

**MOST IMMEDIATE**

**F.No. 44011/4(s)/2007-Estt.(B)  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
(Estt. (B) Section)  
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North Block, New Delhi  
Dated the 16<sup>th</sup> April, 2015


**Office Memorandum**

**Subject:** Utilisation of the facilities of Central Public Sector Enterprises (CPSEs)-  
Instructions regarding.

The undersigned is directed to refer to this Department's OM of even number dated 22<sup>nd</sup> February, 2010 (copy enclosed) wherein Ministries/Departments were instructed to discontinue the utilization of the infrastructure of any Central Public Sector Enterprises (CPSEs) by the officers/staff in the Government Departments. The Ministries/Departments are directed to issue instructions to all concerned for not utilizing the infrastructure of any CPSEs by the officers/staff in the Government Departments and that any such use shall attract suitable action against them. If, for any exceptional circumstances, any officer, for a bonafide purpose related with official duties connected with the CPSE entrusted to him, is required to utilize the facility from a CPSE, the Secretary in the Ministry/Department will authorize such usage for specific period after careful assessment of the situation. The above guidelines shall also to be applicable to use of facilities from autonomous organizations under the Government.

2. These instruction may be strictly complied by all the Ministries/Departments.

**Encl:- As above**

  
(Prem Chand)

Under Secretary to the Govt. of India  
Ph. 23092112

To

The Secretaries of all the Ministries/Departments of the Govt. of India

Copy to:-

- (i) The Cabinet Secretariat w.r.t. their ID No. 501/1/2/2014-CA-V dated 19.03.2015
- (ii) D/o Public Enterprises, Block No. 14, CGO Complex, New Delhi
- (iii) AVD. I Section, DoPT, North Block, New Delhi.
- (iv) The Central Vigilance Commission, Sarkar Bhawan, GPO Complex, INA, New Delhi-110023.
- ✓ (v) Technical Director, NIC, DOP&T for uploading the OM under the heading – 'what is new' of this Department's website (location OMs & Orders – Establishment – Personal Matter & Miscellaneous – Misc.)

**MOST IMMEDIATE**

No.44011/4(s)/2007-Estt.(B)

Government of India

Ministry of Personnel, Public Grievances & Pensions

Department of Personnel & Training

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New Delhi, dated the 22<sup>nd</sup> February, 2010

**OFFICE MEMORANDUM**

Subject : Utilisation of the facilities of Central Public Sector Enterprises (CPSEs)  
- Instructions regarding.

The undersigned is directed to say that the utilization of facilities from Central Public Sector Enterprises by officials of Ministries/Departments administering the respective CPSEs has been under the review of the Government. The issue was considered by the Committee of Secretaries and thereafter by a smaller group of Secretaries consisting of Secretary(DOP&T), Secretary (Expenditure) and Secretary, Department of Public Enterprises. Comments and views of various Ministries were obtained.

2. It is noted that the Government has already liberalized procurement of computers for official purpose and laptops can be given to Deputy Secretary and above levels on functional requirement basis. Reimbursement of telephone charges has been fixed at a liberal scale. Purchase of new vehicles on functional requirement is being permitted and instructions also exist for hiring of private vehicles to augment the Government fleet to meet functional requirements. Facilities like fax, AC etc. to individual officers are provided by the concerned Ministries as per requirements. The ceiling on consumption of diesel/petrol in staff car has been fixed at a reasonable level. Therefore, the existing instructions already cater to the issue of providing requisite facilities to officers based on the requirements of modernising Government offices.

3. On the findings of the above Committee, the Government has decided that there is no need to access any infrastructure facilities of the CPSEs by the officials of the Central Government. The Ministries/Departments are accordingly requested to issue suitable instructions to all concerned for not utilising the infrastructure of any CPSEs by the officers/staff in the Government Departments and that any such use shall attract suitable action against them. Any manpower/other facilities from CPSEs already being availed by the Ministries/Departments will be returned by the concerned Ministries at the earliest and definitely before 31<sup>st</sup> March 2010. If, for any exceptional circumstances, any officer, for a bonafide purpose related with official duties connected with the CPSE entrusted to him, has to utilise the facility from a CPSE, the Secretary in the Ministry/Department will have to authorise such usage for specific period after careful assessment of the situation.

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4. It is clarified that the above guidelines shall also be applicable to use of facilities from autonomous organizations under the Government.



( C.A. Subramanian )

Director (E-II)

To

The Secretaries of all the Ministries/Departments of the Government of India.

Copy to :

- (i) The Cabinet Secretariat w.r.t. their ID No.252/2/1/2008-CA.III dated 5.2.2010.
- (ii) D/o Public Enterprises.
- (iii) AVD. I Section, DOPT w.r.t. its file No.104/71/2006-AVD.I.
- (iv) The Central Vigilance Commission.