

**Q/SE-SM/8730/6/02**  
**Ministry of External Affairs**  
**SE-SM Section**

**Proforma**

**Subject: Replacement of Official Cars in Missions Abroad**

1. Name of Mission :
2. Sanctioned no. of vehicles with the Mission :
3. Car proposed to be replaced along with Regn. No. :
4. Make, model and date of purchase of the car proposed to be replaced :
5. No. of kilometers covered till date :
6. Condition of present car :
7. Can existing car be disposed off as per Car Code :
8. Model of the proposed car :
9. Reasons for choice of model if not as per Car Code :
10. Price of approved model with standard accessories as per Car Code if imported from Germany (in 1.Rs.) (Pls. Attach quotations from/through Embassy of India. Berlin for the Prescribed MB model) :
11. Price of approved model with standard accessories as per Car Code if purchased locally (in 1.Rs.) (Pls. attach quotations obtained) :
12. Price of Car proposed to be purchased (in 1.Rs.) :
13. Whether provision has been made in the Budget Estimate of the Financial Year in which payment shall be made: :