submitted by the spouse or any other member of the family, the Government servant shall not be entitled to the benefit of commutation of a percentage of pension until he himself subsequently applies for such commutation in accordance with the Central Civil Services (Commutation of Pension) Rules, 1981.

3. In accordance with Rule 59(2) read with Rule 80(5) of the Central Civil Services (Pension) Rules, 2021, the case for authorisation of pension, gratuity and family pension in respect of a Government servant, who has died after retirement without submission of pension forms, is required to be processed in the following manner:

(1) The Head of Office shall allow the spouse of the deceased Government servant or, in the absence of the spouse, any other member of the family eligible to receive family pension on death of Government servant to submit the claim in Form 10 along with Form 4 and an undertaking to the Bank in Format 9. If there is no member of the family eligible to receive family pension on death of Government servant, a member of the family in whose favour a nomination was made by the Government servant for payment of gratuity, shall be allowed to submit Form 6 in place of Form 10 and the said member of the family shall indicate, the details of his or her Bank Account in Form 6.

(2) The Head of Office shall fill up Form 7 for payment of pension and retirement gratuity in respect of the deceased retired Government servant and he shall also make an indication in Form 7 to the effect that the case pertains to a retired Government



servant, who did not submit Form 6 and other documents before his death and if a claim for family pension has been submitted in Form 10, the Head of Office shall also issue a sanction in Format 13 for authorisation of family pension to the eligible member of the family.

(3) The Head of Office shall send Form 4, Form 7, Form 10 or Form 6, as the case may be, Format 9 and Format 13 (if applicable) with a forwarding letter in Format 10 to the Accounts Officer for authorisation of pension, retirement gratuity and family pension, if applicable.

(4) The Accounts Officer shall authorise the pension, retirement gratuity and family pension (if applicable) in Part-II of the Pension Payment Order and he shall also authorise the Head of Office to make payment of arrears of pension for the period from the date following the date of retirement up to the date of death to the member of the family who is authorised to receive family pension. If there is no member of the family eligible to receive family pension, the arrears of pension shall be paid to the member of the family who has been authorised to receive retirement gratuity.

(5) If a family pension has been authorised to a member of the family, the Accounts Officer shall forward a copy of the Pension Payment Order along with the undertaking to the Bank in Format 9 to the Central Pension Accounting Office, for issuing a Special Seal of Authority and for disbursement of family pension.

4. All Ministries/Departments are requested that the above provisions regarding processing of cases for authorisation of pension/family pension in respect of (i) a Government servant who is not in a position to submit the pension forms on account of any bodily or mental infirmity, and (ii) a Government servant who dies after retirement without having submitted the pension forms, may be brought to the notice of the personnel dealing with the pensionary benefits in the Ministry/Department and attached/subordinate offices thereunder, for strict implementation.



(अशोक कुमार सिंह)  
अवर सचिव, भारत सरकार  
फोन: 23310108

To

All Ministries/Departments/Organisations (As per standard list).-

41. Secretary,  
Department of Health Research,  
Indian Council of Medical Research, Ansari Nagar, New Delhi-110029

Receipt No. 642520/20/11/2022

No. 12035/9/89 - Pol. II (Vol. II)

D.G. ICMR OFFICE

Government of India

Diary No. 641137

Ministry of Housing & Urban Affairs

Date: 21/11/22

Directorate of Estates

\*\*\*\*\*

Nirman Bhawan, New Delhi  
Dated the 10<sup>th</sup> November, 2022

Office Memorandum

**Subject: Retention of GPRA through Inter-pool Exchange – clarification**

In view of the latest development in the rule of retaining Government Accommodation by officials posted at North Eastern Region, all probability of undue retention of GPRA through various means is being looked into. It has been noticed that many allottee availing themselves of GPRA in Delhi through inter-pool exchange, in spite of their transfer to outstations, are trying to retain their Government Accommodation in Delhi in contrary to the existing provisions.

2. In view of the above, it is hereby clarified in respect of accommodation availed through inter-pool exchange that the maximum retention period in Delhi admissible to an officer transferred out of Delhi is strictly 8 months (2+6) or 3 years (as the case may be under Rule 40, 41 or 43 of CGGPRA Rules-2017) following the effective date of the transfer. In order to avoid any confusion in this matter, it is hereby reiterated/further clarified that the inter-pool exchange of an accommodation is valid only for the period the officers continue to be posted in Delhi.

3. This issues with the approval of the Competent Authority.

JS (GN) | JS (AN)  
S.D. (A)

To:   
(Pinaki Banerjee)

Deputy Director of Estates (Policy)

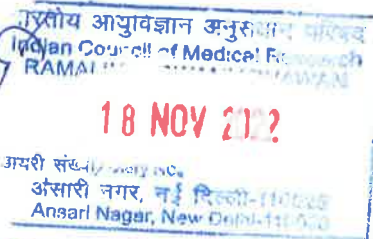
To

1. All Ministries/Departments of Govt. of India
2. All Allottee Officers concerned
3. All Sections and Officers in the Dte. of Estates

RB  
19/11/22

Copy to:

1. PS to Hon'ble HUAM/MOS (HUA)
2. PPS to Secretary (HUA)/JS (L&E)
3. PPS/PS to DE-I/DE-II
4. Hindi Section for Hindi Version



Mr. Shrivastava  
29/11  
28453-EXT  
28/11/22

DDH (A)  
F8H  
25/11/2022  
25-11-22

D.No-538 Admn  
29/11/2022  
Admn  
28/11/22

To:   
(Pinaki Banerjee)

Deputy Director of Estates (Policy)

28/11/22

P.T. Govt. of India  
SAG  
SO (Adm)  
28/11/2022

F.No.142/40/2015-AVD.I  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

North Block, New Delhi  
Dated the 16<sup>th</sup> November, 2022

**OFFICE MEMORANDUM**

**Sub: Grant of Honorarium to Inquiry Officers / Presenting Officers in the departmental inquiries conducted by the Ministries / Departments - reg.**

The undersigned is directed to refer to the subject mentioned above and to say that the rates of honorarium payable to Inquiry Officer (IO) /Presenting Officer (PO) in the case of departmental inquiries were last revised vide OM No.142/15/2010-AVD.I dated 31<sup>st</sup> July, 2012 in the case of serving Government Servants functioning as part time IO/PO and vide OM No.142/40/2015-AVD.I dated 15<sup>th</sup> September, 2017 in the case of retired Govt. Servants functioning as IO.

