

My No. : PED/PU/C/ GEN
Department of Public Enterprises
General Treasury
Colombo 01
28 .07.2008

All Secretaries to Ministries,
Chairmen of Commercial Corporations, Statutory Boards and
Government Owned Companies including State Banks

Reducing the Fuel Consumption in Public Sector

01. The fuel allowances granted for government officials who are entitled to official vehicles have been revised with a view to reducing fuel consumption in the public sector. In keeping with this policy directive as stipulated in the Public Administration Circular No. 13/2008, fuel allowances provided for the officers who are entitled to official vehicles in terms of Public Enterprises Guidelines for Good Governance in Government Corporations, Statutory Boards, Government Owned Companies and State Banks will be revised as follows.

Category of Officers	Monthly Fuel Allowance	
	Petrol Rs.	Diesel Rs.
Chairman	20,000	14,000
Chief Executive Officer, Executive Directors	18,000	12,000
Chief Operations Officer, Deputy General Managers, Functional Heads or Officers in equivalent capacity	15,000	10,000
Any other officers entitled for fuel allowances	12,500	8,000

02. Fuel entitlement specified hitherto in quantity should be replaced by above values in order to ensure that all users become cost conscious particularly in the context of rising oil cost. Board of Directors of all State Enterprises, Corporations, Statutory Boards, Government Owned Companies and State Banks should authorize either the Chairman or the Chief Executive Officer to approve personally the additional fuel required by officers when undertaking official visits to outstations.

03. The payment of overtime or combined allowances to drivers on private traveling of officers who are entitled to official vehicles should not be a financial burden to the Institutions. Such expenses should be borne by the officers concerned.

04. The officers who are entitled for official assigned vehicles should not use the vehicles in the pool. Thus arrangements be made by all officers to meet their official requirements within the financial limits given in the paragraph 01 above and should not demand additional fuel allocations. Further, when group of officers have to attend official duties out of their stations, the transport facilities should be arranged on group basis. In such instances additional fuel can be obtained with the personal approval of the Chairman or Chief Executive Officer.

05. An officer who functions in more than one post which is eligible to a fuel allowance should draw only the fuel allowance prescribed for his substantive post. However, with the approval of the Chairman or Chief Executive Officer, additional fuel can be obtained for special official traveling pertaining to additional post subject to the maximum limit prescribed for the particular post.

06. An officer who is on no pay overseas or local leave over one month is not entitled to use official vehicle or to obtain the service of the driver unless special approval is obtained from the Board of Directors. However, an eligible officer can be allowed to use these facilities for a further period exceeding one month in instances where the officer is on no-pay leave due to reasons beyond his control such as long illnesses.

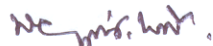
07. Group transportation provided by the institution should be confined to a maximum distance of 50 k.m up and down from the office.

08. All rules and regulations and procedures introduced for proper control and maintenance of vehicles should be followed.

09. Chief Executive Officer should report to the Board of Directors of the progress made in implementation of the provisions of this Circular and any other measures that will be adopted to reduce the use of fuel, electricity and water and ensure periodic audit is undertaken with regard to the effectiveness of the application of this circular.

10. This circular instructions are effective from 01st of August 2008.

11. Any clarification regarding this circular may be obtained from Dr. B.M.S. Batagoda, Director General (Tel: 2484617 / Fax No. 2484624) or Mrs. Tamara Illangamudali, Assistant Director (Tel. 0112484837) of Department of Public Enterprises.


Lalith R. de Silva
Deputy Secretary to the Treasury

Copy to : 1. Secretary to the President
2. Secretary, Ministry of Public Administration
3. Auditor General