

APPENDIX I

PROFORMA FOR CLAIMING TRANSPORTATION CHARGES OF PERSONAL CARS

(A) General

1. Name and designation :
2. Date of joining the Mission/Post :
3. Last place of posting :
4. Date on which order placed for import/purchase and amount of part payment made with date of part payment :
5. Whether car has been imported (give details of exporter) or purchased locally from a dealer/private owner :
6. Make, model and volume of car: (also please indicate length of car separately) :
7. Whether permission for sale of old car (if any) taken from the Ministry :
8. Whether car imported as boxed or unboxed :
9. Please attach copy of intimation of purchase to the Ministry :

(B) Officer's claim

1. Freight and transit insurance from place of Manufacture to the port nearest to the station of posting of the officer (copy of Bill of lading/ Manufacturer's Dealer's invoice may be attached) Handling/Agency charges at the port (if any) (Receipts/invoice to be attached) :
2. Transportation charges from the nearest port to the place of posting as per details below :
 - (a) Transportation charges by rail (Receipt to be attached)

OR

- (b) Transportation by truck: - Charges incurred (Receipt to be attached). If port and place of posting connected by rail please indicate rail charges payable if car were transported by rail. If place is not connected by rail please indicate if car was transported by manufacturer's agents or agents appointed by the officer;

OR

- (c) Car transported under its own propulsion: If car transported under its own propulsion please indicate distance between port in country of posting and the place of posting

Note:- If the car has not been transported by sea details only in the relevant column may please be filled in. In that case the word "Port" may please be substituted by the word "place of manufacture/purchase".

3. Other incidental and Compulsory charges. (Please indicate each charge separately and attach receipt. Receipts in local languages may please be accompanied by English translation) :

(C) Processing in the Mission

1. Provide one or two estimates from recognized dealers of expenditure on transportation of similar car from the last place of posting to the present station of posting or vice versa. :
2. In case of purchase of cars through local dealers, Mission may obtain and forward with the claim an estimate of transportation charges from the Indian Mission in the country of manufacture. :
3. Examine the claim as per rules and provide complete details/information/documents so that claim could be processed in the Ministry immediately :
4. If order for import/purchase of car has been made after six months of officer's taking over charge in the Mission, justification in support of relaxation of rules may be provided :

Note:- In case of Officers transferred from Headquarters to Missions in Afghanistan, Bangladesh, Bhutan, Myanmar, Iran, Maldives, Nepal, Pakistan and Sri Lanka estimates of transportation from Headquarters to the place of posting are not required.