

PROFORMA

Proposal for an additional vehicle in a Mission/Post abroad

- 1 Name of Mission/Post
- 2 Number of existing vehicles with their makes/models, year of manufacture and deployment
- 3 Number of Wings in the Mission/Post
- 4 Strength of India-based staff (level-wise) e.g. HOM, DCM, Ministers, Counsellors etc.
- 5 Nature of work in the Mission requiring use of official vehicles
- 6 Annual number of delegations, VIPs visiting the country of accreditation during past two years (Detailed list with dates to be attached)
- 7 Availability of public transport in the country of accreditation
- 8 Expenditure incurred on taxis during last two years
- 9 O.T.A. paid to chauffeur (s) during last two years
- 10 Whether a post of Chauffeur will be required for the additional car if sanctioned, and if so, the estimated expenditure on creation of post etc.
- 11 Make/model of the vehicle proposed to be purchased by the Mission for members of staff and their school going children
- 12 If so, the number of members of staff and children availing of the facility
- 13 Whether Mission's demand for additional vehicle is only on account of the need for providing official transport to members of staff and their school-going children
- 14 Whether necessary funds approved at the Budget Estimates (BE) stage for the purchase of additional vehicle are available (This is a critical pre-requisite for consideration of the proposal)
- 15 (i) Last FSI's visit (Month & Year)
 - (ii) Whether proposal was made for an additional vehicle
 - (iii) If so, copy of decision of FSIs to be attached
- 16 Any other justification in support of the proposal

Date :

Seal and Signature of Head of Chancery