2. The existing rates of honorarium as prescribed in the aforesaid OMs were reviewed in consultation with Department of Expenditure and it has been decided to revise the existing rates of the honorarium payable to IO/PO.

3. Accordingly, these consolidated guidelines are being issued in supersession of DoPT's OMs dated 31.07.2012 and 15.09.2017.

4 The rates of honorarium as revised are indicated in the table below:-

a. The rates of honorarium payable to the Inquiry Officer

(i) Retired Officer

Items	Category		Rate per case (in rupees)
Honorarium	I	where number of witnesses cited in the charge sheet is more than 10	An amount equal to 90% of the monthly basic pension drawn.
	II	where number of witnesses cited in the charge sheet are between 6-10	An amount equal to 70% of the monthly basic pension drawn.
	III	where number of witnesses cited in the charge sheet is less than 6	An amount equal to 60% of the monthly basic pension drawn.

Receipt No. 642524



<b>Transport Allowance</b>		Rs. 40,000/- per case Subject to the condition that the for outstation journey, the actual expenses for air travel / railways journey will be reimbursed in addition as per their entitled class at the time of their retirement (further subject to the approval of the competent authority and in compliance of the instructions issued by DoPT/DoE from time to time for air travel regarding booking of air tickets through authorized agencies and cheapest available fare).	
<b>Daily Allowance</b>		Same as the officer was entitled to immediately prior to retirement.	
<b>Secretarial Assistance</b>	'I'	Where the number of witnesses cited in the charge sheet is more than 10	Rs. 40,000/-
	'II'	Where the number of witnesses cited in the charge sheet are between 6-10	Rs. 30,000/-
	'III'	Where the number of witnesses cited in the charge sheet is less than 6	Rs. 20,000/-

(ii) Serving Officer

<b>Rate per case (in rupees)</b>
An amount equal to 15% of the monthly basic pay drawn.

(iii) In case of common disciplinary proceedings, an additional amount of honorarium of Rs. 5000 will be payable to Inquiry Officer (both retired and serving) for every additional charged officer.

b. The rates of honorarium payable to the Presenting Officer

<b>Rate per case (in rupees)</b>
An amount equal to 10% of the monthly basic pay drawn.

5. The revised structure of rates of honorarium and allowances as indicated above are intended to be made applicable to Departmental Proceedings including inquiry proceedings undertaken by the committee on Sexual Harassment, by Ministries / Departments in respect of officials / officers serving under different cadres of services under their administrative control. However, in case a cadre of a service or organizations such as autonomous bodies have a separate set of rules and instructions for regulating honorarium to IO / PO in existence, they may choose to continue with their own set of instructions. Fully or partially funded autonomous bodies may retain their own provisions so long as they are not more beneficial than what has been proposed in this OM.

6. The grant of Honorarium in the case of serving Government servants who are appointed as part time Inquiry Officer/ Presenting Officer and retired Government servants appointed as Inquiry Officers will be subject to the following conditions:-

- i. The honorarium will normally be regulated under the financial powers delegated to the Ministries/Departments and taking into account the quantum of work involved in individual disciplinary cases.
- ii. In the case where serving officers are appointed as IO/PO, the controlling department or the administrative department should make all efforts to relieve the IO/PO of his normal duties to enable him/her to complete the proceedings expeditiously.

7. Before the payment is received by the Inquiry Officer/Presenting Officer, whether serving or retired, it will be the responsibility of IO/PO to ensure that:-

- (a) All case records and inquiry report (two ink signed copies) properly documented and arranged is handed over to the office of Disciplinary Authority.
- (b) The report returns findings on each of the Articles of Charge which has been enquired into should specifically deal and address each of the procedural objections, if any, raised by the charged officers as per the extant rules and instructions.
- (c) There should not be any ambiguity in the inquiry report and therefore every care should be taken to ensure that all procedures for conducting departmental inquiries have been followed in accordance with the relevant rules/instructions of disciplinary and appeal Rules to which the delinquent Government officials are governed.

**8. Terms and conditions for appointment of Inquiry Officer:**

The designated Inquiry Officer shall be required to give an undertaking as follows:-

- (i) that he/she is not a witness or a complainant in the matter to be inquired into or a close relative or a known friend of the delinquent Government officer. A certificate to this effect will be obtained from the Inquiry Officer with respect to every inquiry and placed on record;

- (ii) shall maintain strict secrecy in relation to the documents he/she receives or information/data collected by him/her in connection with the inquiry and utilize the same only for the purpose of inquiry in the case entrusted to him/her.

9. No such documents/information or data shall be divulged to anyone during the Inquiry or after presentation of the Inquiry Report. All the records, reports etc. available with the Inquiry Officer shall be duly returned to the authority which appointed him/her as such, at the time of presentation of the Inquiry Report.

