



No. FD.SO(GOODS)44-4/2011  
GOVERNMENT OF THE PUNJAB  
FINANCE DEPARTMENT

Dated Lahore, the December 12, 2012.

To,

1. The Chairman, Planning & Development Board.
2. The Senior Member, Board of Revenue, Punjab.
3. The Additional Chief Secretary, S&GA Department.
4. The Secretary to Chief Minister, Punjab.
5. The Provincial Police Officer, Punjab.
6. All Administrative Secretaries to Government of the Punjab
7. All Heads of Attached Departments in the Punjab
8. All Divisional Commissioners in the Punjab
9. All District Coordination Officers in the Punjab
10. The Registrar, Lahore High Court, Lahore
11. All District & Session Judges in the Punjab.
12. The Secretary to Governor, Punjab Lahore
13. The Military Secretary to Governor, Punjab Lahore
14. The Secretary, Punjab Public Service Commission, Lahore
15. The Secretary to Provincial Assembly, Punjab Lahore
16. The Chief Pilot, VIP Flight, Lahore
17. The Provincial Director, Local Fund Audit, Punjab, Lahore
18. All Heads of Autonomous Bodies / Corporations in the Punjab

Subject:- **AUSTERITY/ECONOMY MEASURES FOR PURCHASE / REPLACEMENT OF VEHICLES**

Sir,

I am directed to refer to this department's circular letter of even number dated 28.08.2012, whereby, a Committee was constituted to examine and decide the demands for refurbishment / interior decoration of offices, purchase of durable goods / machinery (including I.T. equipments) and furniture & fixture by the Administrative Departments and their attached offices/organizations, Autonomous Bodies / Corporations in line with the austerity drive to curtail current / development expenditure of the Provincial Government.

2. The departments accordingly send their proposals for placement before the above said committee for considerations and recommendations. It is observed that the departments while submitting their proposals for purchase / replacement of vehicles do not provide detailed justification entailing the information regarding entitlement of the officers, vehicles provided to the entitled officers and vehicles available in the pool / project(s) so as to ascertain the need of required vehicles.



3. In view of above, I am therefore, directed to request that the departments while submitting proposals for purchase of vehicles may provide the following information;

**(A) VEHICLES PROVIDED TO THE ENTITLED OFFICER(S);**

Sr. No.	Name of Officer(s)	Designation	BS	Entitled Capacity of Vehicle	Vehicle provided to the Officer indicating capacity	Remarks / Condition of Vehicle.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

**(B) VEHICLES AVAILABLE IN THE POOL / PROJECT(S):**

Sr. No.	Name of Vehicle(s)	Model	Capacity	Mileage Covered	Purpose of Vehicle	Remarks / Condition of Vehicle.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

**(C) REQUIRED VEHICLE(S):**

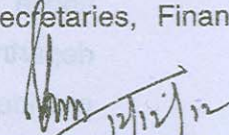
Sr. No.	Name of Vehicle with Capacity	Purpose	Justification	Estimates	Availability of Funds / Source of Funds
(1)	(2)	(3)	(4)	(5)	(6)

4. The departments are requested to attach certificate of condemnation by the Motor Vehicle Examiner in case of the vehicle(s) required to be replaced on account of bad condition / un-economical use.

  
SECTION OFFICER (GOODS)  
FINANCE DEPARTMENT

**NO. & DATE EVEN**

A copy is forwarded for information to All Additional Secretaries, Finance Department.

  
SECTION OFFICER (GOODS)  
FINANCE DEPARTMENT