

Public Administration Circular No.: 6/99(1)

My No. E/III/5/8-1

Ministry of Public Administration, Home
Affairs and Plantation Industries,
Independence Square,
Colombo 07.

25th May 1999

To All Secretaries of Ministries,
Chief Secretaries of Provincial Councils and
Heads of Departments.

**Supply of Fuel for Official Vehicles and Payment
of Overtime and Combined Allowances to Drivers of such Vehicles.**

Various inquiries have been received regarding the Public Administration Circular No. 6/99 dated 22.02.1999 on the above subject. Please adhere to the following instructions in respect of those matters.

- (I) **Overtime and Combined Allowances to Drivers of Vehicles Assigned to Officials.**
Where overtime and combined allowances have to be paid in excess of the prevailing Stipulated maximum limits to a driver who drives a vehicle assigned to an official such payment can be made on the approval of the Secretary of the relevant Ministry or on the approval of an officer authorized by him. Secretaries should ensure that the relevant estimated provisions are not exceeded when such payments are approved.
- II) **Payment of Fuel Allowance to Private Secretaries Co-ordinating Secretaries and Public Relation Officers of Hon. Ministers.**
Fuel Allowance should be paid to the officers separately in terms of Annex - 1 of the Public Administration Circular No.6/99. These officers should bear fuel expenses for their travelling. Fuel should not be supplied to their assigned vehicles through fuel orders of the Ministries.
- (III) **Fuel Allowance to Public Relation Offices of Hon. Deputy Ministers**
The basis on which the fuel allowance is payable to Co-ordinating Secretaries of Deputy Ministers is applicable to Public Relation Officers as well.
- (IV) **Monthly Fuel Allowance to Co-ordinating Secretaries of Secretaries to Ministries.**
The Fuel Allowance indicated under 1 (c) of Annexure 1 of the Public Administration Circular No.6/99 is applicable to these officers.
- (V) **The position regarding the question whether this Allowance is taken into account for the purpose of Contribution to the "Save the Nation Fund".**
This allowance is not taken into account for the purpose of contribution to the Save the Nation Fund.

02. Above instructions are issued with the Concurrence of the General Treasury.

Sgd. (P.A. Senaratne)
Secretary
Ministry of Public Administration, Home
Affairs and Plantation Industries