

**Scheme of Issuing Motor Vehicle Permits on Concessionary Terms****Check List to be fulfilled to Receive Permits to Import Motor Vehicles on Concessionary Terms under Trade and Investment Policy Circular No. 01/2018 & 01/2018 (I)**

Application Number and Date :-  
 Name of the Applicant :-  
 Ministry/ Institute :-  
 Designation :-

Yes/ Have /No/ Irrelevant

- |  |       |
|--|-------|
| 01. Whether application is duly completed  | ..... |
| 02. Whether the Signature of the applicant and the date is accurately placed in the application  | ..... |
| 03. Whether the Part "F" of the application is duly completed and signature and official stamp of the Head of Institute, and the date is correctly placed  | ..... |
| 04. If obtained a motor vehicle previously under concessionary terms, whether a certified copy of its Letter of Credit/ a copy of its registration certificate / a certified copy of receipt of the payment made of the locally assembled vehicle is attached  | ..... |
| 05. Whether an officer of senior level of the academic staff   | ..... |
| 06. Whether an executive grade officer of senior level of the non-academic staff   | ..... |
| 07. If officer has served in several posts which are entitleed for motor vehicle permits on concessionary terms, whether copies of service confirmation letters/ letters of confirmation are attached  | ..... |
| 08. Whether a certified copy of the letter issued by the Department of Management Services granting approval for the relevant post/ posts of the officer is submitted to confirm the particulars mentioned in 3 of Part "F" of the application/ whether Scheme of Recruitment for the post is approved/ whether recruitment to the post is done in conformity with the Scheme of Recruitment | ..... |
| 09. Salary Code relevant to the post is denoted  | ..... |
| 10. Whether the certified copies of the letter of appointment , letter of assuming duties and letter of confirmation are attached  | ..... |
| 11. Whether a copy of the NIC is attached  | ..... |
| 12. When obtaining a new permit for the misplaced one, copies of the complaint made at police, and letter for permit cancellation ...  | ..... |
| 13. If appointed in university service / SLIATE after getting release from another ministry, a copy of the release letter, and the relevant appointment letter   | ..... |
| 14. If obtained a vehicle under whatever scheme of motor vehicle permits on concessionary terms, affidavit submitted by the applicant confirming that a period of 05 years have passed from the date of registration.  | ..... |
| 15. Whether an active service period has completed as prescribed.  | ..... |
| 16. Whether not an officer who has been released on no-pay leave.  | ..... |
| 17. Whether not an officer who is appointed to an eligible post in contract basis after the retirement from public service.  | ..... |

I have examined personal file of the officer named above and do certify that the information furnished by him/ her are accurate.

.....  
 Secretary / Director / Registrar

.....  
 Official Stamp

.....  
 Date

..... Commission/ University / Institute