

Public Administration Circular No: 1/90

Ministry of Public Administration,
Provincial Councils & Home Affairs,
Independence Square,
Colombo 7.

17 January, 1990.

To: All Secretaries to Ministries,
Heads of Departments and
Chairmen of Public Corporations.

Transfer of Ownership of Government
Vehicles to Judicial Officers/Public
Officers/Public Corporations Employees

It has been decided to implement a scheme on the above with effect from 1.1.90 for the allocation of Government vehicles to Public Officers and Employees of Public Corporations entitled to use Government vehicles in terms of Public Administration Circular No.264 dated 15.08.1984 and Public Administration Circular No.6/88 of 11.02.1988, subject to the conditions mentioned below.

- (1) The vehicle allocated shall remain the property of the Government until the completion of 5 years from the date of the officer entering the scheme. The outright transfer would be effected only after the completion of 5 years.
- (11) The officer at the time of transfer of the ownership of the vehicle depending on the depreciated value at that time shall pay 10% of the depreciated value to the Government. Value of the vehicle would be CIF cost + Customs Duty + Turnover Tax. If customs duty is to be added, it would be the custom duty paid at the time of the vehicle was imported.
- (111) The officer shall be required to drive, service, maintain and/or he may hire a driver at his/her own cost. 5% of all repair and maintenance bills

during the contractual period would be reimbursed to the officer. Running charts will have to be maintained and submitted as done at present in case of other government vehicles.

(IV) Officer need not bear the cost of licence and insurance during the agreement period. However Government would obtain a third party insurance only. Any Ministry concerned may obtain a fleet insurance for vehicles under that Ministry.

(V) Officer shall be supplied with fuel for a daily average of 60 Km. per 22 days of a month (i.e. 1320 Km./month). Upper limit may be set at 1500 Km/month. Fuel will be supplied by the issue of official petrol orders only. Officers who are on leave shall not be entitled for the full allocation of fuel. Deduction of the allocation will be done on pro-rata basis. Even after the transfer of ownership after 5 years, if any officer is using the vehicle for official running, he is entitled to the above fuel allocation.

(VI) Officer shall be provided 40 gallons of petrol per month free of charge. In the event of the above norm being exceeded, the officer will be required to reimburse costs at the rates stipulated under Section 8:2 of Chapter XIV of the Establishment Code.

(VII) In the event of a major repair of new vehicles consequent to a manufacturer's technical defect, such expenses should be met by the company concerned during the period of guarantee. The Government will take the responsibility in enforcing this requirement.

(VIII) In the event of an officer's retirement before expiry of the agreement 'in force', the proportionate amount deductible from an officer before transferring ownership of the vehicle are computed by the Government for select privates as in Schedule I (annexed). The same methodology may be used for computing recoveries in respect of other

- (IX) The scheme shall be applicable to officers who are 57 years of age or less, so that an officer remains in the scheme for a minimum of 3 years.
- (X) Officers who are expected to be on long study leave abroad are not encouraged to opt for this scheme. If the officer is going on study leave after using the vehicle for a period of one year or more, he is expected either to pay the value on pro-rata basis or return the vehicle. Any officer going on de-pay leave abroad for study/employment should return the vehicle to the government.
- (XI) Officer who is going on transfer to a new Department/Ministry before completion of 5 years in the institution may take the vehicle to the new Department/Ministry provided he is entitled to use the vehicle as mentioned in para 4.
- (XII) Drivers in the Vehicle Pool may be obtained if available in the event of an emergency and long distances travelling.
- (XIII) Officers acting or seconded to posts eligible for use of official vehicles for private use are not eligible to enter this scheme.
- (XIV) Application to enter the scheme should be in accordance with the specimen form attached. Copies of this shall be sent to the officer's personal file, relevant Ministry and the Director of Establishments.
- (XV) An agreement should be signed by the officer and the Secretary to the Ministry. Original of the agreement should be kept in the Ministry under the personal custody of a Staff Officer and extra copies should be sent to the Director of Establishments and filed in the personal file of the officer concerned.

(XVI) Each Secretary to a Ministry will have to see that the Scheme in operation with effect from 1.2.1990.

(XVII) Monthly returns on progress will have to be sent to the Secretary, Policy Planning & Implementation and the Director of Establishments commencing from February, 1990.

02. The present scheme of vehicle allocations to Secretaries to Ministries, Secretaries to the State Ministers and Chairmen of Corporations will be retained. However, these officials, too could opt to enter the new scheme if they so desire.

03. This Circular replaces the Public Administration Circular No.50/89 dated 11.10.1989.

Sgd:P.N.M.Fernando
Secretary,
Ministry of Public Administration,
Provincial Councils & Home Affairs.

(To be forwarded in Triplicate)

Application under P.A. Circular No: 5/90.....
Transfer of Ownership of the Official Vehicle

1. Ministry/Department/Corporation:
2. Name of the Officer/Employee:
3. Designation of the officer/Employee:
4. Date of Birth and Age:
5. Date of appointment to the present post;
6. Salary scale of the Post:
7. Officer's/Employee's -
 - I. Place of work:
 - II. Permanent residence:
8. Particulars of the vehicle to be transferred;
 - I. Registration No:
 - II. Make and Model of the vehicle:
 - III. Year of Manufacture:
 - IV. Engine No:
 - V. Chassis No:
 - VI. Weight:
 - VII. Value (including CIF + Customs duty + Turnover Tax)
 - VIII. Year of purchase by the Institution:
 - IX. Number of years used by this officer:
 - X. Mile-metre reading at the time of exercising option:

I wish to abide by conditions laid down in Public Administration Circular No. 5/90. Please make arrangements for me to enter the details laid down in P.A. Circular No. 5/90.

Date:

Signature

SCHEDULE I

AMOUNT RECOVERABLE FROM OFFICER ANNUALLY ON
PREMATURE TERMINATION OF AGREEMENT

Make MAZDA L 323	Year Percent Recovery	Amount Recoverable
Purchase price (on the road) Rs. 430,000/-	1 85% of purchase price	Rs. 365,500/-
	2 67% - do -	Rs. 288,100/-
	3 48% - do -	Rs. 206,400/-
	4 29% - do -	Rs. 124,700/-
	5 10% - do -	Rs. 43,000/-

Nissan Sunny	Year Percent Recovery	Amount Recoverable
Purchase price (on the road) Rs. 550,000/-	1 85% of purchase price	Rs. 467,500/-
	2 67% - do -	Rs. 368,500/-
	3 42% - do -	Rs. 264,000/-
	4 29% - do -	Rs. 159,500/-
	5 10% - do -	Rs. 55,000/-

Hyundai Stellar GSL	Year Percent Recovery	Amount Recoverable
Purchase price (on the road) Rs. 510,000/-	1 85% of purchase price	Rs. 433,500/-
	2 67% - do -	Rs. 341,700/-
	3 48% - do -	Rs. 244,800/-
	4 29% - do -	Rs. 148,900/-
	5 10% - do -	Rs. 51,000/-