10. The Inquiry Officer shall conduct the inquiry proceedings at a location taking into account the availability of records, station/place where the misconduct occurred as well as the convenience of the witnesses/ PO etc. Video Conferencing should be utilized to the maximum extent possible to minimize travel undertaken by the IO/PO/CO. The cadre controlling authorities will facilitate necessary arrangements for the Video Conferencing.

11. The Inquiry Officer shall undertake travel for conducting inquiry (in unavoidable circumstances) with the approval of an authority as may be nominated by the concerned Ministry/Department.

12. The Inquiry Officer shall submit the inquiry report after completing the inquiry within 180 days from the date of his/her appointment as the Inquiry Officer. Extension of time beyond 180 days can be granted only by the Authority as may be prescribed.

13. Letter regarding engaging a retired officer as the Inquiry Officer will only be issued with the approval of the Disciplinary Authority of the Ministry/Department/ Office concerned.

14. Any issue arising out of this O.M. between the Inquiring Officer and the Disciplinary Authority will be decided by the Secretary, DoPT whose decision shall be final and binding on both parties.

15. These instructions will be applicable prospectively for processing the Bill submitted by the Inquiry Officers/Presenting Officers.

16. All the Ministries/Departments are requested to bring these instructions to the notice of all concerned under their control.

17. This issues with the concurrence of Department of Expenditure, Ministry of Finance vide their I. D. Note No. 14/4/2009-E.II(B) dated 26/10/2022.

*Rupesh kumar*  
(Rupesh Kumar)

Under Secretary to the Govt. of India

To

- (i) All Ministries/Departments of the Govt. of India
- (ii) Department of Financial Services, Ministry of Finance, Jeevan Deep Building, Parliament Street, New Delhi
- (iii) Department of Public Enterprises, CGO Complex, Lodhi Road, New Delhi
- (iv) Railway Board, Rail Bhavan, Delhi.
- (v) Union Public Service Commission/Supreme Court of India/ Election Commission of India/ Lok Sabha Secretariat/ Rajya Sabha Secretariat/Cabinet Secretariat/Central Vigilance Commission/President's Secretariat/ Prime Minister's Office/Planning Commission.
- (vi) Staff Selection Commission, CGO Complex, Lodi Road, New Delhi
- (vii) Office of the Chief Commissioner for Disabilities, Sarojini House, 6, Bhagwan Das Road, New Delhi - 110001
- (viii) Office of the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.
- (ix) All Officers and Sections in the Ministry of Personnel, Public Grievances and Pensions and all attached/subordinate offices of this Ministry.

Copy to: Director, NIC, DOPT - with the request to immediately place this OM on the website of this Department ("what's new" tab) for information of all concerned.





ADMN-II ADMN &lt;admn2355@gmail.com&gt;

## Fwd: Grant of Honorarium to IOs and POs in disciplinary proceedings - reg.

1 message

**SAFAL CHETRI CHETRI** <chetri.s@icmr.gov.in>  
To: admn2355 <admn2355@gmail.com>

Mon, Nov 28, 2022 at 3:45 AM

**From:** "Jagdish Rajesh" <rajeshj.hq@icmr.gov.in>  
**To:** "SAFAL CHETRI CHETRI" <chetri.s@icmr.gov.in>  
**Sent:** Monday, November 28, 2022 4:14:40 PM  
**Subject:** Fwd: Grant of Honorarium to IOs and POs in disciplinary proceedings - reg.

Dear Safal,

Please circulate.

With Regards,

Jagdish Rajesh,  
Assistant Director General (Admn.)  
Indian Council of Medical Research(ICMR),  
New Delhi

**From:** "DG ICMR" <secy-dg@icmr.gov.in>  
**To:** "R Lakshminarayanan" <lakshminarayanan.r@icmr.gov.in>  
**Cc:** "Jagdish Rajesh" <rajeshj.hq@icmr.gov.in>, "SAFAL CHETRI CHETRI" <chetri.s@icmr.gov.in>, "Sr DDG Admin" <srddga.hq@icmr.gov.in>  
**Sent:** Monday, November 28, 2022 3:41:31 PM  
**Subject:** Grant of Honorarium to IOs and POs in disciplinary proceedings - reg.

