

My No: EST-7/TPORT/05/1014  
Ministry of Public Administration  
and Home Affairs,  
Independence Square,  
Colombo 07.

16.06.2014

Secretaries to Ministries  
Chief Secretaries of Provinces  
Heads of Departments

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

The provisions of this Circular will be enforced with effect from 01.01.2014 without causing prejudices to any action taken in pursuance of Public Administration Circulars issued so far for the provision of official transport facilities to senior staff officers of the Public Service for the efficient, diligent and prompt execution of public services.

**02. Officers who are permitted to be assigned official vehicles are as follows.**

The officers referred to in column 1 of the Table 2:1 below may use an official vehicle for official purposes and for traveling between the office and the residence. The distance between the residence and the office should not exceed 50 kilometers. In respect of the officers who are entitled to use the official vehicle for their private traveling on payment of approved monthly fee and against whose names in the Table below the words "Entitled" is written, the maximum distant limit of 50 kilometers does not apply.

**2:1**

<b>Officers who are permitted to be assigned official vehicles</b>	<b>Whether the Officers are entitled to use the official vehicle so assigned for their private traveling.</b>
<b>Posts in the Public Service</b>	
I. Secretary to the President	Entitled
II Secretary to the Prime Minister	Entitled
III. Secretary to the Cabinet	Entitled
IV Secretary of a Cabinet / Non- Cabinet Ministry	Entitled
V Deputy Secretary to the Treasury	Entitled
VI Commissioner of Elections	Entitled
VII Auditor General	Entitled

VIII Secretary - Public Service Commission Judicial Service Commission National Police Commission	Entitled
IX. Additional Secretary - a) Presidential Secretariat b) Prime Minister's Office c) Office of the Cabinet of Ministers d) Cabinet / Non- Cabinet Ministries e) Public Service Commission	Entitled
X. Government Agent/District Secretary	Entitled
XI. Heads of Departments coming and not coming under a Cabinet/ Non-Cabinet Ministry and  a) Director General/ Additional Director General/ Deputy Director General b) Commissioner General/ Additional Commissioner General/ Deputy Commissioner General c) General Manager of Railways d) Deputy Chief Valuer e) Senior Deputy Surveyor General/ Deputy Surveyor General / Provincial Surveyor General f) Senior Deputy Government Printer	Entitled
XII. Officers holding posts such as Senior Assistant Secretary, Director, Controller and Commissioner and entitled to the salary scale relating to Grade I or above of SL 1-2006	Entitled
XIII. Additional District Secretary	Entitled
XIV Divisional Secretary	Entitled
XV. Secretary, Co-operative Services Commission	Entitled
XVI. Senior Legal Advisor to the Department of Labour	Entitled
XVII. An officer of class I of relevant all island service or a departmental service, to which the salary scale SL 1-2006 has been determined as per the provisions in Public Administration Circular 06/2006, who is appointed on permanent basis to a post of class I of an all island service or a departmental service which has been approved by the General Treasury as a permanent post in Class 1.	Entitled
XVIII. Officers appointed by the President or by the Cabinet who hold special posts and are drawing the initial salary relevant to Class I of SL 1 - 2006 or a higher salary or are assigned a higher salary scale /fixed salary	Not entitled
<b>Judicial Officers</b>	
I. Chief Justice	Entitled
II Supreme Court Judges	Entitled
III President of the Court of Appeal	Entitled
IV Judges of the Court of Appeal	Entitled
V High Court Judges	Entitled
VI District Court Judges	Entitled

VII. Magistrates	Entitled
VIII. Presidents of Labour Tribunals	Entitled
IX. Judges of Primary Courts	Entitled
X. Commissioner of Workmen's Compensation	Entitled
XI. Additional Commissioner of Workmen's Compensation	Entitled
XII. Deputy Commissioner of Workmen's Compensation	Entitled
<b>Legal Officers</b>	
I. Attorney General	Entitled
II Solicitor General	Entitled
III Additional Solicitor General	Entitled
IV Deputy Solicitor General	Entitled
V Senior State Attorney / Senior State Counsel	Entitled
VI State Attorney / State Counsel	Entitled
VII Legal Draftsman	Entitled
VIII Additional Legal Draftsman	Entitled
IX Deputy Legal Draftsman	Entitled
X Senior Assistant Legal Draftsman	Entitled
XI Assistant Legal Draftsman	Entitled
XII Director General, Deputy Director General, Assistant Director General of the Commission to Investigate Allegations of Bribery or Corruption	Entitled
<b>Officers of the Three Armed Forces</b>	
I. Officers of the Permanent Rank of Brigadier and above of the Sri Lanka Army	Entitled
II. Officers of the Permanent Rank of Commodore and above of the Sri Lanka Navy	Entitled
III. Officers of the Permanent Rank of Wing Commander and above of the Sri Lanka Air Force	Entitled
<b>Police Officers</b>	
I. Inspector General of Police	Entitled
II. Senior Deputy Inspector General of Police	Entitled
III. Deputy Inspector General of Police	Entitled
IV. Senior Superintendent of Police	Not-entitled
V. Superintendent of Police	Not-entitled
VI. Assistant Superintendent of Police	Not-entitled
<b>Government Medical Officers</b>	
I. Deputy Director General of Health Services	Entitled

