

My No. E/7/3/2/23
Ministry of Public Administration
and Home Affairs
Independence Square
Colombo - 07
14 July, 2006

Secretaries of Ministries
Chief Secretaries of Provincial Councils
Heads of Departments
Heads of Government Co-operations
and Statutory Boards

**Supply of Fuel for Official Vehicles, and Payment of
Overtime and Combined Allowances to
Drivers of such Vehicles**

Public Administration Circulars Nos. 6/99 and 6/99 (I) issued on the above subject are hereby repealed and new provisions shown below will take effect from 01.08.2006

02. It has been decided to pay a fuel allowance to Public officers who are entitled to official vehicles and to whom such vehicles have been assigned and to pay overtime and Combined Allowances to the drivers of such vehicles as indicated in Annexure I.

03. Relevant authorities should ensure that the following conditions and instructions are followed in granting fuel allowance to Public officers

- I. The amounts indicated in second and fourth columns of Annex I will be paid as a monthly allowance and the payment should be made as an approved allowance but not treated as a payment which requires a receipt.
- II. Monthly fuel allowances payable to officers mentioned in column one and four in Annexure I, should not be changed when the prices of fuel fluctuates.
- III. The officer concerned should be responsible for the proper maintenance of the vehicle allocated to him.
- IV. In lieu of the daily running chart on Form General 268 in respect of an official vehicle assigned to officers a record as shown in Annex -2 should be maintained. In addition, the Logbook presently maintained by the officer in charge of transport should continue.
- V. Payment of overtime and Combined Allowances to drivers should be based on particulars appearing in Annex 2
- VI. Where overtime and Combined Allowances have to be paid to a driver in excess of the prevailing stipulated maximum limit on the exigencies of service such payment can be made on the approval of the Secretary to the Ministry. Secretaries should ensure that the relevant estimated provisions are not exceeded when such payments are approved.

- VII. No vehicle belonging to the pool should be made available to an officer to whom an official vehicle has been assigned. However, a vehicle can be obtained from the pool in instances where the official vehicle has been sent for repairs, or on the special approval of the relevant authority.
- VIII. Whenever issue of additional fuel becomes necessary for special occasions such additional fuel can be issued only with the approval of the relevant Secretary.
- IX. Officers who are entitled to use official vehicles for official and private travel should not receive a fuel allowance in excess of the limits mentioned in 03 (II) or draw fuel on Government fuel orders. Also they should not use pool vehicles for their official or private travel. However, when such an officer needs to use an official vehicle for a special duty outside his normal duties, he may be allowed to claim reimbursement of the actual fuel expenses incurred on such occasions. Such additional fuel expenses could however, be reimbursed only with the approval of the Secretary of the Ministry/Chief Secretary of the Provincial Council. Application for additional fuel or for re-imburement should be made as in Annexure 03.
- X. An officer who functions in more than one posts which are eligible to a fuel allowance, is entitled to draw an allowance in respect of only one such post. However, if it is essential to exceed this limit for official reasons, a special approval should be obtained in terms of Para IX above.
- XI. An officer who is not in active service such as on leave prior to retirement, oversees leave and no pay leave in excess of one month is not entitled to use official vehicle or to obtain the service of a driver. However the Director General of Establishments is authorized to amend these provisions for a further period in excess of one month in instances where the officer is on no pay leave owing to reasons beyond his control, such as illnesses.
- XII. Running Charts and Logbooks presently maintained in respect of all other vehicles should continue.
- XIII. The amount now being recovered monthly in connection with the use of the official vehicle for private travelling should continue.
04. Officers in Government Corporations / Statutory Boards / Government Owned Companies should be paid fuel allowances in terms of Section 03 (I) and 03 (II) of this Circular. In this respect the Department of Government Enterprises in the General Treasury should identify and approve posts separately for each Institution according to the posts mentioned in Annexure 01 of this Circular.
05. This Circular is issued with the concurrence of the General Treasury.

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

ANNEXURE I

**FUEL FOR OFFICIAL VEHICLE 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 vehicles	Maximum amount approved for Diesel vehicles (Rs.)	Overtime maximum hours	Combined allowances Maximum Days
1. Officers entitled for the fuel allocation						
(a) Secretaries of Cabinet Ministries or Officers in equivalent capacity	180	14400	235	11750	180	10
(b) Additional Secretaries of Cabinet Ministries or Officers in equivalent capacity	150	12000	190	9500	140	08
(c) Heads of Departments or Officers in equivalent capacity	120	9600	145	7250	100	06
(d) Co-ordinating Secretary of Secretaries	100	8000	120	6000	100	06

Motor Vehicle No.....
Daily Chart for the Month of2000
.....Ministry/Department/Co-operations

1. **Name of the Officer using the Vehicle :-**
2. **Post:-**
3. **Name of the Driver:-**
4. **Whether Diesel driven or Petrol driven vehicle :-**
5. **No. of litres of fuel 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.					
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8.					
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31.					

Payment /Reimbursement of Extra Fuel Expenses

01. Name of the officer :-
02. Post :-
03. Registration number of the vehicle assigned :-
04. Fuel Consumption of the vehicle assigned (K. M. P. L.) :-
05. The maximum amount of fuel entitled per month :- (Litres)
06. Amount :- Rs
07. The distance travelled or proposed to travel using the extra fuel

Date	Point from where the Journey started /due to be started	Places visited or due to be visited	Distance K.M
Total			

08. The amount of fuel used for the journey or necessary for the journey:- Litres
09. Amount applied for in respect of fuel used or in respect of the required fuel :-Rs:
10. Extra fuel obtained during this year:-

Month	Quantity of Litres	Value	
		Rs.	Cts
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

I hereby certify that the foregoing information is correct

Date:-

.....
Signature of the Officer

I approve the payment of an extra fuel allowance in terms of the provisions of sub-section 3 (IX) of Public Administration Circular No. 11/2006.

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Secretary of the Ministry