

An Application for Obtaining A Motor Vehicle Permit on Concessionary Terms under the Trade and Investment Policy Circular No. 01/2016.

PART "A"

FOR OFFICE USE ONLY (as per the ANNEX I)

Application No

Application No input box

(Please read the Circular carefully before completion of the application)

PART 'B' - PERSONAL INFORMATION OF THE OFFICER

1. Name (only in English block capitals) please keep a blank cage to separate words and initials

1.1 Name with initials :

Grid for Name with initials

1.2 Name in full:

Grid for Name in full

2. National Identity Card Number:

National Identity Card Number input box

3. Private Address:

Grid for Private Address

4. Private Telephone Numbers:

Table for Fixed Telephone No and Mobile Telephone No

5. Details of previous Motor Vehicle permits obtained under concessionary Schemes :

Table with columns: Date, Month, Year, Date of Registration

PART 'C' - INFORMATION OF THE POST AND SERVICE PLACES OF THE OFFICER

6. Post and Service Place :

6.1 Present Post (only in English block capitals)

6.2 Date appointed to the present Post : Date:Month:..... Year:.....

6.3 Grade and Class of the present Post:

6.4 Salary Code relevant to the present Post:

6.5 Present service place:

6.6 Address of the present service place:

6.7 Telephone Number and Fax number:

Telephone										Fax									

6.8 Ministry/ Provincial Council which belongs the present service place (only in English block capitals)

6.9 Date of appointment to the eligible post under this Circular: Date:..... Month:Year:.....

6.10 Whether confirmed in this post? :

6.11 If confirmed, date of confirmation: Date :Month: Year:.....

6.12 Details of the service periods (initiate with the present post)

Post and the work place	From			To			Total Period		
	Date	Month	Year	Date	Month	Year	Date	Month	Year
Total									

6.13 Details of no pay leave:

Post and the work place	From			To			Total Period		
	Month	Year	Date	Month	Year	Date	Month	Year	Year
Total									

PART ' D' - Details of the Spouse/ Nominee

7. Details of the Spouse / Nominee

7.1 Full name of the Spouse:

7.2 NIC Number of the Spouse :

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7.3 If unmarried, full name of the Nominee:

7.4 NIC Number of the Nominee :

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PART ' E ' - DECLARATION OF THE APPLICANT

I do hereby certify that the information furnished by me in this application is true and accurate to the best of my knowledge. I know that my application will be rejected in case of revealing the information provided by me is not satisfactory and also know that I am liable to penalty for submission of false information according to the rules and regulations prevailed at the time. Further, I agreed that the relevant concessions will be recovered from me and liable to any penalty under the prevailing terms and conditions if information furnished by me are found to be false, before or after importation/purchasing of the vehicle.

.....
Date

.....
Signature of the Applicant

I certify that the above information mentioned in the application are true and accurate.

.....
Signature of Deputy Registrar/
The Officer in charge of Personal File
Name:-
Designation:-
NIC Number:-

PART ' F ' - RECOMMENDATION OF THE HEAD OF THE DEPARTMENT

My No. (1)

Secretary,

(2)

I examined the application and relevant documents furnished by Rev/ Mr/Mrs/Ms (3) serving in the post of (4) at the (5) on (6) to the(7) under the Trade and Investment Policy Circular No. 01/2016.

Accordingly I certify that the officer has duly completed the application and furnished all the relevant documents. Also certify that this officer has been confirmed at an eligible post under the above Circular. As per the furnished information, this officer is eligible for the motor vehicle permit under the (08) category/ categories of the Trade and Investment Policy Circular No. 01/2016. I therefore recommend the issuance of motor vehicle permit for the above Rev/Mr/Mrs/Ms(03) under the aforesaid Circular.

.....

Date

.....

Signature of the Head of the Department/Institution
and Rubber Stamp

Information relevant to the above Numbers are as follows:

(1)File Number of the institution where the officer is serving, (2) Institution/ Commission/ Provincial Council/ Line Ministry/ of the applicant, (3) Name of the applicant, (4)present designation of the applicant, (5)Present service place of the applicant (6) Date in the application (7) Intuition of the certifying officer (8)Eligible category or categories under the Section 01 of the Circular

PART "G "

Approval of the Secretary

My No.

Approval is granted/ not granted to the above application.

.....

Date

.....

Signature of the Secretary and the Rubber Stamp

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. 01/2016**

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

Yes/ Have /No/ Irrelevant

1. Whether application is duly completed
2. Whether the Signature of the applicant and the date is accurately placed in the application
3. Whether the Part "E" of the application is duly completed and signature and official stamp of the Head of Institute and the date is correctly placed
4. If obtained a motor vehicle previously under concessionary terms, its registration certificate
5. Whether an officer of senior level of the academic staff
6. Whether an executive grade officer of senior level of the non-academic staff
7. Salary Code relevant to the post is denoted
8. Whether the certified copies of the letter of appointment and letter of confirmation are attached
9. Whether a copy of the NIC is attached
10. Recommendation of the Ven. Vice Chancellor/ Head of Institute/ Vice Chancellor / Chairman-UGC
11. When obtaining a new permit for the misplaced one, copies of the complaint made at police, and letter for permit cancellation
12. If appointed in university service / SLIATE after getting release from another ministry, a copy of the release letter, and the relevant appointment letter
13. Affidavit submitted by the applicant confirming that vehicles have not been purchased twice or more occasions under a scheme of issuing motor vehicle permits on concessionary terms
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 10 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.
18. Whether not appointed to the eligible post on personal or supernumerary basis.
19. Not an officer regarding whom a preliminary investigation or formal disciplinary inquiry has been commenced and not yet being finalized.
20. Whether not holding more than one eligible posts to obtain motor vehicle permits on concessionary basis.

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**