II. Director, Sri Lanka National Hospital	Entitled
III. Director, Dedicated Public Health Institutions	Entitled
IV. Director, Teaching Hospitals	Entitled
V. Director, Provincial General Hospitals	Entitled
VI. Director, Dedicated Tertiary Level Hospitals and Institutions	Entitled
VII. Provincial Director of Health Services	Entitled
VIII. Regional Director of Health Services	Entitled
IX. Director, Ministry of Health (Medical Officers holding the post of Director, Ministry of Health on the salary step of Rs. 37,495/= or above applicable to Class I of SL 2 - 2006)	Entitled
X. Specialist Judicial Medical Officers	Entitled
<b>Officers in the Provincial Public Service</b>	
I. Chief Secretary of a Province	Entitled
II. Secretary to the Provincial Governor	Entitled
III. Secretary of a Provincial Ministry	Entitled
IV. Secretary of a Provincial Council	Entitled
V. Secretary of a Provincial Public Service Commission	Entitled
VI. Deputy Chief Secretary in a office of the Chief Secretary of Provincial Council	Entitled
VII. Sri Lanka Administrative Service Class I Officers holding the post of Senior Assistant Secretary of the Chief Ministry of a Provincial Council.	Entitled
VIII. Heads of Provincial Departments holding post to which the salary scale of Class I of SL 1-2006 is applicable under Provincial Council	Entitled
IX. An officer of class I of relevant all island service or a departmental service, to which the salary scale SL 1-2006 has been determined as per the provisions in Public Administration Circular 06/2006, who is appointed on permanent basis to a post of class I of an all island service or a departmental service which has been approved by the General Treasury as a permanent post in Class I.	Entitled
X. Municipal Commissioners of Municipal Councils	Entitled
<b>Personal Staff and Other Staff of (Cabinet/Non-Cabinet) Ministers and Deputy Ministers</b>	
I. Private Secretary of a Cabinet/Non-Cabinet Minister	Entitled
II. Private Secretary of a Deputy Minister	Not-entitled
III. Coordinating Secretary	Not-entitled
IV. Public Relation Officer	Not-entitled
V. Coordinating Secretary of a Secretary of a Cabinet/Non-Cabinet Ministry.	Not-entitled

- 2:2 The officers entitled to use assigned vehicles for their private traveling as per the Table 2:1 above and entitled to the salary scale SL 3-2006 or above shall pay a sum of Rs. 1,500/- and the other officers shall pay Rs. 1,000/- per month to the state.

**03. Provisions relating to officers not covered by the Table 2:1 above are as follows.**

- 3:1 In the case of an officer who is not covered by the Table 2:1 above but is duly eligible to use an official vehicle only for official purposes and for traveling between the office and the residence within a range of 50 kilometers (100 km to and from), a nomination on the basis of the recommendation made personally by the Head of the Department/Institution in respect of such officer should be prepared in conformity with the Specimen at **Annex - 01** and submitted to the Secretary, Ministry in charge of the subject of Public Administration together with the recommendation made personally by the relevant Secretary to the Ministry.
- 3:2 The nominations received as per 3:1 above should be referred to the Nomination Committee, the composition of which is given at 3:4 and upon studying of such requests, the decision of the committee will be communicated to the relevant Secretaries.
- 3:3 The Head of the Department/Institution should submit the nomination prepared in conformity to the specimen in the **Annex - 01** in respect of any officer who is not entitled to use the official vehicle for his personal traveling as given in the Table 2:1 above, to the Secretary to the Ministry incharge of the subject of Public Administration together with the recommendation made personally by the relevant Secretary to the Ministry.
- 3:4 The nominations received as per 3:3 above should be referred to the Committee comprising of officers as given below. The Committee should examine such requests and the decision of the Committee regarding the nominations recommended for the inclusion in this Circular should be submitted to the Cabinet of Ministers through the Minister in charge of the subject of Public Administration. Only with the approval of the Cabinet of Ministers, such officer will be treated as being entitled under column 02 of the Table 2:1 to use the official vehicle for private traveling.

