

My No: EST-7/TPORT/05/5120
Ministry of Public Administration
& Home Affairs
Independence Square
Colombo 07
24.05.2010

To Secretaries of all Ministries

Management of Public Finance

Your attention is hereby drawn to sub-paragraph 3.5 of the letter of number CA/1/17/1 dated 14-05-2010 addressed to you on the above matter.

02. Accordingly, a monthly fuel allowance will be paid in respect of the official vehicles used by the following officers serving in the personal staff of Hon. Ministers and Deputy Ministers, subject to the maximum limits given below.

Officers entitled	Number of the liters of fuel approved monthly for vehicles run by diesel/ petrol
Private Secretary	240
Coordinating Secretary/Media Secretary/Public Relations Officer	218

03. The fuel allowance should not be paid as a reimbursement on invoices but as a monthly allowance. The allowance should be decided upon the prices of fuel prevailing in the local market on the first day of each month.

04. Overtime payments and combined allowances should be paid to drivers attached to the official vehicles of these officers, subject to the maximum limits given below.

Designation of the officers for whom official vehicles have been assigned to	Maximum of the monthly overtime allowances Hours	Maximum of the monthly combined allowances Days
Private Secretary to Hon. Minister	125	09
Private Secretary to Hon. Deputy Minister	100	06
Coordinating Secretary / Media Secretary / Public Relations Officer of Hon. Minister and Deputy Minister	100	06

05. It is hereby emphasized that expenses should not be borne exceeding the maximum limit of the fuel allowances, overtime payments or combined allowances mentioned above and bills should not be submitted for covering the additional expenses borne.

Sgd./ D. Dissanayake
Secretary
Ministry of Public Administration &
Home Affairs .