**From:** "Mr. Vipin Kumar" <vipin.kumar88@gov.in>  
**To:** "Manoj Ahuja" <secy-agri@gov.in>, "Dr(Mr) Himanshu Pathak" <dg.icar@nic.in>, "Dhirendra Kumar" <dhirendra.k@nic.in>, "Office of Secretary CPC" <sec.cpc@nic.in>, "Secretary DoF" <fertsec@nic.in>, "Ms S. Aparna" <secy-pharma@nic.in>, "Secy moca" <secy.moca@nic.in>, "Secretary Coal" <secy.moc@nic.in>, "Commerce Secretary Office" <csoffice@nic.in>, "Secy DPIIT" <secy-ipp@nic.in>, "K Rajaraman" <secy-dot@nic.in>, "ROHIT KUMAR SINGH" <Secy-ca@nic.in>, "Gyanesh Kumar" <secy-coop@gov.in>, "Shri Sanjeev Chopra" <secy-food@nic.in>, "Secretary MCA" <secy.mca@nic.in>, "Secretary DP" <sdpsn@nic.in>, "Shri Vijoy Kumar Singh IAS" <secyesw@nic.in>, "Mr Lok Ranjan" <secydoner@nic.in>, "Dr M Ravichandran" <secretary@moes.gov.in>, "Secretary MeitY" <secretary@meity.gov.in>, "Ms Leena Nandan" <secy-moef@nic.in>, "Shri Ajay Seth" <secy-dea@nic.in>, "T.V. Somanathan" <secyexp@nic.in>, "Shri Tarun Bajaj Secretary DOR" <rsecy@nic.in>, "Secretary DIPAM" <secydivest@nic.in>, "Secretary DFS" <secy-fs@nic.in>, "Shri Ali R. Rizvi" <secy-dpe@nic.in>, "Jatindranath Swain" <secy-fisheries@gov.in>, "Shri Rajesh Kumar Singh IAS" <secyahd@nic.in>, "Secretary MoFPI" <secy.mofpi@nic.in>, "Mr Rajesh Bhushan" <secyhfw@nic.in>, "Office of Secretary DHR" <secy-dhr@gov.in>, "Ajay Kumar Bhalla" <hshso@nic.in>, "Shri Kamran Rizvi" <shioff@nic.in>, "SECRETARY,OL" <secy-ol@nic.in>, "K. Sanjay Murthy" <secy.dhe@nic.in>, "Manoj Joshi" <secyurban@nic.in>, "Apurva Chandra" <secy.inb@nic.in>, "O/o Secy Labour Employment" <secy-labour@nic.in>, "Dr. Niten Chandra, Law Secretary" <secylaw-dla@nic.in>, "Secretary LD" <secyoffice-ld@gov.in>, "Shri S.K.G Rahate" <secy-jus@gov.in>, "Bidyut Behari Swain" <secretary-msme@nic.in>, "Vivek Bharadwaj" <secy-mines@nic.in>, "Secretary, Minority Affairs" <secy-mma@nic.in>, "K S" <subu@nic.in>, "Mr Sunil Kumar" <secy-mopr@nic.in>, "Gudey Srinivas" <secympa@nic.in>, "Office of Secretary, Personnel" <secy\_mop@nic.in>, "Shri V. Srinivas" <secy-arp@nic.in>, "Secy PNG" <sec.png@nic.in>, "Office of Secretary Ports Shipping and Waterways" <secyship@nic.in>, "secy[dash]power"@nic.in, "SECRETARY MORTH" <secy-road@nic.in>, "NAGENDRA NATH SINHA" <secyrd@nic.in>, "Mr Ajay Tirkey" <secy-dolr@nic.in>, "Dr Rajesh S Gokhale" <secy@dbt.nic.in>, "Atul Kumar Tiwari" <secy-msde@nic.in>, "Anjali Bhawra" <secywel@nic.in>, "Sh Rajesh Aggarwal" <secretaryda-msje@nic.in>, "Dr(Mr) G P Samanta" <secretary@mospi.gov.in>, "Rachna Shah" <secy-textiles@nic.in>,"

<https://mail.google.com/mail/u/0/?ik=41c48f63f8&view=pt&search=all&permthid=thread-f%3A1750740175609814057&siml=msg-f%3A17507401756...> 1/2

Receipt No. 642524/30/11/2022

Mr. Seemil

29/11

D.No. 536 Admn  
29/11/2022

"Sanjay Singh" <secy-steel@nic.in>, "Secretary Tourism" <sectour@nic.in>, "Lakshmi Naryain" <secy-tribal@nic.in>, "Mr Indevar Pandey" <secy.wcd@nic.in>, jsoffice@isro.gov.in, chairman@dae.gov.in, "Secretary Youth Affairs" <secy-ya@nic.in>, "Sujata Chaturvedi" <secy-sports@nic.in>  
Cc: "Nila Mohanan" <nila.mohanan@nic.in>, "Rupesh Kumar" <rupesh.dgsnd@gov.in>, "Rahul" <kaushik.rahul@gov.in>  
Sent: Monday, November 28, 2022 3:18:35 PM  
Subject: Grant of Honorarium to IOs and POs in disciplinary proceedings - reg.

Sir / Madam,

Kindly find attached O. M. dated 16/11/2022 issued by the Department of Personnel & Training for necessary information.

Thanks,

Vipin Kumar,  
Section Officer (AVD.I / C.I),  
DoPT, North Block,  
New Delhi





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 **Honorarium OM dated 16-11-2022.pdf**  
892K

**F.No.142/40/2015-AVD.I**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**Department of Personnel and Training**

North Block, New Delhi  
Dated the 16<sup>th</sup> November, 2022

**OFFICE MEMORANDUM**

**Sub: Grant of Honorarium to Inquiry Officers / Presenting Officers in the departmental inquiries conducted by the Ministries / Departments - reg.**

The undersigned is directed to refer to the subject mentioned above and to say that the rates of honorarium payable to Inquiry Officer (IO) /Presenting Officer (PO) in the case of departmental inquiries were last revised vide OM No.142/15/2010-AVD.I dated 31<sup>st</sup> July, 2012 in the case of serving Government Servants functioning as part time IO/PO and vide OM No.142/40/2015-AVD.I dated 15<sup>th</sup> September, 2017 in the case of retired Govt. Servants functioning as IO.

2. The existing rates of honorarium as prescribed in the aforesaid OMs were reviewed in consultation with Department of Expenditure and it has been decided to revise the existing rates of the honorarium payable to IO/PO.

3. Accordingly, these consolidated guidelines are being issued in supersession of DoPT's OMs dated 31.07.2012 and 15.09.2017.

4 The rates of honorarium as revised are indicated in the table below:-

a. The rates of honorarium payable to the Inquiry Officer

(i) Retired Officer

Items	Category		Rate per case (in rupees)
Honorarium	I	where number of witnesses cited in the charge sheet is more than 10	An amount equal to 90% of the monthly basic pension drawn.
	II	where number of witnesses cited in the charge sheet are between 6-10	An amount equal to 70% of the monthly basic pension drawn.
	III	where number of witnesses cited in the charge sheet is less than 6	An amount equal to 60% of the monthly basic pension drawn.