- Secretary, Ministry of Public Administration and Home Affairs - Chairman
- Secretary, Ministry of Technology and Research - Member
- Deputy Secretary to the Treasury - Member
- Director General of Public Finance - Member
- Director General, Department of Trade and Investment Policy - Member
- Director General of Establishments - Member/Convener

**04. Providing transport facilities to officers holding deputy level posts is as follows:**

On exigencies of the service following officers can be provided with group transport facilities at the discretion of the Head of the Institution, for the purpose of traveling between the office and the places close to residence only if vehicles and provisions for fuel are available. In this instance the maximum distance between the two places should not exceed 50 kilometers (100 km to and from). The place where such a vehicle should be parked during night should be decided by the Head of the Institution.

- 4:1 Officers in Class I or Class II of an All Island Service or of similar level in other Departmental services holding posts such as Deputy Director, Deputy Commissioner, Deputy Controller in a Cabinet or Non- Cabinet Ministry/ Department.
- 4:2 Officers in Class I or Class II of an All Island Service or of similar level in other Departmental services holding posts at deputy level in Provincial Chief Secretaries' Offices, Provincial Ministries and in Departments under such Ministries.

**05. General Provisions**

- 5:1 An officer who has been permitted to use an official vehicle for private traveling and who possesses a license to drive the vehicle of that class can also be permitted to drive such vehicles for such private traveling by the Head of the Institution at the request of such officer and such permission can be extended at the option of the officer for official traveling as well.
- 5:2 Official vehicles permitted to be used for private traveling should be insured under a Comprehensive Insurance Policy, the premium for which is payable by the relevant Ministry/Department/Institution.
- 5:3 An officer who has been assigned an official vehicle for private traveling may park such vehicle at his residence.
- 5:4 The limits of fuel supplied to official vehicles should comply with the regulations enforced by the Government from time to time.

**06. Officers who are entitled to a Vehicle Import Permit on Concessionary Rates of Duty at the time of retirement.**

- 6:1 An officer holding a permanent and pensionable post and who fulfils the following qualifications and is not disqualified under Sub-Section 07 of this Circular, may obtain a Vehicle Import Permit on Concessionary Rates of Duty, only once in his lifetime at the time of retirement.
- 6:2 Being an officer who was appointed to a post with a salary scale of Grade 1 or above of the SL 1-2006 of the Public Administration Circular No: 06/2006, with an active service in a post or posts on permanent basis with the entitlement for using the assigned official vehicle for private traveling as indicated in the Column 2 of the Table 2:1 for a period not less than three (03) years.
- 6:3. Provided however that, any officer who holds a post on the basis of acting or performing duties at the time of retirement shall also be entitled to the privilege granted under this Circular, if he/she has served in a post of a subordinate grade to which the use of official vehicle for private traveling is entitled as per column 2 of the Table 2:1 above, immediately prior to his/her current post and fulfils other qualifications, having regard to the total period of service both in the post on the basis of acting/ performing duties and in the post immediately prior to the current post.
- 6.4 An officer can make an application for a Vehicle Import Permit on Concessionary terms at the time of retirement, only after he/ she attains the optional age of retirement as applicable to this entitlement or at the time of submitting papers for compulsory retirement.
- 6:5 However, in the case of an officer who is compelled to retire prior to attaining the optional age of retirement due to any reason beyond his control such as restructuring / closure of a Department or abolition of a post, such officer may make an application for a Vehicle Import Permit on Concessionary Rates of Duty if he/she fulfils the qualifications at 6:1 and 6:2 above and meets the following requirements:
  - 6:5:1 The Government has not provided him with an alternative employment in the Public Service or in a Government Corporation.
  - 6:5:2 The officer has not declined to accept any such post offered.

