

Public Administration Circular No. 30/92

My No. III/140L/100T6/iv
Ministry of Public Administration
Provincial Councils & Home Affairs,
Independence Square,
Colombo 07.

15th October 1992,

Secretaries to Ministries,
Chief Secretaries of Provincial Councils
Government Agents,
Heads of Departments and
Secretaries to Governors of Provinces.

**Use of Official Vehicles by Officers who imported
vehicles on concessionary terms**

Reference is requested to Public Administration Circular No. 14/91 of 08th May 1991.

02. It is hereby categorized the officers mentioned in para 2(h) of the Public Administration Circular No. 14/91 of 08th May 1991 and concessions and restrictions which have to be applied to each of those categories are given accordingly.

Category 01; Officers who are entitled to unlimited private travelling in addition to official travelling.

These officers should use the vehicles imported on concessionary terms for both private and official travelling and they should be given the approved fuel allocation. They should maintain a daily running chart. Official vehicles should not be given to them.

Category 02; Officers who are entitled to do private travelling upto 600 miles per month in addition to official travelling.

These officers should also use the vehicle imported on concessionary term for both private and official travelling and they should be given the approved fuel allocation. They should maintain a daily running chart. Official Vehicle should not be given to them.

Category 03; Officers who are entitled to travel from home to office and back by official vehicles in addition to official travelling.

These officers should also use the vehicles imported on concessionary terms for both private and official travelling and they should be given a reasonable fuel allocation which has to be determined by the Secretary to the Ministry concerned with the approval of Secretary, Ministry of Policy Planning and Implementation, "considering the distance of travelling involved. They should maintain a daily running chart. Official vehicles should not be given to them.

Category 04: Officers who are not entitled to use official vehicles for private travelling but required to use official vehicles for official travelling.

These officers should be given official vehicles for short distance travelling which start from the office. However, if such officers have to start journeys from their homes they may be allowed to use the vehicles imported on concessionary terms and mileage should be paid to them. Such officers should obtain the prior approval of the Secretary to the Ministry concerned or the Head of Department to use their vehicles for such travelling.

Category 05: Officers who have to travel long distance in outstation for official purpose.

These officers should be given official vehicles for long distance travelling in outstations for official purposes even though they have imported vehicles on concessionary terms. However when official vehicles are not available they may be allowed to use the vehicles imported on concessionary terms for such travelling. They be paid mileage for such travelling done by their vehicles. Such officers should obtain the prior approval of the Secretary to the Ministry concerned or the Head of Department to use either official vehicles or their vehicles for such long distance travelling in outstations.

Note: For the purpose of this circular short distance means 10 miles and below. Long distance means above 10 miles.

Category 6: Officers who are drawing a monthly travelling allowance:

These officers should not be given official vehicles. They should use the vehicles imported on concessionary terms for official travelling and monthly travelling allowance be paid to them.

03. Limits of the Payment of Mileage

Payment of mileage should be done within the limits of budgetary provisions made available in the estimate for the relevant financial year. Additional budgetary provisions will not be made available for the payment of mileage done by officers who imported vehicles on concessionary terms .

03. This Circular is issued with the concurrence of the Secretary to the Treasury.

Sgd: M.N.Junaid
Secretary,
Ministry of Public Administration
Provincial Councils & Home affairs