

Particulars of accident to official vehicles in Indian Missions/Posts abroad

1 Name of Mission/Post :

2 Registration No. & make/model of the vehicle :

3 Exact purpose for which the vehicle was being used
at the time the accident occurred :

4 Date, time and place of accident :

5 Date of Purchase of vehicle and Kms. Done at the
time of accident :

6 Car sanction No. & date :

7 Speed of vehicle at the time of accident :

8 Whether the brakes were in order :

9 Was the vehicle on the correct driving side of the
road :

10 Was the vehicle on the main road :

11 Name of driver :

12 Was he in possession of valid licence to drive the
car :

13 Was he in your opinion to blame for the accident :

14 Describe in detail how the accident occurred ? (If
you consider other parties to blame, give reasons) –
please give rough plan illustrating scene of
accident :

15 State the exact extent of the damage sustained by
the Government vehicle and the estimated cost of
repairs along with copies of quotations :

16 Were any persons injured or property (other than
the official vehicle) damaged ? :

17 Has any claim been made upon you ? :

18 Whether the case was reported to local police ? If
so, attach copy of police report clearly indicating as
to who was at fault (with a copy of the report's
translation in English) :

19 Was the car insured ? If so, whether any third party
risk was covered or was the insurance
comprehensive ? :

20 Action taken by you till the time of reporting the
accident to the Ministry of External Affairs :

21 Your recommendations on various aspects of the
case :

22 Statement of driver and any other official sitting in
the car at the time of the accident :

Date :

Seal & Signature of Head of Chancery