

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.

22nd February, 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 Allowance to Drivers of such Vehicles.**

The Government has decided to pay an allowance as indicated in Annexure 1 to Public Officers, who are entitled to official vehicles and to whom such vehicles have been assigned, in lieu of fuel for such vehicles together with overtime and Combined Allowances to the drivers of such vehicles.

In making arrangements for issuing of fuel as indicated in Annexure I, all relevant authorities should follow the following conditions and instructions.

- i. In lieu of the present practice of re-imbursing the expenses incurred for fuel, the relevant fuel allowance allowance should be paid together with the officers monthly salary.
- ii. The number of litres of fuel indicated in Annexure 1 will remain constant irrespective of any general fluctuation in the price of fuel. Therefore the approval amounts shown in Columns 2 and 4 of Annexure 1 should be decreased or increased proportionately.
- iii. The officer concerned should be responsible for the proper maintenance of the vehicle allocated to him
- iv. Henceforth, it will not be necessary to maintain the traditional daily Running Charts on Form General 268 in respect of an assigned official vehicle. However, a chart as given in Annexure - 2 should be maintained. In addition a log book should be duly maintained as higher to done in respect of official vehicles by the office in-charge transport matters in the institutions.
- v. Payment of overtime and Combined Allowances to drivers should be based on the particulars appearing in Annexure 2.
- vi. No. vehicle belonging to the pool should be made available to an office to whom an official vehicle has been assigned. However, a vehicle can be obtained from the Pool in instances where the official has been sent for repairs, or on the special approval of the relevant authority.
- vii. Whenever issue of additional fuel becomes necessary for special occasions, such additional fuel can be issued only with the approval of the relevant Secretary, or on the approval of an officer authorised by him.

- viii. Running Charts and Log Books should continue to be maintained as at present in respect of all other vehicles.
- ix. The amount now being recovered monthly in connection with the use of official vehicles for private purposes should continue to be recovered in the same manner.
03. Provisions contained in Circular No.1/93 dated 23.05.1993 issued by the Secretary to the Ministry of Policy Planning and Implementation and those in other Circulars relating to the above matters are hereby cancelled in so far as they apply to Public Offices only.
04. This Circular is issued with the concurrence of the General Treasury, and the above provisions will be effective from 01.03.1999.

Sgd. K.P.R. Gunathilake
Acting Secretary,
Ministry of Public Administration,

**FUEL ALLOCATION AND OVERTIME AND COMBINED
ALLOWANCE TO DRIVERS OF ASSIGNED VEHICLES**

	1	2	3	4	5	6
	Number of fuel litres approved for petrol vehicles	Maximum Amount Approved for Petrol vehicles (Rs.)	Number of fuel litres approved for diesel vehicle	Macimum Amount Approved for Diesel vehicles (Rs.)	Overtime for Drivers hours Maximum	Combined allowance for Drivers Days Maximum
1. Officers entitled for the fuel allocation	180	9000	235	3100	180	10
(a) Secretaries of Cabinet Ministries of Officers in equivalent capacity.						
(b) Additional Secretaries of Cabinet Ministries or Officers in equivalent Capacity.	150	7500	190	2500	140	08
(c) Heads of Departments or Officers in equivalent Capacity.	120	6000	145	1920	100	06
2. Personal Staff of Hon. Ministers and Staff of Hon. Governors and Chief Ministers of Provincial Councils.						
(a) Private Secretary	240	12000	288	4000	125	09
(b) Co-ordinating Secretaries or Public Relations Officers	218	10900	264	3500	100	06
3. Personal Staff of Hon. Deputy Ministers and Personal Staff of Hon. Ministers of Provincial Councils.						
(a) Private Secretary	240	12000	288	4000	100	06
(b) Co-ordinating Secretary	218	10900	264	3500	100	05

Motor Vehicle No.
Daily Chart for the Month of199
Ministry of/Department.

Post :-

1. Name of the Officer using the vehicle :-
2. Name of the Driver :-
3. Whether Diesel driven or Petrol driven :-
4. No. of litres of fuel entitled to per month:-
5. Amount entitled to per month:-
6. Meter reading on the 1st day of the month :-
7. Meter reading at the end of the month :-

Month/Date	Starting Time	Closing Time	No. of KM run	Signature of the Driver (only in respect of days on duty)	Signature of the Staff Officer
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
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