

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

17.11.2014

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

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

Since the Public Administration Circular 16/2014 dated 16.06.2014 issued on the provision of official transport facilities to Public Officers/ Provincial Public Officers/ Judicial Officers was cancelled by the Public Administration Circular 16/2014 (I) dated 11.07.2014, the Public Administration Circular 22/99 dated 08.10.1999 which is effective at present on the provision of official transport facilities to Public Officers/ Judicial Officers/ Officers of State Corporations and Statutory Boards, is revised as per the decision made at the meeting of the Cabinet of Ministers on 30.09.2014, with the inclusion of following paras.

2. 1:1:1 (XXXI) Officers in Class I of an All Island Service or a Departmental Service appointed on a permanent basis to a post approved by the General Treasury as a permanent post in Class I of an All Island Service or a Departmental Service which is entitled to the salary scale SL 1-2006 as per the provisions of the Public Administration Circular 06/2006.

2:2:1 (XXI) Officers in Class I of an All Island Service or a Departmental Service appointed on a permanent basis to a post approved by the General Treasury as a permanent post in Class I of an All Island Service or a Departmental Service which is entitled to the salary scale SL 1-2006 as per the provisions of the Public Administration Circular 06/2006.

- 1:1:5 (IX) Officers in Class I of an All Island Service or a Departmental Service appointed on a permanent basis to a post approved by the General Treasury as a permanent post in Class I of an All Island service or a Departmental Service which is entitled to the salary scale SL 1-2006 as per the provisions of the Public Administration Circular 06/2006.
- 2:2:5 (VIII) Officers in Class I of an All Island Service or a Departmental Service appointed on a permanent basis to a post approved by the General Treasury as a permanent post in Class I of an All Island Service or a Departmental Service which is entitled to the salary scale SL 1-2006 as per the provisions of the Public Administration Circular 06/2006.
- 1:1:3 (XV) The post of Assistant Legal Draftsman at the Department of the Legal Draftsman.
- 2:2:3 (XIII) The post of Assistant Legal Draftsman at the Department of the Legal Draftsman.
3. The distance of 40 kilometers between the residence and the office is revised as 50 kilometers, for the officers who are entitled to group transport facilities as per section 1:3:1 of the Public Administration Circular 22/99.
4. 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.
- 4:1 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 a 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.
- 4:2 Having completed 25 years of active service in a service or in a Departmental post to which the salary scale SL 1-2006 or previously a 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.

Note:-

“Active Period of Service” means the period within which the officer has actually discharged the duties of his post and drawn the salary assigned to such post and to exclude any spell of no-pay leave other than government approved maternity leave from being counted as a part of active service.

5. Officers who have satisfied the qualifications to obtain a Vehicle Import Permit on Concessionary Rates of Duty at the age of retirement shall prepare an application in line with the annex attached hereto and submit to the Director General, Department of Trade and Investment Policy of the General Treasury, together with the recommendation of the relevant Head of the Department and Secretary to the Ministry.

6. Official transport facilities shall be provided to the officers in State Corporations and Statutory Boards in line with the provisions of the circulars issued by the Department of Public Enterprises from time to time.

7. This Circular will be effective from 17.11.2014 and only for the purpose of providing Vehicle Import Permits on Concessionary Rates of Duties to the retired officers who are deemed eligible on fulfillment of qualifications mentioned in paragraph 04, this Circular will be valid with effect from 01.01.2014.

8. This Circular has been issued with the concurrence of the General Treasury.

Sgd/ P.B. Abeykoon
Secretary
Ministry of Public Administration and Home Affairs

**Application for a Motor Vehicle Import Permit on Concessionary Rates of Duty
at the time of Retirement under
Public Administration Circular 22/99
(Fill in as applicable)**

01. (I) Name with initials :-
- (II) Names denoted by initials :-
02. (I) Date of Birth :- Date Month Year
- (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 Month Year
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 :-
- (III) Salary Step :-
07. If you become eligible under Section 2 of the Public Administration Circular 22/99 :-
- (I) Date of appointment to the post to which Grade I or above of salary scale of SL 1 – 2006 is entitled: -
- Date Month Year
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(II) Designation :-

(III) Appointment to the post is on :- Permanent basis ☐
Acting basis ☐
Performing duty basis ☐

(Mark “√” in the relevant cage)

(IV) Particulars of posts held in relation to Section 2 of the said Circular :-

Designation	From			To			Appointed as permanent/acting/performing duties	Total service counted for the eligibility
	Year	Month	Date	Year	Month	Date		
Total (Years)								

08. If you become eligible under Section 3:6 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 ☐

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

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

Date	Month	Year
<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: -

Date	Month	Year
<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 a Grade I Government Medical Officer /Dental Surgeon:-

Date	Month	Year
<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:-

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

9. If you become eligible under Section 4 of this Circular,

(a) Date of appointment to a service or a post fallen under 4:1 or 4:2 above :-

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

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

Date	Month	Year
<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:-

Date	Month	Year
<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: -

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

10. 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 :-

11. State under which category of the Public Administration Circular 22/99 (XVII), 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 available 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.

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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 22/99.

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Signature of the Secretary to the Ministry and
the Official Stamp

Date :