<b>Transport Allowance</b>		Rs. 40,000/- per case Subject to the condition that the for outstation journey, the actual expenses for air travel / railways journey will be reimbursed in addition as per their entitled class at the time of their retirement (further subject to the approval of the competent authority and in compliance of the instructions issued by DoPT/DoE from time to time for air travel regarding booking of air tickets through authorized agencies and cheapest available fare).	
<b>Daily Allowance</b>		Same as the officer was entitled to immediately prior to retirement.	
<b>Secretarial Assistance</b>	'I'	Where the number of witnesses cited in the charge sheet is more than 10	Rs. 40,000/-
	'II'	Where the number of witnesses cited in the charge sheet are between 6-10	Rs. 30,000/-
	'III'	Where the number of witnesses cited in the charge sheet is less than 6	Rs. 20,000/-

(ii) Serving Officer

<b>Rate per case (in rupees)</b>
An amount equal to 15% of the monthly basic pay drawn.

(iii) In case of common disciplinary proceedings, an additional amount of honorarium of Rs. 5000 will be payable to Inquiry Officer (both retired and serving) for every additional charged officer.

b. The rates of honorarium payable to the Presenting Officer

<b>Rate per case (in rupees)</b>
An amount equal to 10% of the monthly basic pay drawn.

5. The revised structure of rates of honorarium and allowances as indicated above are intended to be made applicable to Departmental Proceedings including inquiry proceedings undertaken by the committee on Sexual Harassment, by Ministries / Departments in respect of officials / officers serving under different cadres of services under their administrative control. However, in case a cadre of a service or organizations such as autonomous bodies have a separate set of rules and instructions for regulating honorarium to IO / PO in existence, they may choose to continue with their own set of instructions. Fully or partially funded autonomous bodies may retain their own provisions so long as they are not more beneficial than what has been proposed in this OM.

6. The grant of Honorarium in the case of serving Government servants who are appointed as part time Inquiry Officer/ Presenting Officer and retired Government servants appointed as Inquiry Officers will be subject to the following conditions:-

- i. The honorarium will normally be regulated under the financial powers delegated to the Ministries/Departments and taking into account the quantum of work involved in individual disciplinary cases.
- ii. In the case where serving officers are appointed as IO/PO, the controlling department or the administrative department should make all efforts to relieve the IO/PO of his normal duties to enable him/her to complete the proceedings expeditiously.

7. Before the payment is received by the Inquiry Officer/Presenting Officer, whether serving or retired, it will be the responsibility of IO/PO to ensure that:-

- (a) All case records and inquiry report (two ink signed copies) properly documented and arranged is handed over to the office of Disciplinary Authority.
- (b) The report returns findings on each of the Articles of Charge which has been enquired into should specifically deal and address each of the procedural objections, if any, raised by the charged officers as per the extant rules and instructions.
- (c) There should not be any ambiguity in the inquiry report and therefore every care should be taken to ensure that all procedures for conducting departmental inquiries have been followed in accordance with the relevant rules/instructions of disciplinary and appeal Rules to which the delinquent Government officials are governed.

#### **8. Terms and conditions for appointment of Inquiry Officer:**

The designated Inquiry Officer shall be required to give an undertaking as follows:-

- (i) that he/she is not a witness or a complainant in the matter to be inquired into or a close relative or a known friend of the delinquent Government officer. A certificate to this effect will be obtained from the Inquiry Officer with respect to every inquiry and placed on record;

- (ii) shall maintain strict secrecy in relation to the documents he/she receives or information/data collected by him/her in connection with the inquiry and utilize the same only for the purpose of inquiry in the case entrusted to him/her.
9. No such documents/information or data shall be divulged to anyone during the Inquiry or after presentation of the Inquiry Report. All the records, reports etc. available with the Inquiry Officer shall be duly returned to the authority which appointed him/her as such, at the time of presentation of the Inquiry Report.
10. The Inquiry Officer shall conduct the inquiry proceedings at a location taking into account the availability of records, station/place where the misconduct occurred as well as the convenience of the witnesses/ PO etc. Video Conferencing should be utilized to the maximum extent possible to minimize travel undertaken by the IO/PO/CO. The cadre controlling authorities will facilitate necessary arrangements for the Video Conferencing.
11. The Inquiry Officer shall undertake travel for conducting inquiry (in unavoidable circumstances) with the approval of an authority as may be nominated by the concerned Ministry/Department.
12. The Inquiry Officer shall submit the inquiry report after completing the inquiry within 180 days from the date of his/her appointment as the Inquiry Officer. Extension of time beyond 180 days can be granted only by the Authority as may be prescribed.
13. Letter regarding engaging a retired officer as the Inquiry Officer will only be issued with the approval of the Disciplinary Authority of the Ministry/Department/ Office concerned.
14. Any issue arising out of this O.M. between the Inquiring Officer and the Disciplinary Authority will be decided by the Secretary, DoPT whose decision shall be final and binding on both parties.
15. These instructions will be applicable prospectively for processing the Bill submitted by the Inquiry Officers/Presenting Officers.
16. All the Ministries/Departments are requested to bring these instructions to the notice of all concerned under their control.
17. This issues with the concurrence of Department of Expenditure, Ministry of Finance vide their I. D. Note No. 14/4/2009-E.II(B) dated 26/10/2022.

*Rupesh kumar*  
(Rupesh Kumar)

Under Secretary to the Govt. of India

To

- (i) All Ministries/Departments of the Govt. of India
- (ii) Department of Financial Services, Ministry of Finance, Jeevan Deep Building, Parliament Street, New Delhi
- (iii) Department of Public Enterprises, CGO Complex, Lodhi Road, New Delhi
- (iv) Railway Board, Rail Bhavan, Delhi.
- (v) Union Public Service Commission/Supreme Court of India/ Election Commission of India/ Lok Sabha Secretariat/ Rajya Sabha Secretariat/Cabinet Secretariat/Central Vigilance Commission/President's Secretariat/ Prime Minister's Office/Planning Commission.
- (vi) Staff Selection Commission, CGO Complex, Lodi Road, New Delhi
- (vii) Office of the Chief Commissioner for Disabilities, Sarojini House, 6, Bhagwan Das Road, New Delhi - 110001
- (viii) Office of the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.
- (ix) All Officers and Sections in the Ministry of Personnel, Public Grievances and Pensions and all attached/subordinate offices of this Ministry.

