

My No : EST-6/05/TPR/3515
Ministry of Public Administration,
Provincial Councils and Local Government
Independence Square,
Colombo 07

25.02.2026

Secretaries to Ministries
Chief Secretaries of Ministries
Heads of Departments

Maintenance of Government Vehicles

Your attention is drawn to Public Administration Circular 30/2016 dated 29.12.2016 issued on the Maintenance of Government Vehicles and this circular is issued to be effective from 01.03.2026 with the inclusion of new provisions in place of the provisions stipulated in the said circular on the manner in which actions should be taken with regard to the maintenance of government vehicles.

02. Accordingly, consumption of fuel, granting advance for purchase of fuel and maintenance of running charts should be performed in the following manner.

- 2.1 The consumption of fuel must be re-tested after a period of 12 months from each fuel test or after running a distance of 25,000 km or after carrying out a major repair to the engine, whichever occurs first. For that purpose, a full tank of fuel must be put in and 80 km must be run both inside and outside of the city. Thereafter, the tank should be re-filled fully. The amount of fuel burnt per kilometer can be worked out by dividing the number of kilometers run by the number of liters that had to be put in to fill the tank the second time.
- 2.2 In case where any Ministry or Department maintains a pool of vehicles and when it is required to use those vehicles/ one of those vehicles for duties which require to run a distance more than 100 km (a total of 200 km for both ways), fuel should be filled by way of giving an advance to the officer who is authorized to use the vehicle.
- 2.3 A chart must be maintained with regard to the vehicles in the form as in the annexure. The format gives the amount of fuel used since the date on which consumption of fuel was tested and the amount of fuel used over the previous month. If there is any sharp adverse variation, the Staff Officer of a Ministry/ Department/ Institution who is in charge of vehicles should get the vehicle examined immediately in order to check whether the cause for such adverse variance is a mechanical defect or malpractice.
- 2.4 The daily running chart should be properly completed and get the signature of the officer who has used the vehicle at the end of every journey. The Staff Officer in charge

of the subject of vehicles must ensure that such entries are made accurately. In case where it is revealed at an inquiry that action has not been taken in the said manner, disciplinary action should be taken against the respective drivers.

- 2.5 All details pertaining to the vehicle must be entered in the log book relevant to the vehicle immediately upon completion of the relevant task and the Staff Officer in charge of the subject of vehicles must conduct regular inspections to ensure the same. It is the responsibility of the Officer in charge of the subject of vehicles and the driver to ensure that the relevant information is recorded in a timely manner.
03. The following instructions shall be given to all drivers.
- 3.1 The daily running chart should be properly completed and get the signature of the officer who has used the vehicle at the end of every journey.
 - 3.2 Vehicle must be washed at least once in every two days or whenever necessary and the interior of the vehicle must be kept clean at all times.
 - 3.3 Action must be taken in accordance with the instructions given to the driver in Form General 268 and 268a, also known as the Daily Running Chart.
 - 3.4 All the drivers assigned to official vehicles must be ordered to maintain the format introduced as Annex 01 of Public Administration Circular 13/2008 dated 26.06.2008. Each driver must be provided with a copy of the relevant format.
04. Repairs of the government vehicles must be carried out in future in accordance with the instructions specified in the procurement guidelines and manuals issued from time to time by the National Procurement Commission with regard to the repairs of government vehicles.
05. The provisions of this circular should be implemented without causing prejudice to any action initiated up to 01.03.2026 on the provisions of Public Administration Circular 30/2016 dated 29.12.2016.
06. This circular is issued on the instructions of the National Procurement Commission and with the concurrence of the General Treasury.

Sgd/ S. Alokabandara

Secretary

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Transport log for duties in the month of, 20....

1 Serial No:	2 Vehicle Registration Number	3 Number of liters consumed	4 Distance Travelled (km)	5 Kilometers per liter $3 \div 4$	6 Kilometers per liter over the last six months (Average)	7 Repair costs during the month	8 Average repair cost over the last six months