

By Mail

Government of India
Ministry of Home Affairs
Headquarter, Kendriya Police Kalyan Bhandar
East Block-7, Level-2, R K Puram, Sector-1, New Delhi-110066
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No. DA-07/KPKB/Vehicle/2024/ 4242

Dated 6 Aug 2024.

To

DIG (RR), FHQ BSF, Block No. 4, CGO Complex, Lodhi Road, New Delhi. E-mail-digrr@bsf.nic.in	DIG (Wel), Dte Gen CISF HQ. Block-13 CGO Complex, Lodhi Road, New Delhi-03 E-mail- dig-wel@cisf.gov.in
DIG (Adm), Dte Gen.SSB HQ, East Block- V, R K Puram, New Delhi – 66	DIG (Wel) Dte Gen, CRPF HQ, Block No.1, CGO Complex, Lodhi Road New Delhi -03 E-mail-digwel@crpf.gov.in
The Joint Secretary, Andman Nicobar Police, Port Blair, Island Po-Shadipur, Pin-744106	DIG (Adm), Dte Gen ITBP HQ, Block No.4 CGO Complex, Lodhi Road, New Delhi -03 E-mail-digadm@itbp.gov.in

SUBJECT: Regarding Purchase procedure of Vehicles in KPKB.


It is informed that several automobile firms (2/4 wheelers) are offering their vehicles to KPKB beneficiaries at special prices.

02. In view of above, a purchase procedure is attached with the letter for dissemination to all the concerned.

03. **As on date there is no GST concession on purchase of vehicles from KPKB Bhandars.**

04. It is therefore, requested that all the Master Bhandars and Subsidiary Bhandars under your control may please be informed accordingly.

Encl:- Purchase procedure.
(05 Leaves)


(R. S. Bhandari)
Commandant/Dy CEO
Headquarters KPKB (MHA),
New Delhi

Copy to :-

1. All Master Bhandars
2. All Vehicle firms
(List given below)

} For Information/na, please.

PURCHASE OF TWO/FOUR WHEELERS (5 pages)

Headquarters, KPKB will endeavour to enlist maximum available models of two/four wheelers and tractors after negotiation with automobile manufacturers. In due course of time, for automobile business, KPKB may designate some of its Master Bhandars as automobile dealers, commercially and legally, on regional basis so that full dealers' margin can be passed on to KPKB consumers. Besides, hefty amount of commission, charged by the dealers, on first Insurance of vehicles can also be saved. **(Format form for purchase a Two/Four Wheeler is attached)**

1. Eligibility for Purchase for serving CAPF Personnel:-

Following conditions will be applicable for purchase of two/four wheelers –

(i) Up to the rank of Head Constable:-

Length of service - 5 years in CAPF.

(ii) For Subordinate Officers:-

Length of service - 5 years in CAPF .

(iii) For Gazetted Officers of CAPF and GOs on deputation with CAPF-

Length of service -2 years in CAPF/Respective cadre or date of confirmation in service, whichever is **earlier**.

2. ENTITLEMENT

No bar on cubic capacity

3. Purchase Procedure:-

I .For KPKB beneficiaries and MBs :-

(a) CAPF personnel/KPKB beneficiaries who intend to purchase a two/four wheeler through KPKB shall visit/contact dealer's showroom and collect following information:-

- (i) Vehicle Make, Model and Colour.
- (ii) Name and Full address of the authorized dealer with contact number and e-mail id.
- (iii) Performa invoice of the selected vehicle from the authorized dealer.
- (iv) Ex-show room price of vehicle excluding cost of accessories and 50% GST to be levied thereon.

(b) KPKB consumer shall fill-up the application form in duplicate as prescribed by Headquarters, KPKB along with an undertaking certificate enclosed with that he/she has not purchased any two/four wheeler vehicle and he/she is not going to sell this vehicle in four years from the date of the purchase of the vehicle. Brief summary of documents required for four wheeler purchase: –

- (i) Self attested copy of PAN card,
 - (ii) Self attested copies of Identity card and service certificate,
 - (iii) Quotation from dealer and,
 - (iv) Undertaking certificate duly countersigned.
- (c) Application form duly signed by the individual in duplicate and countersigned by the Head of Office of the applicant will be submitted to the Master Bhandar of his/her choice. The countersignature on application form by HOO will not be considered as permission of competent authority. It is merely the attestation of information given by individual.
- (d) On his application Master Bhandar will issue authorization letter to the applicant under information to HQ KPKB. (Format of authorization letter Appendix "A")
- (e) Master Bhandars will thereafter send the consolidated details of sale of vehicle on monthly basis through e-mail to Headquarters, KPKB for information and proper records will be kept at Master Bhandar in the prescribed format as below :-

