

**No.D.26017/16/2019-GAD**  
**GOVERNMENT OF MIZORAM**  
**GENERAL ADMINISTRATION DEPARTMENT**  
Mizoram Secretariat, Mizoram New Capital Complex (MINECO), Aizawl-796001  
email:gadmizoram@gmail.com  
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*Aizawl, the 16<sup>th</sup> December, 2024*

**OFFICE MEMORANDUM**

It is often noticed that proposals received from various departments for outsourcing of vehicles are very often returned for re-submission due to insufficient information causing undue delay in according approval, to the proposal.

General Administration Department is, therefore, taking steps to ensure that proposals for outsourcing of vehicles received from requisitioning departments are returned to the departments in the earliest time feasible. Hence, proforma for outsourcing of vehicles under 'The Government of Mizoram Vehicle Outsourcing Policy, 2019' is hereby appended for compliance of all departments prior to submission to General Administration Department.

**Sd/- H. LALENGMAWIA**

Commissioner & Secretary to the Govt. of Mizoram  
General Administration Department

**Memo No.D.26017/16/2019-GAD** : **Aizawl, the 16<sup>th</sup> December, 2024**

Copy to:

1. Secretary to Governor, Mizoram
2. P.S to Chief Minister, Mizoram
3. P.S. to Speaker / Ministers / Leader of Opposition/ Deputy Speaker/Deputy Govt. Chief Whip
4. Vice Chairman, State Planning Board, Mizoram
5. Sr. P.P.S. to Chief Secretary, Govt. of Mizoram
6. All Principal Secretaries / Commissioner & Secretaries / Secretaries/Special Secretaries, Govt. of Mizoram
7. Secretary, MPSC/MIC/MSEC/MSCPCR/MLA Sectt./Mizoram Lokayukta/MYC
8. All Administrative Departments
9. All Heads of Departments
10. Website Manager, GAD
11. Guard file



**(LALDINFELI)**

Under Secretary to the Govt. of Mizoram  
General Administration Department

## PROFORMA FOR PROPOSAL FOR OUTSOURCING OF VEHICLES

1)	Name of Department	
2)	Specify for whom outsourcing of vehicle is proposed. Officer/Pool Vehicle (If outsourcing of vehicle is proposed for officer(s), specify the designation and place of posting)	
3)	Number of vehicles to be outsourced with proposed deployment	
3)	Enclose vehicle entitlement of the Department as per <i>Annexure-I</i>	
4)	Enclose existing list of vehicles (LMV) under the Department clearly indicating registration numbers, type/model, year of registration and deployment of the vehicles as per <i>Annexure-II</i>	
5)	Fund position of the Department	
6)	Justification for the proposal	

**VEHICLE ENTITLEMENT OF THE DEPARTMENT**

**Name of Department:** \_\_\_\_\_

<b>Sl. No.</b>	<b>Name of post/Pool Vehicle</b>	<b>No. of Vehicles</b>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

**LIST OF EXISTING VEHICLES**

<b>Sl. No.</b>	<b>Registration Number</b>	<b>Type of vehicle and model</b>	<b>Year of registration</b>	<b>Deployment of the vehicle</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				