

Public Administration Circular: 22/99(XXXVI)

My No: EST-6/05/TPR/1011
Ministry of Public Administration
Disaster Management and
Livestock Development
Independence Square
Colombo 07.

10.10.2019

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

**Official Transport Facilities for Public Officers/ Provincial Public Officers/
Judicial Officers**

Your attention is drawn to the sub para 3.2 (b) of Public Administration Circular 22/99 dated 08.10.1999 revised by Public Administration Circular 22/99 (XXVII) dated 15.01.2013.

02. The Cabinet of Ministers has decided at its meeting held on 25.06.2019 to revise the said sub para 3.2 (b) in the following manner to be effective from 21.11.2015.

3:2(b) An officer, of whom the period of the application submitted for the last time for importation of motor vehicle on concessionary rates of duty as per all schemes for importation of vehicles on concessionary terms including Public Administration/ Foreign Affairs/ Treasury Circulars has not elapsed a period of 5 years from the date, on which the said application has been approved by the Secretary of the respective ministry until the date of retirement of the officer.

03. The new application introduced in place of the application introduced by Public Administration Circular 22/99 (XXXV) dated 20.02.2018 to be used to apply for a Vehicle Import Permit on Concessionary Rates under this Circular is given in "Annex I".

Sgd/ J.J. Rathnasiri
Secretary
Ministry of Public Administration,
Disaster Management and Livestock Development

Application for a Vehicle Import Permit on Concessionary Rates of Duty under Public Administration Circular 22/99, to be submitted by the officers at the time of retirement

Part "A"

For the use of the Department of Trade and Investment Policy only

Permit No

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(Fill in as applicable)

Part 'B'

01. (I) Name with initials :-.....

(II) Names denoted by initials :-.....

.....
(Should be written only in English as indicated in National Identity Card)

02. (I) Date of Birth :- Date

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 Month

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 Year

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(II) National Identity Card No:-

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03. (I) Private Address :-

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(II) Telephone Nos. :-

Residence

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Mobile

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04. Date of Retirement :- Date

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 Month

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 Year

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05. Retiring :- (I) On optional retirement

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(II) On compulsory retirement

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(III) If on other grounds, please state

.....

06. The salary drawn at retirement (I) Salary Code :-.....

(II) Salary Scale :- Rs.

(III) Salary Step :- Rs.

Part 'C'

07. If you become eligible under Section 2 of the Public Administration Circular 22/99 dated 08.10.1999

(I) Date of appointment to a post to which the salary scale of Grade I or higher salary scale of SL 1- 2016 has been determined :-

Date Month Year

(II) Designation :-

(III) Appointment to the post is on: - Permanent basis
 Acting basis
 The basis of Performing duties
 (Mark “√” in the relevant cage)

(IV) Particulars of posts held under Section 2 of the said Circular :-

Designation	From			To			Appointed as permanent/acting/ for performing duties	Total period of service counted for the eligibility
	Year	Month	Date	Year	Month	Date		
Total (Years)								

Part 'D'

08. If you become eligible under Sub Section 3:6 of Public Administration Circular 22/99 which was included by Public Administration Circular 22/99(XVIII) or Sub Section 3:7 of Public Administration Circular 22/99 which was included by Public Administration Circular 22/99(XXXI) of the Public Administration Circular 22/99, (Mark “√” in the relevant cage)

(I) Post :-

Government Medical Consultant	<input type="checkbox"/>
Government Consultant Dental Surgeon	<input type="checkbox"/>
Government Medical Officer Grade I	<input type="checkbox"/>
Government Dental Surgeon Grade I	<input type="checkbox"/>
Government Registered Medical officer and Assistant Medical Practitioners in Special Grade	<input type="checkbox"/>

(II) Date of first appointment as a Government Medical Officer/Dental Surgeon/ Government Registered Medical officer and Assistant Medical Practitioners in Special Grade:-

Date Month Year

(III) The date of completion of 25 years of active service in the post: -

(IV) If you become eligible as a Government Medical Consultant/ Consultant Dental Surgeon,

(a) Date of promotion as a Specialist Government Medical Consultant/ Consultant Dental Surgeon:-

Date Month Year

(b) The date of Promotion to Grade I of Government Medical Officer/ Grade I of Government Dental Surgeon/ Government Registered Medical officer and Assistant Medical Practitioners in Special Grade

Date Month Year

(V) Particulars of no pay leave, if any

From to
From to

Part 'E'

09. If you become eligible under Section 4 of Public Administration Circular 22/99 (XXX),

- (I) Date of appointment to a service or a post fallen under 4:1 or 4:2 of the above Circular:-
Date Month Year
- (II) The date of completion of 25 years of active service in the service / post:-
Date Month Year
- (III) The date of appointment to Grade I of the salary scale of SL I - 2016:-
Date Month Year
- (IV) The date of completion of 10 years of active service in the said Grade I: -
Date Month Year
- III
- (V) Particulars of no pay leave, if any
From to
From to

Part 'F'

