

My No: EST/6/TPORT/05/1010
Ministry of Public Administration
and Management
Independence Square
Colombo 07.

24.06.2016

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

Official Transport Facilities to Public Officers/ Provincial Public Officers/ Judicial Officers

Your attention is drawn to the Public Administration circulars issued revising the provisions in para 3 of the Public Administration circular 22/99 dated 08.10.1999 issued on “Official transport facilities for Public Officers/Judicial officers/Officers in State Corporations and Statutory boards”.

02. The Cabinet of Ministers has decided at its meeting held on 24.05.2016 to revise the maximum C.I.F. value determined for officer categories under sub para 3.5 and the said para of the above provisions in the following manner.

3:5 (a) The C.I.F. value of the vehicles which is applied in the importation of a vehicle shall be categorized under 03 groups without prescribing any maximum limit of cylinder capacity depending on the post held by the officer.

Group (I) - (a) A petrol or diesel motor vehicle/cab subject to a maximum C.I.F. value of United States \$ 45,000.

Group (II) - (a) A petrol or diesel motor vehicle/cab subject to a maximum C.I.F. value of United States \$ 40,000.

Group (III) - (a) A petrol or diesel motor vehicle/cab subject to a maximum C.I.F. value of United States \$ 35,000.

Note: The additional C.I.F. value of USD 5,000 allowed by para 02.II of Public Administration Circular 03/2012 dated 23.02.2012 is hereby removed.

3:5 (b) 20% from the total production tax, which is calculated by Sri Lanka Customs for the vehicle imported, shall be borne by the permit holder.

03. Provisions of this revised circular shall strictly be applied for the officers who retire on or after 21.11.2015 and the provisions and conditions which were effective as at 20.11.2015 shall be made applicable for the officers who have retired on or before the said date but not obtained so far a Vehicle Import Permit on Concessionary Rates.

04. If an officer, who has earned the salary scale of SL-4 as per the provisions of Public Administration circular 06/2006 dated 25.04.2006 or 03/2016 dated 25.02.2016 after serving a period of more than three (03) years as a Secretary to a Line Ministry, has retired from service while serving in a lower post after appointment to such a post either on reasons beyond his/her control or a reason not fallen under disciplinary grounds, such officer shall also be entitled to a Vehicle Import Permit on Concessionary Rates which is fallen under the group determined for the Secretary to a Ministry.

05. The new application introduced in place of the application introduced by Public Administration Circular 22/99 (XXX) dated 17.11.2014 to be used to apply for a Vehicle Import Permit on Concessionary Rates under this Circular is given in annex I.

06. Other conditions and provisions issued in respect of Public Administration Circular 22/99 and all the Circulars issued as the revisions which are outside the conditions revised by this Circular shall remain unchanged.

06. This circular is issued on the concurrence of the General Treasury

Sgd/. J. Dadallage

Secretary

Ministry of Public Administration and Management

Application for a Motor 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 :-.....
-

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- 2006 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
Government Consultant Dental Surgeon
Government Medical Officer Grade I
Government Dental Surgeon Grade I
Government Registered Medical officer and Assistant Medical Practitioners in Special Grade

- (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 - 2006:-

Date Month Year

- (IV) The date of completion of 10 years of active service in the said Grade I: -

Date Month Year

- (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 during the period of 5 years preceding the retirement from Public Service:

- (I) Number of the relevant Circular: -

 (II) The date of opening of Letter of Credit/ date on which the first payment was made for the vehicle purchased locally: -
 (III) Date of Importation of the vehicle:-.....
 (IV) Date of Registration:-.....
 (V) 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)

The category of officers	C.I.F. value (US \$)	Category relevant to the applicant
I	45,000	
II	40,000	
III	35,000	

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 :-

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 whatsoever 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 “T”. 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 Applicabl
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	Letter of Appointment as a Medical Consultant / Consultant Dental Surgeon.		
5	Letter of approval of the post by the General Treasury.		
6	Certificate of Death, Certificate of Marriage in the case of a deceased officer.		
7	Medical Board Report, in the case of an officer retired on medical Grounds.		
8	Certificate of Registration/letter of credit relevant to the vehicle obtained previously.		

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./ Miss/Mrs. under the Public Administration Circular 22/99 and the revised provisions.

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Signature of the Secretary to the Ministry
and the Official Stamp

Date: