



THE ADMINISTRATION OF THE UNION TERRITORY OF LADAKH  
FINANCE DEPARTMENT, Civil Secretariat, UT, Ladakh  
Phone No: - 01982-255819 Email: [adsecyf@gmail.com](mailto:adsecyf@gmail.com)

**CIRCULAR**

**Subject: - Advisory for Purchase of Motor Vehicle.**

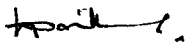
All Administrative Departments are advised that while submitting file to obtain in-principle approval from Finance Department for purchase of Motor Vehicle a checklist in a standard format (format enclosed) should also need to be submit.

**Sd/-**  
**Advisor & Secretary,**  
**Finance Department,**  
**UT, Ladakh.**

No: - A/378/2021-BUDJET SECTION (FINANCE)/ 289-294 Dated: -14/ 07-2022.

Copy to the:-

1. All Administrative Secretaries, UT Ladakh for information and necessary circulation to their respective line Departments.
2. Director Accounts and Treasuries, UT Ladakh for information.
3. Deputy Commissioner/CEO LAHDCs, Leh & Kargil.
4. OSD to Hon'ble Lt. Governor, UT Ladakh for information of Hon'ble Lt Governor.
5. Private Secretary to Advisor to Hon'ble Lt. Governor, UT Ladakh.
6. Incharge Website NIC Ladakh for uploading the same on official website [www.ladakh.nic.in](http://www.ladakh.nic.in).

  
(D.C RajathKumar), IDAS, 14/7  
Additional Secretary, Finance,  
UT, Ladakh.

Checklist for seeking in-principle approval from Finance Department for purchase of Motor Vehicle.

|   |         |
|---|---------|
| Major Head Proposed and Fund Availability for the FY.   |         |
| As per Approved Action Plan   | Yes/ No |
| Functional Vehicle/ Staff Vehicle along with justification.   |         |
| How the requirement was managed till date.  |         |
| Type of vehicle proposed along with justification.  |         |
| Whether vehicle proposed is against Condemnation (as per prescribed guidelines).  |         |
| Proposed Model/variant along with justification (Financial Prudence to be exercised).   |         |
| Purpose for which the vehicle to be utilized and reason for non-utilizing the existing vehicle(s).  |         |
| Whether the vehicle proposed is as per sanctioned strength of drivers. If not, how the driver requirement would be met and necessary funds thereof. |         |
| If the requirement is for staff vehicle, then justifications in accordance pay level and entitlement as per Gol.                                    |         |
| Certify that the similar requirement is not covered under in any other approved plan (District capex/ State plan/ SDP).                             |         |

Verified & certified by Administrative Secretary/ Deputy Commissioner/CEO LAHDCs, Leh/Kargil as the case may be.