

125/203  
24/11/2017



**General Administration Department-II  
Government of Goa  
Secretariat, Porvorim-Goa. 403521**

0832-2419471/2419788

Email: usga2-sect.goa@nic.in

No.15-27-2004-GAD (Part-I) 3444


Dated:- 17/11/2017 (26/Kartika/1939)

**Read:- Office Memorandum No.11-13-90-GA&C dated 30/10/1990.**

**CIRCULAR**

The General Administration Department is in the process of reviewing the guidelines regarding allotment of fuel quota to the official vehicles in respect of all the Departments including the offices/sub-offices under the Departments.

For the aforesaid purpose all the Head of Departments and the Head of Offices are requested to submit detailed information of all types of vehicles owned/possessed by them, the officers to whom the vehicles is allotted and the specific purpose for which the vehicle is used, the fuel quota sanctioned to each of the vehicle along with the copy of the Order sanctioning the quota, etc in the format provided overleaf in the form of hard copy as well as by way of email attachments on or before 15/12/2017 A. N.

  
(Vafsha S. Naik)  
Under Secretary (GA-II)

To,

- 1) All Heads of Departments / Offices / Corporations / Autonomous Bodies.
- 2) Guard file
- 3) Office copy.

*Pls. prepare.*

## PROFORMA

Name of the Department/Offices/ Corporations / Autonomous Bodies: \_\_\_\_\_

Sr. No.	Vehicle Registration No.	Make and Model	Designation of Officer to whom the vehicle allotted	Purpose for which the vehicle is used	Sanctioned Fuel Quota	Order No. & Date regarding sanction of the Fuel Quota	Remarks
1	2	3	4	5	6	7	8