

**Approval of the Department of National Budget for Procurement of Vehicles**

1. Name of the Ministry / Department / Public Institute .....

2. Type of Vehicle/s requested

Category	Number of Vehicles	Method of Procurement (Outright purchasing/ Financial Leasing/ Operational Leasing)	Purpose of purchasing (assigned/ pool )	If assigned, pl. specify (Minister, State Minister, Deputy Minister, Officer category, etc. )	In case of replacement, details of the existing vehicle	
					Year of manufacture	Registration number
Sport Utility Vehicle (SUV)						
Motor Car						
Double Cab						
Van						
Other(pl. specify)						

3. Reason/s for the requirement of vehicle/s .....

4. Source of funding (if provisions are available, indicate the vote particulars)

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5. Details of existing vehicles in the Ministry/Department/Public Institution

Vehicle Type	Number of Vehicles			Availability of Rented/hired Vehicles
	Age less than 05 years	Age 05-10 years	Age more than 10 years	
Sport Utility Vehicle (SUV)				
Motor Car				
Double Cab				
Van				
Other(pl. specify)				

6. Contact information and recommendation

6.1. Contact Officer's name and telephone No. ....

6.2. Recommendation .....

.....

Head of the Department/Institution

Date.....

6.3 Having reviewed at the committee, the following vehicles are recommended

Types of vehicle	No. of vehicles	Method of Procurement (Outright/Financial Leasing/Operational Leasing)	Purpose of purchasing (assigned/ pool )	If assigned, pl. specify (Minister, State Minister, Deputy Minister, Officer category, etc. )
Sport Utility Vehicle (SUV)				
Motor Car				
Double Cab				
Van				
Other(pl. specify)				

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 Secretary to the Ministry/Chief Secretary  
 Date .....

6.4. Recommendation of the Comptroller General

Director General,  
 Department of National Budget

The following vehicles are recommended

Category of the vehicle	No. of vehicles	Method of purchasing	Recommended/ Not Recommended
Sport Utility Vehicle (SUV)			
Motor Car			
Double Cab			
Van			
Other(pl. specify)			

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 Comptroller General  
 Department of Comptroller General  
 Date .....