Copy to: Director, NIC, DOPT - with the request to immediately place this OM on the website of this Department ("what's new" tab) for information of all concerned.



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22-11-22

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SO/A

Office of Secretary DHR

**Advisory on Scrapping of Government Vehicles more than 15 years old & creation of infrastructure to Implement Vehicle Scrapping Policy.**

**From :** Ritu SO T <sot-rth@nic.in>

Tue, Nov 22, 2022 12:02 PM

**Subject :** Advisory on Scrapping of Government Vehicles more than 15 years old & creation of infrastructure to implement Vehicle Scrapping Policy.

1 attachment

**To :** Manoj Ahuja <Secy-agri@nic.in>, Dr(Mr) Himanshu Pathak <dg.icar@nic.in>, Jatindranath Swain <secy-fisheries@nic.in>, Shri Rajesh Kumar Singh IAS <secyahd@nic.in>, chairman@dae.gov.in, RAJESH KOTTECHA <secy-ayush@nic.in>, Office of Secretary (C&PC) <sec.cpc@nic.in>, Ms S. Aparna <secy-pharma@nic.in>, Secy moca <secy.moca@nic.in>, Secretary Coal <secy.moc@nic.in>, Secy DPIIT <secy-ipp@nic.in>, Commerce Secretary Office <csoffice@nic.in>, K Rajaraman <secy-dot@nic.in>, Secretary Posts <secretary-posts@indiapost.gov.in>, ROHIT KUMAR SINGH <secy-ca@nic.in>, Shri Sanjeev Chopra <secy-food@nic.in>, Gyanesh Kumar <secy-coop@gov.in>, Secretary MCA <secy.mca@nic.in>, Govind Mohan <secy-culture@nic.in>, Secretary DP <sdps@nic.in>, Shri Vijoy Kumar Singh IAS <secyesw@nic.in>, Shri Giridhar Aramane <defsecy@nic.in>, Mr Lok Ranjan <secydoner@nic.in>, Dr M Ravichandran <secretary@moes.gov.in>, Ms Anita Karwal <secy.sel@nic.in>, K. Sanjay Murthy <secy.dhe@nic.in>, Secretary MeitY <secretary@meity.gov.in>, Ms Leena Nandan <secy-moef@nic.in>, SAURABH KUMAR <secyeast@mea.gov.in>, Dammu Ravi <secyer@mea.gov.in>, gov insecycpv <gov.insecycpv@mea.gov.in>, Shri Ajay Seth <secy-dea@nic.in>, T.V. Somanathan <secyexp@nic.in>, Shri Tarun Bajaj Secretary DOR <rsecy@nic.in>, Secretary DFS <secy-fs@nic.in>, Shri Ali R. Rizvi <secy-dpe@nic.in>, Secretary MoFPI <secy.mofpi@nic.in>, Mr Rajesh Bhushan <secyhfw@nic.in>, Office of Secretary DHR <secy-dhr@gov.in>, Shri Kamran Rizvi <shloff@nic.in>, Registrar General and census commissioner <rgi.rgi@nic.in>, Dr. Dharmendra Singh Gangwar <secybm@nic.in>, SECRETARY,OL <secy-ol@nic.in>, Anuradha Prasad <secy-iscs@nic.in>, Ajay Kumar Bhalla <hshso@nic.in>, Manoj Joshi <secyurban@nic.in>, Apurva Chandra <secy.inb@nic.in>, Secretary DIPAM <secydivest@nic.in>, Shri Pankaj Kumar <secy-mowr@nic.in>, Ms. Vini Mahajan <secydws@nic.in>, O/o Secy Labour Employment <secy-labour@nic.in>, Shri S.K.G Rahate <secy-jus@gov.in>, Dr. Niten Chandra, Law Secretary <secylaw-dla@nic.in>, Secretary LD <secyoffice-ld@gov.in>, Bidyut Behari Swain <secretary-msme@nic.in>, Vivek Bharadwaj <secy-mines@nic.in>, Secretary, Minority Affairs <secy-mma@nic.in>, Bhupinder S Bhalla IAS <secy-mnre@nic.in>, Mr Sunil Kumar <secy-mopr@nic.in>, Gudey Srinivas <secympa@nic.in>, Office of Secretary, Personnel <secy\_mop@nic.in>, Shri V. Srinivas <secy-argp@nic.in>, Secy PNG <sec.png@nic.in>, Office of Secretary Ports Shipping and Waterways <secyship@nic.in>, Shri Alok Kumar <secy-power@nic.in>, NAGENDRA NATH SINHA <secyrd@nic.in>, Mr Ajay Tirkey <secy-dolr@nic.in>, Ajay Tirkey <tirkeyaj@ias.nic.in>, SECRETARY DST <dstsec@nic.in>, Dr Rajesh S Gokhale <secy@dbt.nic.in>, Director General CSIR <dg@csir.res.in>, Director General CSIR <dgcsir@csir.res.in>, Atul Kumar Tiwari <secy-msde@nic.in>, Anjali Bhawra <secywel@nic.in>, Sh Rajesh Aggarwal <secretaryda-msje@nic.in>, Upma Srivastava <secretary-ncsc@nic.in>, chairman@isro.gov.in, Dr(Mr) G P Samanta <secretary@mospi.gov.in>, Sanjay Singh <secy-steel@nic.in>, Rachna Shah <secy-textiles@nic.in>, Secretary Tourism <sectour@nic.in>, Lakshmi Naryain <secy-tribal@nic.in>, Mr Indevan Pandey <secy.wcd@nic.in>, Sujata Chaturvedi <secy-sports@nic.in>, Secretary Youth Affairs <secy-ya@nic.in>, Sanjay Verma <secywest@mea.gov.in>