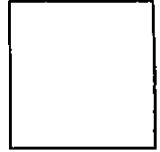
Register S. No. & date	Force No., Rank, Name & PAN No. of the Consumer	Unit & Organization	Make & Model of Vehicle	Date of application	Dealer's name & addresses	Cost of Vehicle - Ex-showroom	Details of authority approving the authorization letter
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

- (f) Individual will be at liberty to apply in any Master Bhandar and any dealer irrespective of CAPF he/she belongs to and place of residence or posting.
- g) Handling charge @0.5% of ex-showroom price will be kept in abeyance till further orders.
- h) Individual beneficiary have to made full payment to dealer at the time of delivery of vehicle.

II. FOR VEHICLE COMPANY/ DEALERS NETWORK:-

- (a) It is mandated that dealer network of listed vehicle company will entertain KPKB beneficiaries for providing vehicle on approved rates with KPKB on receipt of authority letter from concerned Master Bhandar and after taking full payment from the beneficiary. They will facilitate easy delivery of vehicle and help the beneficiary in completion of necessary formalities.

(Appendix-B)

APPLICATION FORM FOR CARS/TWO WHEELERS

1. IRLA/F.No. _____
Rank & Name _____
Unit/formation _____
Identity Card No. _____
Basic Pay Rs. _____
PAN/GIR No. _____
2. Present Address of the Applicant _____

3. Permanent Address of the Applicant as per SR _____

4. Name & Full address of Demand generating Canteen _____

5. Model No. _____
Colour _____
6. Name of Dealer with Full Address _____

7. Mode of payment with BD/CH No. & Date. _____
8. Permission accorded by the CA vide order No and date. (Copy be enclosed). _____
9. Undertaking for not purchasing of vehicle during prescribed period (Copy enclosed) _____
10. I affirm that the above details, as submitted, are correct.

Place _____

Date _____

Signature of the Applicant

It is certified that the information/particulars/details given by the applicant are verified/scrutinized and found correct.

Countersigned by
Commandant/DIG/IG(with
stamp)
Rank
Name

Counter signature of I/C Master Canteen
With TIN No. and round rubber stamp

Note: If PAN No. is not available, declaration in Form-16 should be furnished as per IT Rules.

UNDERTAKING CERTIFICATE

(To be submitted by the customer)

I, IRLA/Regt No.- _____ Rank _____ Name _____ undertake that I have not purchased any two/four wheeler vehicle through KPKB either in the name of myself or any member of my family during 5/8 years OR have purchased the vehicle through KPKB in the year _____ vide vehicle invoice NO. _____ dated _____ which have now completed _____ years from the date of purchase. Besides I also give undertaking that I will submit copy of registration of vehicle with Master Bhandar and HQ KPKB, New Delhi within two months of purchase of vehicle.

Place : _____
Dated : _____

Signature of the Individual/Applicant
Force/Regt/IRLA NO. _____
Rank _____ Name _____
Unit/Office

Countersigned by the Head Of Office(Duly stamped)

.....

 (Address of MB)
 No.....(letter No.) Dated, the _____
 To
 M/s

(address of agency)

Sub.: **AUTHORIZATION LETTER/PURCHASE ORDER FOR COLLECTION OF VEHICLES (Name of vehicle company)**

You are hereby requested to deliver the _____ (name of vehicle) to the below mentioning officer after verification of Department Identity Card and original authorization letter issued by the Master Canteen :-

- | | | |
|------|---|---|
| 01.) | Name of Department | : |
| 02.) | Name and rank of personal | : |
| 03.) | Canteen card/Department ID Card No. | : |
| 04.) | PAN No. | : |
| 05.) | AADHAR Card No. | : |
| 06.) | Model No. & KPKB rate (Ex-showroom price) | : |

- Note:-** (i) In case of retired Dept. Personnel their pension card/canteen card must be verified before effecting delivery and the original copy of authority letter duly signed by customer towards receipt of the item for our verification and necessary action.
- (ii) The KPKB ex-show room price mentioned above does not include permanent registration insurance and road tax, which is payable extra.

His specimen signature is as under:-

Customer's Signature

Chairman
 Master Bhandar (KPKB)

Copy to:-

- 1.) The DIG/CEO, KPKB HQr, R.K. Puram, New Delhi
- 2.) M/s _____
- 3.) File.