

Ministry of Public Administration  
Provincial Councils & Home Affairs,  
Independence Square,  
Colombo 07.

18<sup>th</sup> February 1992.

To: All Secretaries to Ministries,  
Chief Secretaries of Provincial Councils,  
Secretaries to Governors,  
Heads of Departments,  
Government Agents and  
Chairman of Corporations & Statutory  
Bodies

**Use of Government Vehicles for Private Purposes.**

Your reference is requested to Public Administration Circular No. 264 of 15.08.1984 and No.6/88 of 11.12.1988.

02. Following concessions have been granted in terms of these circulars to the categories of officers mentioned therein for the use of official vehicles for private purposes.

- i) Private travel on payment of Rs. 150/- per month - Categories mentioned under para 01 of Circular No. 264
- ii) Private travelling upto 600 miles or allocation of 24 gallons of fuel on payment of Rs. 100/- per month. Categories mentioned under para 02 of Circular No.264 and any other officer who has been granted the concession by a decision of the cabinet.
- iii) Concession to travel from home to office and back.
- iv) Special approval obtained in terms of para 07 of P.A. Circular No .264. It should be noted that this approval should be given for special occasions only, and such approval to be given for each such occasion separately.

(Concessions under (i) and (ii) above are subject to fuel allocation limits laid down by Ministry of Policy Planing & Implementation.)

Any other officer using a government vehicle for private purposes or to travel from home to office should be regarded as misappropriating public resources and should be dealt with seriously

04. It has also been brought to the notice that certain officers are driving official vehicles while drivers are waiting in offices. Please note that only officers mentioned in para 04 of P.A.Circular No. 6/88 and those who have obtained special approval in special circumstances as mentioned in para 08 of P.A.Circular No. 264 are allowed to drive official vehicles. Any breach of these conditions should be dealt with seriously by Secretaries responsible as mentioned in para 10 of P.A.Circular No. 264

05. It has to be emphasized that these vehicles, although given for private use, are owned by the Government. Such vehicles could be used by other officers too when the particular officer is not using it, unless he has exercised the option in terms of P.A.Circular No.5/90.

06. Secretaries to ministries are requested to maintain a register of such officers along with the registered number of the vehicle assigned giving reference to the authority (P.A.Circular, Cabinet decision etc.) under each Department and statutory body under the Ministry. This should be made available to Audit Officers of the Auditor General's Department when inspections are done. It is responsibility of the Secretary to the Ministry that the use of Government Vehicles for private purposes should be allowed only to those entitled such concession.

05. Officers coming under Section 1&11 of para 02 above only are entitled to exercise option under P.A.Circular No. 5/90, such officers are not allowed to use pool vehicles of the Institution. Breach of this condition should also be dealt with seriously.

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

Copy : To the Auditor General -  
for necessary action.