**Cc :** SECRETARY MORTH <secy-road@nic.in>, Ruchika <ruchika.govil@nic.in>, ceo-niti@gov.in, mahmood.ahmed JS <mahmood.ahmed@nic.in>, SUDHENDU

D.No 533 Admn.  
24/11/2022

Receipt No- 642528/30/11/2022

JS (GN)/JS (AN)  
Gov. D.DG, ICMR  
RB

Adm  
Please consider  
by 24/11/2022

DDA(A)  
B  
23.11.22

Mr. Shrivastava  
24/11

Receipt No. ~~642528/30/11/2022~~

JYOTI SINHA <sudhenduj.17@gov.in>, Paresh Kumar Goel  
<paresh.goel89@gov.in>, AMIT VERMA <amitverma@ifs.nic.in>, Shashi  
Bhushan <shashibhushan.mol@nic.in>, Harish Sharma  
<harish.sharma22@gov.in>

Sir/Madam,

Please find attached the advisory on Scrapping of Vehicles & creation of infrastructure to implement Vehicle Scrapping Policy.

2. Voluntary Vehicle-Fleet Modernization Program (V-VMP) or 'Vehicle Scrapping Policy' was launched by Hon'ble Prime Minister on 13<sup>th</sup> August 2021. It has been decided at the highest levels that all government vehicles which are older than 15 years with central ministries and departments, public sector undertakings, state governments and state transport undertakings shall be scrapped immediately, through Registered vehicle Scrapping Facilities (RVSFs) only, in order to achieve policy objectives.

3. It is therefore requested to take further necessary action in this regard.

Regards,

Section Officer (Transport)  
Ministry of Road Transport & Highways (MoRTH)  
Tele: 011-23715211.



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— **Advisory on Scrapping.pdf**  
3 MB

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अलका उपाध्याय, आई.ए.एस.  
सचिव

ALKA UPADHYAYA, I.A.S.  
Secretary



सत्यमेव जयते  
आजादी का  
अमृत महोत्सव

सड़क परिवहन और राजमार्ग मंत्रालय  
Ministry of Road Transport & Highways  
भारत सरकार / Government of India

F.No. RT-23013/1/2022-T  
21<sup>st</sup> November 2022

To,  
All Secretaries (Government of India)  
All Chief Secretaries (State Governments & Union Territories)

**Sub.: Advisory on Scrapping of Government Vehicles more than 15 years old & creation of infrastructure to implement Voluntary Vehicle-Fleet Modernization Program or Vehicle Scrapping Policy**

Madam/Sir,

Voluntary Vehicle-Fleet Modernization Program (V-VMP) or 'Vehicle Scrapping Policy' was launched by Hon'ble Prime Minister on 13<sup>th</sup> August 2021. This policy aims to create an eco-system to reduce pollution, improve road, passenger and vehicular safety, improve fuel efficiency, reduce maintenance cost for the vehicle owners, move on towards circularity and have a bigger multiplier effect on economy. Successful implementation of this policy requires establishment of a network of Registered Vehicle Scrapping Facilities (RVSFs) and Automated Testing Stations (ATSS) across the country.

2. It has been decided at the highest levels that all government vehicles which are older than 15 years with central ministries and departments, public sector undertakings, state governments and state transport undertakings shall be scrapped immediately in order to achieve policy objectives. Such vehicles shall be scrapped through a Registered Vehicle Scrapping Facilities (RVSF) only.

3. It is observed that despite the notifications issued by this Ministry for the establishment of Automatic Testing Stations (ATS) and Registered Vehicle Scrapping Facilities (RVSFs), majority of State Governments are yet to take required actions to implement these notifications. The actions in this regard to be taken by the State Governments for implementation of these rules and creating the required infrastructure in terms of ATS and RVSF have been enumerated in Annexure 1.

4. All Chief Secretaries are therefore advised to ensure that all necessary steps as mentioned below and also listed in detail in Annexure 1 may be taken up on priority by concerned authorities in order to establish the required number of ATSS and RVSFs in their respective states to ensure the implementation of this policy. Kindly ensure that necessary directions are issued to all concerned for necessary and early compliance to facilitate the establishment of ATSS and RVSFs in current financial year.

- Announce incentives for vehicle owners (Road-Tax Concessions and waiver of existing liabilities)
- Nominate registering authority for ATS and RVSF application processing
- Expedite application processing and enable ATS and RVSFs to commence operations as soon as possible and in any case, latest by 1st April 2023
- Extend incentives expeditiously to ATS and RVSF investors
- Integrate application processing of ATS and RVSF with National Single Window System (NSWS)

Yours sincerely,

Alka  
(Alka Upadhyaya)



Actions to be taken by State Governments to expedite V-VMP implementation

Successful implementation of Vehicle-Fleet Modernization Program (V-VMP) or 'Vehicle Scrapping Policy' requires establishment of a network of **Registered Vehicle Scrapping Facilities (RVSFs)** and **Automated Testing Stations (ATSs)** across the country.