6:6 A Government Medical Consultant / Government Consultant Dental Surgeon or Grade I Government Medical Officer / Grade I Government Dental Surgeon who is entitled to Transport and Attendance Allowance in terms of the Circular No MA/MS/F/13/2008 dated 2008.05.06 of the Secretary, Ministry of Health, may obtain a Vehicle Import Permit on Concessionary Rates of Duty at the time of retirement on attaining the age of compulsory retirement, if such officer possesses the following qualifications:

6:6:1 Having completed 25 years of active service as a Government Medical Officer/ Government Dental Surgeon and 03 years out of the said period as a Government Medical Consultant / Government Consultant Dental Surgeon;

or

6:6:2 Having completed 10 years of service as a Grade I Government Medical Officer/ Grade I Government Dental Surgeon during the period of 25 years of active service referred to at 6:6:1.

6:7 A Grade I officer of an All Island Service or in any other similar Departmental post may obtain a Vehicle Import Permit on Concessionary Rates of Duty at the time of retirement on attaining the age of compulsory retirement if such officer possesses the following qualifications:

6:7:1 Having completed 25 years of active service in a post belonging to an All Island Service to which the salary scale SL 1 - 2006 or previously similar salary scale has been assigned and 10 years out of the said period of 25 years of active service as a Grade I officer;

6:7:2 Having completed 25 years of active service in a service or in a departmental post to which the salary scale SL 1 - 2006 or similar salary scale previously has been assigned and 10 years out of the said period of 25 years as a Grade I officer;

**Note:-**

**“Period of active service”** means the period of service during which an officer actually engages in service receiving salaries entitled to the post. All periods of no pay leave except for government approved maternity leave will not be accounted for in the calculation of the period of active service.



6:8 In the event of the death prior to the retirement of an officer who has been qualified to obtain a Vehicle Import Permit on Concessionary Rates of Duty under 6:1 to 6:7 above, the spouse of such officer may be granted the entitlement, had the officer been entitled for same at the time of his death.

6:9 Special provisions

6:9:1 A Vehicle Import Permit on Concessionary Rates of Duty may also be granted to persons appointed to posts such as Secretaries to Ministries/ Heads of Departments outside the Public Service under special circumstances when they resign from the posts, if they have held such posts of Secretaries to Ministries/ Heads of Departments for a period not less than three (03) years and have not imported a vehicle under any concessionary scheme whatsoever within the period of five (05) years immediately preceding.

6:9:2 The concession referred to at 6:9:1 above may also be accorded to any officer who upon his retirement, is holding a post such as Secretary to a Ministry or Head of Department, if such officer was entitled to the Vehicle Import Permit on Concessionary Rates of Duty at the time of retirement, but has not obtained such permit.

**07. Officers who are not eligible to receive a Vehicle Import Permit on Concessionary Rates of Duty at the time of retirement are as follows:**

7:1 An officer who has been retired under Section 12:1 of the Minute on Pensions.

7:2 An officer who has imported a vehicle on duty concessions under a Public Administration / Foreign Affairs / Treasury Circular and a period of 05 years has not elapsed from the date of opening of Letter of Credit or the date on which the first payment was made for the vehicle purchased locally to the date of his retirement.

7:3 An officer who voluntarily retires from service prior to attaining the optional age of retirement under the concessionary provisions of any Circular.

**08. The officers eligible under paragraph 06 above may obtain a Vehicle Import Permit on Concessionary Rates of Duty as follows:**

- 8:1 The C.I.F. value of the vehicle is classified under 3 categories based on the positions held by the officers and the maximum limit of cylinder capacity will not be applicable.
- 8:2 Vehicle Import Permit on Concessionary Rates of Duty should be issued subject to following specifications to each category mentioned in 8:1 above.

<b>Category of the officer</b>	<b>C.I.F. value (U.S. \$)</b>	<b>Type of fuel used in the vehicle</b>
I	30,000	Petrol/Diesel
II	27,500	Petrol/Diesel
III	25,000	Petrol/Diesel

- 8:3 Total taxes payable including Value Added Tax (VAT), Ports and Airport Development Levy (PAL), Nation Building Tax (NBT) should be adjusted as 45% of the C.I.F value (Custom value) of the vehicle imported / purchased.
- 8:4 The approved C.I.F. value of the vehicle imported may exceed only up to U.S. Dollar 5,000 and the Custom Duty should be paid by the officer for such exceeding amount up to U.S. Dollar 5,000, in addition to the concessionary tax rate.
- 8:5 Calculation of the value of the vehicle import permit relative to the exchange rate of US Dollar shall be based on the value of the US Dollar at the date on which the Letter of Credit is opened by the officer.
09. An officer who wishes to obtain a Motor Vehicle Import Permit on Concessionary Rates of Duty, should duly prepared an application as per Annex - 03 hereof and submit to the Director General of the Department of Trade and Investment Policy of the General Treasury together with the recommendation of the respective Head of the Department and the Secretary to the Ministry.
10. Public Administration Circular No.264 dated 15.08.1984, No.6/88 dated 11.02.1988, No.8/94 dated 07.02.1994, and the provisions in the part 03 of No.24/93 dated 01.10.1993 issued with regard to this subject were cancelled by Public Administration Circular No.22/99 dated 08.10.1999. Whilst the above decision remains unchanged Public Administration Circular No.22/99 dated 08.10.1999 and all Circulars issued as revisions subsequently to it and Public Administration Circular No.03/2012 are hereby cancelled.

