

Government of West Bengal,
Department of Health and Family Welfare

PROFORMA APPLICATION FOR SEEKING PERMISSION FOR PURCHASE OF VEHICLE

Sl No	Items	Particulars
1	Name (In Block Letters)	
2	Designation	
3	Employee ID	
4	Office to which attached (Full office Address & PIN Code) & Contact Number	
5	Present Scale of Pay/ Level of Pay in Pay Matrix	
6	Present Basic Pay	Rs.
7	Date of Birth (DD-MM-YYYY)	
8	Date of Joining in the service (PSC/Adhoc) (DD-MM-YYYY)	
9	If Adhoc, then date of Regularisation (DD-MM-YYYY)	
10	Whether Confirmed or not {If yes , then date of confirmation (DD-MM-YYYY) with G.O. No.}	
11	Brief Description of the Vehicle for which permission for purchase sought	
(a)	Nature of Vehicle	
(b)	Name of Manufacturing Company of the Vehicle	
(c)	Model name of the Vehicle	
(d)	Total Value of Vehicle	
(e)	Name and Address of the Authorised Dealer	
(f)	Whether the Govt. Officer has any official Buisness with the Dealer	
12	Source of Finance for purchase of the Vehicle for which permission for purchase sought	
(a)	From Salary Saving	
(b)	From GPF/PPF	
(c)	From Bank Loan/ Financial Investiment	
(d)	Loan from Relatives	
(e)	Other Sources (If any, specify)	
13	Purpose of purchasing the vehicle	
14	Whether Assets Declaration for Last 03 (Three) years has been submitted (If yes, Photocopy of receipt of submission of the same to be attached)	

Full Signature of Applicant with date

15	View of the Head of the Office (HOO) regarding application	
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Certified that above information have been verified from Service Book and office record of the incumbent concerned and found correct

Signature of the Head of the Office (HOO) with seal