



NITOL-NILOY

NITOL MOTORS LIMITED

(DISTRIBUTOR OF TATA VEHICLES IN BANGLADESH)

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Office Notice

Subject: Change /Handover of Company Vehicles within a Division / Department.

1. Of late, it has been observed that the Departments / Divisions do not inform the Administration & concerned Accounts Division in the case of inter-divisional changes or re-allocation of a vehicle to a new allottee for reference and records. This creates difficulties to update the vehicle list without the vehicle's current location and allocated individual / division. This practice of reallocation of a vehicle is officially unacceptable and a violation of norms. Due to this, it also raises question as to the accuracy of the yearly repair & maintenance expenses and paper renewal procedures of the vehicle.
2. Henceforth, the respective Division / Department will be liable and will not be sanctioned a yearly budget and associated maintenance expenses if they fail to give prior notice to the Administration Division and concerned Accounts in the case of any inter-divisional or individual vehicle user changes. Moreover, the Company will not accept and entertain such anomalies in future.
3. It is forwarded to all for strict compliance please.

On behalf of the Management

Brig Gen Kazi Anwar (Retd.)

Director, HR (Nitol-TATA Division).