

Application for Monthly Car Allowance In lieu of Duty-Free Car/Deferred Renewal
In line with paragraph 16.2.17 of PRB Report 2026

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 2026

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 16.2.24(b) of PRB Report 2026; and

(ii) to opt for deferred renewal with duty exemption on cars of higher engine capacity as per recommendation made at paragraph 16.2.24(c) of PRB Report 2026.

5. I hereby opt for:

(iii)*the monthly car allowance of Rs in line with recommendation made at paragraph of PRB Report 2026.

or

(ii) *deferred renewal in line with paragraph.....of PRB Report 2026 for a period of years up tocc 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 2026;
- (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 ofcc
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 ofcc;
- (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)