

101

**NATIONAL HIGHWAY AUTHORITY**

(Establishment Directorate)  
(Transport Section)

No. 72(870)/Estab./Tpt/NHA/19/183

Islamabad, 4 December, 2019

**MEMO**

Sanction of the Director (Estab) is hereby conveyed for release of payment of Rs.8,906/- (Rupees Eight Thousand Nine Hundred Ninety & Six Only) on account of repair/mant. of vehicle No. GAF-870 (Toyota Corolla).

2. Payment may please be made through crossed cheque in favour of M/s Toyota GT Motors, Islamabad.

3. The amount is debited to **(M-2/RMA)** funds and recouped from relevant account.

  
**(TANWEER RAZA)**  
Dy Director (Estab)

**Copy to :**

- Account Section (RMA).. alongwith bill No.40901 dated 21.08.2019, & copy of approval
- Director (Accounts-Zone) concerned--The amount of the respective project be refunded, please.
- Account Section (AP/GOP)
- Audit Section NHA, HQ
- ✓ • Office Copy
- Firm/Workshop Concerned

O/C



# TOYOTA GT MOTORS SALES TAX INVOICE



**GST Inv # 1923**

**Bill #: 40901**

**Date: 21/08/2019**

**Ref A/C: 7209001**

**Bank A/c #: 0237-01000368**

**Bank Alfiah Tarnol**

**Vendor Code #: 30080130**

**Customer ID: 7204166 Customer: NATIONAL HIGHWAY AUTHORITY**

**Address: H#-, ST/RD=, ST/BLOK/MHLA=SECTOR G-9/1, City=ISLAMABAD**

**Buyer's GST #: Buyer's NTN# 2678837-3**

**Seller's NTN#: 3144628-7**

**Contact#: 051-9032536 RO #: 111095 Mileage: 17633**

**Seller's GST#: 2302870300128**

**Estimate: 0 W.O Ref:**

**Surveyor's Name:**

**Vehicle Company: TOYOTA**

**Reg #: GAF-870**

**Suv. Contact:**

**Model: GLI 1.3 M/T**

**Engine Type 2NZ-FE**

**Ins. Contact:**

**Model Code #: NZE170R-GEMNKP Chasis #: NZE170- 4163491**

**Loss #:**

Description	Qty	Price
<b>Labour</b>		
ENGINE OIL & FILTER CHANGE		
AIR FILTER CHECK		395
<b>Spares</b>		
AIR FILTER	1	3,427
OIL FILTER	1	1,248
<b>Lub Oil</b>		
OIL 4LTR	1.00	2,581
<b>Extra Repairs</b>		
<b>Sujested</b>		
<b>Service Advisor: Abrar</b>	<b>Total Labour</b>	<b>396</b>
<b>Checked By:</b>	<b>Labour Sublet</b>	<b>0</b>
<b>Bill Received Name:</b>	<b>Service Tax 5% on Labour</b>	<b>20</b>
<b>Signature:-</b>	<b>Total Spare+Lub Exc. GST</b>	<b>256</b>
	<b>Parts Sublet</b>	<b>0</b>
	<b>Labour Dis.</b>	<b>0</b>
	<b>Parts Dis.</b>	<b>0</b>
	<b>17% GST on parts</b>	<b>1,234</b>

**In Words:- (RUPEES EIGHT THOUSAND NINE HUNDRED SIX ONLY)**

**Final Amount: 8,906**

**Effective July 01, 2019 Auto Parts fall under 3rd Schedule of Sales Tax Act 1990.**

**Invoice issued vide SRO # 495(1) 2016 under classification code 98.20(Tax on Services) Islamabad Capital Territory Ordinance 2001**

**NOTE: NEXT SERVICE WILL BE DUE AT 22633 KM.**

**VEHICLE MUST BE AVAILABLE WITH IN SEVEN DAYS IF DEFECT PERSISTS.**

*The work has been  
Completed.*

*Entered in log book*



# NATIONAL HIGHWAY AUTHORITY

(ADMINISTRATION WING)

TRANSPORT SECTION

No.72(1)/NHA/Estab./Tpt/Repair/TGT/19/95

Dated: 20-08-2019

To,

M/s: *Toyota G.T. Motors*  
*Islamabad*

SUBJECT: REPAIR/MAINTENANCE OF VEHICLE NO: *GAF-870 (T. Corolla)*

1. I am directed to say that the vehicle noted above has developed the following defects and is being sent to your Workshop for necessary Repair/Maintenance and replacement of parts (If any)

(1) *Engine Oil, Oil Filter, Air Filter*

(2) \_\_\_\_\_

(3) \_\_\_\_\_

(4) \_\_\_\_\_

(5) \_\_\_\_\_

2. You are therefore requested to remove the defect (s) mentioned above satisfactorily and send the bill to this office immediately for payment.