As per section 56(4) of Motor Vehicles Act 1988 "no certificate of fitness shall be granted to a vehicle after such date as may be notified by the Central Government, unless such vehicle has been tested at an Automated Testing Station". Similarly, MoRTH has notified rules for Recognition, Regulation and Control of Automated Testing Station (vide GSR 652 (E) dated 23<sup>rd</sup> September 2021) and rules for Registration and Functions of Vehicle Scrapping Facility (vide GSR 653 (E) dated 23<sup>rd</sup> September 2021). In addition to this, registration fee of vehicles which are registered against a Certificate of Deposit has also been waived off.

In the aforementioned context, State Governments are advised to take the following actions:

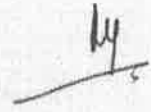
(i) **Implement MV Tax concession for vehicle owners:** State Governments are required to **announce MV Tax concession** in line with MoRTH's notification, vide GSR 720(E) dated 5<sup>th</sup> October 2021 to provide concession in Motor Vehicle Tax of up to 25% for non-transport vehicles and up to 15% for transport vehicles which are registered against a 'Certificate of Deposit'. Concession in MV Tax to the vehicle owner on purchase of new vehicle against a certificate of deposit will incentivize them to scrap their vehicle and would also provide the necessary impetus to the scrapping industry by channelizing the flow of end-of-life vehicles (ELV) to RVSFs.

(ii) **Announce one-time waiver of pending liabilities:** State Governments are encouraged to provide **one-time waiver of pending liabilities on the old vehicles** (e.g., pending taxes, insurance fee, registration fee, etc.), for a period of at least one year, to encourage vehicle owners to scrap old vehicles without creating any financial burden by RTOs.

(iii) **Nominate registering authority for application processing:** State Governments are advised to nominate **registering and appellate authority** for ATS and RVSF as notified by MoRTH, vide GSR 652(E) and 653(E) (dated 23<sup>rd</sup> September 2021), GSR 797 (E) (dated 31<sup>st</sup> October 2022) and GSR 695(E) (dated 13<sup>th</sup> September 2022). As per these notifications, the State Government must nominate an officer, who is not below the rank of Transport Commissioner, as the registering authority for ATS and RVSF.

(iv) **Expedite application processing and enable ATS and RVSFs to begin operations by 1<sup>st</sup> April 2023:** MoRTH, vide GSR 272 (E) dated 5<sup>th</sup> April 2022, has mandated automated fitness testing for heavy commercial vehicles from 1<sup>st</sup> April 2023 and for medium and light commercial vehicles from 1<sup>st</sup> June 2024. After these dates, **only ATSs would be authorized to issue fitness certificates** to these categories of vehicles. State Governments which are planning to set up ATS through PPP are required to plan **the release and award of RFP / EOI so that the facilities are operational by 1<sup>st</sup> April 2023.**

Several applications have been submitted by the investors to State/ UT Government through NSWS or offline. However, no action has been taken on such applications. It is highlighted that as per rule (6), subrule (6) of GSR 653 (E), if an application for grant of registration certificate to set up RVSF is not processed within 60 days then it shall be considered deemed approved. State Governments are therefore requested to **process all ATS and RVSF applications in a time-bound manner.**



(v) **Extend incentives to investors:** State Governments are advised to **provide incentives to private investors by extending their existing industrial policy to the scrapping industry.** This would encourage informal sector and MSMEs to participate in the implementation of this policy and attract investment from the private sector.

(vi) **Integration with NSWS for application processing:** MoRTH has been engaging with States to onboard them on National Single Window System (NSWS) for transparent and time-bound processing of ATS and RVSF applications, as envisaged in the policy. State Governments are required to **provide list of approvals necessary for setting up ATS and RVSF, details of registering authority & admin user and bank account for depositing application fees.** State Governments are also required to **provide approval to make the state live on NSWS** upon completion of integration.

State Governments are advised to process all applications through NSWS and **share details of the applications which have been approved offline** so that their digitization can be completed.

(vii) **Register existing Inspection & Certification centers as ATS:** MoRTH, under central-sector scheme, has sanctioned model inspection & certification (I&C) centers in 27 states -- some of which are currently operational. The testing capabilities of these I&C centers is similar to that of an ATS as envisaged in the rules. As per the amendment to ATS rules (notified vide GSR 797 (E) dated 31<sup>st</sup> October 2022), **all government bodies have been exempted from application fee, bank guarantee and financial eligibility criterion** for setting up ATS. State Governments are therefore required to register these I&C centers as ATS on NSWS after ensuring compliance with GSR 652 (E).

(viii) **Scrapping of government vehicles at RVSF:** MoRTH, vide draft notification GSR 177 (E) dated 12<sup>th</sup> March 2021, had prohibited renewal of registration of Government vehicles which are older than 15 years. This notification is in the process of finalization. State Government should **identify government vehicles which are older than 15 years** and therefore are eligible for scrapping. **These vehicles should be scrapped at RVSFs only.** Provision should be made in department budgets to replace these vehicles.

(ix) **Streamline process for collecting original documents of scrapped vehicles:** As per rule 7 of GSR 695 (E), RVSF operator will have to send original copy of defaced registration certificate along with Certificate of Vehicle Scrapping to Regional Transport Office (RTO) for cancellation of vehicle registration once the vehicle has been scrapped in a RVSF. State Governments are advised to **give immediate directions to Regional Transport Offices (RTO) so that they can update their records** upon receipt of defaced registration certificate as per RVSF rules.

(x) **Update records of vehicles which are not present on Vahan:** In order to book a test slot or submit an application for scrapping, vehicle registration details are required on Vahan. As per CMVR, vehicle owners will have to get **vehicle records updated on Vahan through RTO** before getting their vehicles tested or scrapped. State Governments are advised to **use backlog entry feature of Vahan** for updating the records and ensure **RTOs process these requests in a time-bound manner.**

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