



भारतीय आयुर्विज्ञान अनुसंधान परिषद
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार
कल्याण मंत्रालय, भारत सरकार
Indian Council of Medical Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

File No.: 16/19/2026-Admn/291222

Dated:08/2026

OFFICE ORDER

Subject: Instruction for use of staff car – reg.

In accordance with the instructions contained in the Government of India, Ministry of Finance, Department of Expenditure O.M. No. 18(23)/E-Coord/2021 dated 1st September 2022 regarding the use of Staff Cars in Central Government Offices, the entitlement for availing the Staff Car facility shall be as under:

1. Officers of the rank equivalent to Joint Secretary to the Government of India and above, as applicable to ICMR, shall be entitled to avail the Staff Car facility.
2. Heads of ICMR Institutes/Centres/Departments, where the post carries Senior Administrative Grade (SAG) and above, shall also be entitled to avail the Staff Car facility.
3. The Staff Car facility shall be subject to the condition that the admissible Transport Allowance shall not be admissible to an officer during the period in which the Staff Car facility is availed.
4. The use of Staff Car for official journeys outside headquarters shall be subject to approval of the Competent Authority.
5. An entitled officer may also be allowed to avail the Staff Car facility during training for journeys from residence to the Training Institute/place, subject to the conditions prescribed in the Government instructions.
6. The use of Staff Cars shall be regulated by the prescribed instructions and the Controlling Officer shall ensure proper use, maintenance, and maintenance of the Log Book and other prescribed records.
7. For the use of official car for official duty during office hours, a separate SOP is being circulated.

This Office Order is issued with the approval of the Competent Authority.

Digitally signed by
Jaibir Singh
Date: 24-08-2026
11:34:16
(Jaibir Singh)
Assistant Director General (Admn)

All the Concerned

Copy to:-

1. PS to DG/Addl. DGs/Sr. DDG(A)/Sr. FA, ICMR Hqrs., New Delhi.
2. Heads of all Divisions, ICMRHqrs.
3. DDG(A)/ADGs/ AO (Admn.), ICMR Hqrs., New Delhi.
4. DDO/Bill Section
5. AO- Logistics
6. Dr. M.S. Chalga, Scientist -E with request to upload the same on the ICMR website.