11. Providing official transport facilities to the officers in State Corporations and Statutory Boards should be carried out as per the provisions of the Circulars issued from time to time by the Department of Public Enterprises.
12. This Circular has been issued with the concurrence of the General Treasury.

Sgd./ P.B. Abeykoon

Secretary

Ministry of Public Administration and Home Affairs

**The Nomination under 3:1 and 3:3 Sub-paragraphs of the Public  
Administration Circular No: 16/2014**

01. Ministry / Department: - .....
02. Name of the prospective officer: - .....
03. (a) Post:- ..... (b) Date of appointment to the post: - .....
04. (a) Salary Scale of the post:- .....  
(b) Salary Code of the post: - .....
05. (a) Official Address: - .....  
(b) Private Address: - .....  
(c) Distance between the residence and the office: - ..... km
06. The designation of the supervising officer of the nominee:-  
.....
07. Description of duties assigned:- .....  
.....
08. Indicate separately the number of officers under the supervision of the officer  
.....
09. Particulars of special projects and Heads of Expenditure under the control of the officer  
.....  
.....
10. Field duties assigned to the officer, places to be visited, and whether daily travelling is  
necessary:-.....  
.....
11. Reasons for not using public transport facilities for the purpose:-  
.....
12. Names and designations of officers who have already been provided with these  
facilities in the Department/ Ministry :- .....  
.....

13. Whether it is possible to provide these facilities with the available allocations:  
.....

14. Remarks:-.....  
.....

While certifying that the foregoing statements are correct, I recommend that the officer mentioned above be permitted to use an official vehicle under paragraph ..... of Public Administration Circular No. ....

Date: -

Secretary  
Ministry of .....  
(Signature and official stamp)

**Category I:** Officers mentioned below, who are eligible for a Motor Vehicle Import Permit under Concessionary rates of Duty under the Public Administration Circular No: 16/2014 and appointed and retired by H.E the President

- I. Chief Justice
- II. Attorney General
- III. Supreme Court Judges
- IV. President of the Court of Appeal
- V. Judges of the Court of Appeal
- VI. Secretary to the President
- VII. Secretary to the Prime Minister
- VIII. Secretary to the Cabinet
- IX. Secretary of a Cabinet Ministry/ Non – Cabinet Ministry
- X. Chief of Staff of the Presidential Secretariat
- XI. Chief Secretaries of Provinces
- XII. Auditor General
- XIII. Commissioner of Elections
- XIV. Chief of Defence staff
- XV. Army Commander
- XVI. Navy Commander
- XVII. Air Force Commander

**Category II:** Officers mentioned below, who are holding posts of Heads of Institutions or above which are not included in the Category I above and are eligible for a Motor Vehicle Import Permit under Concessionary Rates of Duty under the Public Administration Circular No: 16/2014.

- I. Deputy Secretary to the Treasury
- II. Additional Secretary to the President
- III. Inspector General of Police
- IV. Additional Secretaries of the Prime Minister's Office, Office of the Cabinet of Ministers
- V. Additional Secretaries of Cabinet Ministries
- VI. Government Agent / District Secretary
- VII. Solicitor General
- VIII. High Court Judges
- IX. Legal Draftsman
- X. Heads of Department/ Director General / Commissioner General of a Cabinet Ministry / Non- Cabinet Ministry
- XI. Director General of a Commission appointed by the Parliamentary Council
- XII. Officers holding Special Grade posts of All Island Services or the posts to which the SL 03-2006 salary scale is entitled.

