

**Application for Monthly Car Allowance In lieu of Duty-Free Car/Deferred Renewal**  
**In line with paragraph 16.2.16 (a) of PRB Report 2021**

To: Supervising Officer of .....  
(Ministries/Departments/Parastatal and Statutory Organisation)

**Part A (to be filled by the officer)**

1. I, (Mr/Mrs/Miss)\* .....  
(full Name in block letters)  
Maiden Name (where applicable):.....  
holding the post of .....  
at the .....  
(state name of Ministry/Department/Organisation)  
and drawing a monthly basic salary of Rs ....., am eligible to purchase a motor car of up to four (4) years old with 70%/100%\* duty remission.
2. I have opted for the revised salaries and terms and conditions of service recommended in the PRB Report 2021
3. (a)\* I have never benefited from duty remission on the purchase of a motor car.  
(b)\* I last benefited duty remission on the purchase of a car of ..... cc on .....  
(date).
4. I am aware that I would be allowed:
  - (i) to take advantage of duty remission only after a period of six months as from the date I am exercising the option for the car allowance as per recommendation at paragraph 16.2.16(b) of PRB Report 2021; and
  - (ii) to opt for deferred renewal with duty exemption on cars of higher engine capacity as per recommendation made at paragraph 16.2.15 of PRB Report 2021.
5. I hereby opt for:
  - (i) \*the monthly car allowance of Rs ..... in line with recommendation made at paragraph ..... of PRB Report 2021.
  - or**
  - (ii) \*deferred renewal in line with paragraph.....of PRB Report 2021 for a period of ..... years up to .....cc at the rate of .....% of Duty exemption.
6. I understand that if I have to perform field duties, I will have to make my own arrangements for travelling.

Date: .....

Signature: .....

\* Delete as appropriate

**Part B (to be filled by Human Resource Section)**

I certify that (Mr/Mrs/Miss) \* .....

- (i) has opted for the revised salaries and conditions of service recommended in the PRB Report 2021;
- (ii) (a) \*has never benefited from duty remission for the purchase of a car.  
(b) \*has last benefited duty remission on the purchase of a car of .....cc  
on ..... (Date);
- (iii) holds a substantive post of/is employed on contract as\*.....  
and is drawing a monthly basic salary of Rs ..... in the  
scale of .....
- (iv) is eligible for the purchase of a motor car of engine of .....cc;
- (v) is actually performing the work related to his/her post; and
- (vi) is not on pre-retirement leave or leave without pay or under interdiction\*;

Signature: .....

Full Name:.....

Status:.....

Date: .....

\* Delete as appropriate

**Part C (to be filled by Head of Ministry/Department/Parastatal or Statutory Organisation/Local Authority)**

Approved/Not approved

Date: .....

Signature: .....

Name: .....

*or/form(dutyfree car)*