10. Particulars of a vehicle imported on concessionary rates or bought a locally assembled vehicle, if any, under the provisions of Trade and Investment Policy Circular or any other Circular for the last time before retiring from Public Service:

- (I) Number of the relevant Circular: -
- (II) Date of application has been approved for a Vehicle Import Permit by the secretary of the respective Ministry: -
- (III) The date of opening of Letter of Credit/ date on which the first payment was made for the vehicle purchased locally: -
- (IV) Date of Importation of the vehicle:-
- (V) Date of Registration:-
- (VI) Registration No. of the vehicle:-

(Copies of the Letter of Credit/ a certified copy of the Registration Certificate of the motor vehicle or any other document which proves the same should be submitted herewith)

11. **State the category of this Circular, under which the Vehicle Import Permit is sought**
(Mark “√” in the column 3 of the chart)

officers Category	Tax Concession	Category relevant to the applicant
I	Rs. 22 Million	
II	Rs. 16 Million	
III	Rs. 12 Million	

12. **Particulars of the spouse who applies for the relevant permit when the applicant is deceased**

- (I) Name in full :-
- (II) National Identity Card No :-.....
- (III) Address :-.....
- (IV) The Section of this Circular under which the spouse becomes eligible to obtain a Vehicle Import Permit under Concessionary Rates of Duty :-

Statement of the Applicant:-

I do hereby inform that, I/ my spouse have/has not imported a vehicle on concessionary terms of the Government during the period of 05 years immediately preceding,which is the date of my retirement from Public Service/ which my spouse who had been working in Public Sector was deceased.

Further I certify that all the particulars furnished above by me are true and accurate. I agree to obtain the permit subject to the conditions in this Circular. I undertake to inform you forthwith of any change what so ever of such particulars. I am aware that in the event any of above particulars is found to be incorrect or false, I will be liable to pay all the duty concessions granted for the vehicle imported.

Date:

.....
Applicant's Signature

* (Delete the words inappropriate)

Part ‘G’

Recommendation of the Head of the Institution

Note:

This recommendation should be submitted to the Secretary to H.E. the President/ Secretary of the Ministry/ Chief Secretary by the relevant Head of the Department in the prescribed manner. Further, when a Secretary/ Provincial Chief Secretary becomes the immediate Head of the Institution of the applicant, relevant Secretary should make recommendation in this Section as well in addition to Part “H” or Part “I”. At such instances, the next officer in the hierarchy to whom the administrative power is entrusted, in addition to the Secretary, can also make this recommendation.

My No:-.....

(*delete words inappropriate)

Secretary, Presidential Secretariat*

Secretary, Ministry of
.....*

Chief Secretary, Provincial Council of
.....*

Director General, Department of Trade and Investment Policies*/#

(* please make this recommendation to D.G.D.T. and I.P, only at the instances when the Secretary makes this recommendation personally)

I do certify that the foregoing particulars are correct as per the personal file of the officer, the officer has not retired before reaching the optional/ compulsory age of retirement, the retirement was not due to a disciplinary matter, and he/she has not obtained a permit to import a vehicle on Concessionary Rates of Duty during the period of 5 years preceding to the date of retirement. The copies of the following documents are appended hereto.

Serial Number	Type of Document	Applicable	Not Applicable
1.	Letter of Retirement		
2.	Letter of First Appointment in proof of 25 years of service.		
3.	Letter of Appointment to Class I of the service/post.		
4.	Documents to confirm the active service period of 03 years in the relevant service/ post		
5.	Letter of Appointment as a Medical Consultant / Consultant Dental Surgeon.		
6.	Letter of approval of the post by the General Treasury.		
7.	Certificate of Death, Certificate of Marriage in the case of a deceased officer.		
8.	Medical Board Report, in the case of an officer retired on medical Grounds.		
9.	Copy of the application for the vehicle import permit obtained previously, approved by the Secretary of the Ministry		
10.	Certificate of Registration/letter of credit relevant to the vehicle obtained previously.		
11.	A copy of the National Identity Card		

I recommend the issuance of a Vehicle Import Permit on Concessionary Rates of Duty subject to the conditions of this circular

Date.....

.....
Signature of the Head of the Department
and the Official Stamp

Part 'H'

Recommendation of the Chief Secretary

(This section should be completed only when the applicant is an officer in a Provincial Council)

My No:-.....

Secretary
Ministry of Provincial Councils and Local Government*
***(mention as relevant)**

I hereby recommend to issue a Vehicle Import Permit on Concessionary Rates of Duty subject to the conditions of this Circular

Date:-

.....
Signature and Official Stamp of the Chief
Secretary

Part 'I'

Recommendation of the Secretary to the Ministry

My No:-.....

Director General
Department of Trade and Investment Policy
General Treasury

I recommend that it is appropriate to grant a Vehicle Import permit under concessionary Rates of Duty to Mr./ Mrs./ Miss Under the Public Administration Circular 22/99 and the revised provisions

.....

Date

.....

Signature of the Secretary to the ministry and
The Official Stamp