**Category III:** All other officers not covered under Categories I and II above and are eligible for a Motor Vehicle Import Permit under Concessionary Rates of Duty under the Public Administration Circular No: 16/2014

**Application for a Motor Vehicle Import Permit under Concessionary Rates of Duty  
at the time of Retirement under Paragraph 06 of the  
Public Administration Circular No. 16/2014**

(Fill in as applicable)

01. (I) Name with initials :- .....
- (II) Name denoted by initials :- .....
02. (I) Date of Birth :- Year  Month  Date
- (II) National Identity Card No :- 

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03. (I) Private Address :- .....
- .....
- .....
- (II) Telephone Nos. :-
- Residence :- 

--	--	--	--	--	--	--	--	--	--
- Mobile :- 

--	--	--	--	--	--	--	--	--	--
04. Date of Retirement :- Year  Month  Date
05. Retiring :- (I) on optional retirement 

--
- (II) on compulsory retirement 

--
- (III) if on other grounds, please state .....
06. The salary drawn at retirement :- (I) Salary Code :- .....
- (II) Salary Scale :- .....
- (III) Salary Step :- .....
07. State under which Sub-Section of Section 6 of this Circular you are eligible to obtain  
a Motor Vehicle Import Permit under Concessionary Rates of Duty:-.....
- .....

**08. If you become eligible under Sub-Section 6:2 of Section 6 of this Circular,**

- (I) Date of appointment to the post to which Grade I or above of salary scale of SL 1 – 2006 is entitled: -

Year	Month	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

- (II) Designation :- .....

- (III) Appointment to the post is on :-Permanent basis

Acting basis

Performing duty basis

(Mark “√” in the relevant cage)

<input type="text"/>
<input type="text"/>
<input type="text"/>

- (IV) Particulars of posts held in relation to Sub-sections 6:2 and 6:3 of Section 6 of this Circular :-

Designation	From			To			Appointed on permanently/ acting/ Performing to duties	Total service to be eligible
	Year	Month	Date	Year	Month	Date		
Total (Years)								

**09. If you become eligible under Sub-section 6:6 of Section 6 of this Circular,**  
(Mark “√” in the relevant cage)

- (I) Post :-

Government Medical Consultant  
Government Consultant Dental Surgeon  
Government Medical Officer Grade I  
Government Dental Surgeon

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

- (II) Date of first appointment as Government Medical Officer/Dental Surgeon:-

Year	Month	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>



(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 appointment as a Specialist Government Medical Consultant / Consultant Dental Surgeon: -

Year	Month	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

(b) The date of completion of 03 years of active service as a Specialist Government Medical Consultant / Consultant Dental Surgeon: -

Year	Month	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

(V) If you become eligible as a Grade I Government Medical Officer /Dental Surgeon,

(a) Date of appointment as Grade I Government Medical Officer /Dental Surgeon,

Year	Month	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

(b) The date of completion of 10 years of active service as a Grade I Government Medical Officer /Dental Surgeon,

Year	Month	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

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**10. If you become eligible under Sub-section 6.7 of Section 6,**

(a) Date of appointment to a service or a post fallen under 6:7:1 or 6:7:2 above :-

Year	Month	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Year	Month	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

(c) The date of appointment to Grade I of the salary scale of SL I-2006 :-

Year	Month	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Year	Month	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

11. Particulars of vehicle if any, imported under the provisions of any Public Administration Circular or Treasury Circular or under other provisions with duty concessions during the period of 5 years preceding the retirement from Public Service:

- (I) No. of 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 :- .....

12. State under which category in Annex 2, the vehicle import permit is sought:-  
(Mark “√” in the column 4 of the chart)

The category of Officers	C.I.F. Value (US \$)	Fuel type	Applicant's category
I.	30,000	Petrol/Diesel	
II.	27,500	Petrol/Diesel	
III.	25,000	Petrol/Diesel	

I do hereby inform that I, at the time of retirement, wish to obtain a Motor Vehicle Import Permit under Concessionary Rates of Duty offered once in the life time subject to the conditions of the aforesaid Circular. I certify that the particulars furnished above by me are true and correct to the best of my knowledge and 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

My No:-

Date :-

Secretary,  
Ministry of .....

I do certify that the foregoing particulars are correct as per the personal file of the officer filed of record in this office and copies of the following documents are appended hereto.

	Applicable Copy attached	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. 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		

I recommend the issuance of a duty free vehicle import permit, subject to the conditions of this Circular.

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

My No:-

Date :-

Director General  
Department of Trade and Investment Policy  
General Treasury.

I recommend that it is appropriate to grant a Motor Vehicle Import Permit under Concessionary Rates of Duty to the aforesaid officer under the Public Administration Circular No. 16/2014

.....  
Signature of the Secretary to the Ministry and  
the Official Stamp

Date : .....