3. Please also intimate the workshop IN & Out Timing and Meter Reading of the above mentioned vehicle to the Transport Section and hand over the bill and salvage (Old parts) to driver concerned.

4. You are required to forward prior estimate if the expenditure is over Rs.25,000/-

  
(Signature)  
Dy. Director (Estab.)  
NHA Islamabad

# NATIONAL HIGHWAY AUTHORITY

ADMN WING (ESTABLISHMENT)

(Transport Section)

**PAID**

File No. 72(870)/NHA/Estab/Tpt/18/

Sheet No. 01

Subject: REPAIR/MAINT OF VEHICLE NO. GAF-870 (TOYOTA COROLLA) MODEL, 2018 DETAILED WITH SECRETARY NHA HQ

Reference: **PUC** (Defect Report)

Vehicle No. GAF-870 (Toyota Corolla) detailed with Secretary NHA, which as covered 17268-Kms so far. As approved vide defect report "**PUC**", necessary work order was issued to M/s Toyota GT Motors Islamabad for repair/maint., As MVE has recommended, its **Engine Oil, Oil Filter, Air Filter** vide defect report (**PUC**), which are required detail checkup/ rectification.

02. After doing the needful by M/s Toyota GT Motors Islamabad submitted their original Bill No.40901 dated 21.08.2019 amounting to Rs.8,906/- duly signed by the Officer/Driver concerned is placed in the file.

03. On return from workshop the vehicle was re-examined by the Motor Vehicle Examiner (MVE) and found satisfactory.

04. Director (Estab) is competent to approve expenditure upto 0.050 Million as per Chapter-III, (Table:III-12) (Delegation of Powers) of NHA Code-2005, copy place at "**F/B**".

05. It is therefore, requested that an amount of Rs.8,906/- (Rupees Eight Thousand Nine Hundred & Six Only) may be approved in favour of M/s Toyota GT Motors Islamabad, (Authorized Toyota Motors Workshop) out of (**M-2/RMA**) funds.

06. Submitted for approval of Director (Establishment), please.

Supdt. (Tpt)

ON LEAVE

D.Y. DI (ESTAB)

Dir/Estab

Assistant(R&M)

24/10/2019

16/11

7.

Para 5/N approved as  
proposed by MVE & DP (Estab).

MM

19/11/19

DD (Estab)



# **NATIONAL HIGHWAY AUTHORITY**

**ADMN WING (ESTABLISHMENT)**

**(Transport Section)**

File No. 72(870)/NHA/Estab./Tpt/19/

Sheet No. 02

Subject: **REPAIR/MAINT OF VEHICLE NO. GAF-870 (TOYOTA COROLLA) MODEL, 2018 DETAILED WITH SECRETARY NHA HQ**

**Preceding Paras Referred.**

09. As approved by Director (Estab) vide para 08/N, draft Sanction Memo amounting to Rs.8,906/- (Rupees Eight Thousand Nine Hundred & Six Only) against Bill No.40901 dated 21.08.2019 for repair/maint. of subject vehicle in favour of M/s Toyota GT Motors Islamabad, is placed in the file for signature, please.

