

PROFORMA

Replacement of official vehicles in Missions/Posts abroad

- 1 Name of Mission/Post :
- 2 Sanctioned number of vehicles with the Mission :
- 3 Vehicle proposed to be replaced, its registration number etc.:
- 4 Make/model, seating capacity and date of purchase of the vehicle proposed to be replaced :
- 5 Kilometres covered till date :
- 6 Present condition of the vehicle :
- 7 Year-wise expenditure on repair and maintenance of the vehicle during the last three years :
- 8 Can the vehicle proposed to be replaced disposed off as per Car Code :
- 9 Make/model, seating capacity of the vehicle proposed to be purchased :
- 10 Reasons for choice of make/model if not as per Car Code :
- 11 Price in Indian Rupees of approved model with standard accessories as per Car Code if imported from Germany (Attach quotations from/through Embassy of India, Berlin for the prescribed MB model)
- 12 Price of approved model (in Indian Rupees) as per Car Code if purchased locally (Attach quotation obtained alongwith English translation if required)
- 13 Price of the vehicle proposed to be purchased (in Indian Rupees) :
- 14 Present price of the vehicle proposed to be replaced
- 15 Whether necessary funds are available in the approved Budget Estimates of the financial year in which payment shall be made. (Note that budgetary allocations asked for at Revised Estimates stage are not be acceptable for the purpose) :

Date :

Seal and Signature of Head of Chancery