**Supdt (Tpt.)**

on Leave

Law  
Assistant(R&M)

03/12/2019

Dy. Dir (ESTAB)

M. Signed

SG

4/12

## NATIONAL HIGHWAY AUTHORITY

Admn Wing (Transport Section)

## VEHICLES FAULTS REPORT

Vehicle No GAF 870 Make / Type T-corralla Model 2018  
 Detailed with: Name Saeed Ahmed Malik Designation: Secretary NHA  
 Name of Driver Munawar Hussain Contact No 0336-5382745  
 Present Meter Reading 17268 Meter Reading at the time of last such  
 repair / maintenance 14195 Date 16-7-19 Head of  
 Account / Project of Vehicle \_\_\_\_\_

## Defect / Faults reported by the Driver / User

1. Engine oil change
2. Duster 1 -
3. oil filter change
4. Air filter change.
5. Service
6. /

Name of Officer / PS / PA MASOOM KHAN Driver's Name Munawar Hussain  
 Designation: P.A. Signature M. H.  
 Signature Munawar Date 16-8-19.  
 Date 16-8-19

## Recommendations of Motor Vehicle Examiner

Sr. No.	Description / Fault	Recommended / Not Recommended	Remarks
1.	<u>Engine oil chge</u>	<u>/</u>	<u>/</u>
2.	<u>Oil filter chge</u>	<u>/</u>	
3.	<u>Service</u>	<u>/</u>	
4.	<u>Air filter chge</u>	<u>/</u>	

PAID

Signature M. H.  
 Name M. H.  
 Date 19/8/19

Recommendation of Superintendent (Transport) on the recommendations of Motor Vehicle Examiner.

Signature /  
 Name /  
 Date 19/08/19

AD (Transport)

Deputy Director (E-I)

Director (Establishment)



# National VEHICLE

# Highway Authority LOG BOOK

VEHICLE NO. CAF 870

AVERAGE TO LITERS 13.7

SERIAL NO 03

DATE	TIME		DETAILS OF JOURNEY	PURPOSE OF JOURNEY	NAME OF OFFICER / OFFICIAL	METER READING		KM/ MILEAGE COVERED	SIGNATURE	P.O.L DRAWN	REMARKS
	FROM	TO				FROM	TO				
10-7-11	07:00	09:00	isbukulhishli DBK kdtz	Official	Secdy	14356	14412	56			
	17:00	21:00		Munyak	N/A						
11-7-11	07:00	09:00	— de —	Hussain		14412	14469	57			
	17:00	21:00		Driver							
12-7-11	07:00	09:00	— de —			14469	14524	55			
	17:00	21:00									
13-7-11	07:00	09:00	— de —			14524	14578	54			
	17:00	21:00									
14-7-11	07:00	09:00	— de —			14578	14631	53			
	17:00	21:00									
15-7-11	07:00	09:00	— de —			14631	14733	102			
	17:00	21:00									
16-7-11	07:00	09:00	— de —			14733	14781	48			
	17:00	21:00									
17-7-11	07:00	09:00	isB-se DBK kdtz			14781	14840	59			
	17:00	21:00									
18-7-11	07:00	09:00	— de —			14840	14905	65			
	17:00	21:00									
19-7-11	07:00	09:00	— de —			14905	14972	67			
	17:00	21:00									
20-7-11	07:00	09:00	— de —			14972	15040	68			
	17:00	21:00									

M/S T.G.T. Holes  
S# 40/86  
And RS. 4,863/-



SERIAL NO. 06

National  
VEHICLEHighway Authority  
LOG BOOK

VEHICLE NO. 3AF-870-

AVERAGE TO LITERS

DATE	TIME		DETAILS OF JOURNEY	PURPOSE OF JOURNEY	NAME OF OFFICER / OFFICIAL	METER READING		KM/ MILEAGE COVERED	SIGNATURE	P.O.L DRAWN	REMARKS
	FROM	TO				FROM	TO				
12-8-19			is to be local duty	Official Duty	Secretary NHA	16943	17017	74			
13-8-19			do	Munawar Hussain Driver		17017	17090	73			
14-8-19			do			17090	17159	69			
15-8-19			do			17159	17268	59			
16-8-19	0700	0900	is to be local duty			17218	17250	32			
17-8-19	0700	0900	do			17250	17319	69			
18-8-19	0700	1800	is to be local duty in B Road			17319	17389	70			
19-8-19	0630	0900	do			17389	17473	84			
20-8-19	0630	0900	do			17473	17567	94			
21-8-19	0630	0900	do			17567	17607	140			

Service Book  
 2428  
 24819  
 M/S T. T.  
 Motor B# 40901  
 RS 8,906/-