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நிதி, திட்டமிடல் அமைச்சு  
MINISTRY OF FINANCE AND PLANNING

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My No. }

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Your No. }

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திகதி } 29.04.2010  
Date }

Budget Circular No.146

To: All Secretaries to Ministries

**Allocating Offices, Staff and Vehicles for the new Ministries**

All Secretaries to Ministries are requested to adhere to the following instructions in allocating office premises, staff and vehicle requirements for the new Ministries.

01. Providing office space for the Ministries

Offices should be arranged enabling the Hon. Ministers, Deputy Minister/s and the Secretary to the Ministry to locate at the same place. Due to amalgamating a number of Ministries, there are vacant spaces in Ministry premises. At present, if your Ministry is located at a rented building, you are advised to find out the possibilities of shifting to a government building and relocate your ministry accordingly without delay. If there is no possibility in shifting the Ministry from a rented building to a government building, action should be taken to obtain necessary approval from the Treasury having explained the reasons.

02. Appointment of advisors to the Hon. Ministers

Appointment of advisors to the Hon. Ministers of new Ministries should be guided by the instructions to be issued by the Secretary to the President/Secretary to the Cabinet of Ministers. Without such formal approval advisors should not be appointed.

03. Vehicles for the Hon. Ministers/Deputy Ministers

It is expected that the Hon. Ministers/Deputy Ministers will be bringing the vehicles that they have been using at the previous Ministry. Newly appointed Hon. Ministers/Deputy Ministers who did not hold offices earlier should be provided with suitable vehicles by the Ministry.

04. Vehicles for Secretaries to the Ministries

Secretaries to the Ministries are also expected to bring the vehicles that they have been using at the previous Ministry to the new working place. Newly appointed Secretaries

who did not hold a secretary post earlier should find a suitable vehicle in the new Ministry.

#### 05. Return of vehicles used by the Ministry Staff and Advisors

Before appointing the new Cabinet of Ministers, action to be taken to obtain all vehicles provided to the staff of the previous Ministers, Deputy Ministers by the Secretary of the previous Ministry or new Ministry. As such, necessary instructions should be issued to all officers concerned without delay. Since the instructions have been received to terminate the term of the Advisors appointed by the former ministers with the abolition of relevant Ministries, the vehicles and other facilities provided for them must also be taken accordingly.

Respective agencies should register/transfer all vehicles indicated in above para 03, 04 and 05 and other items into the Asset Registers and report the same to me within two weeks of receiving of this circular.

#### 06. Vehicles and expenditure limits

Approval of vehicles, fuel and other expenses for Hon. Ministers, Deputy Ministers, and their staff, Secretaries and other officers of Ministries should comply with the instructions given by HE the President in his letters No. CSA/P1/40 and dated 04/01/2006, 18/03/2006, 23/10/2006, 28/02/2007, 17/09/2007, 19/11/2007 and 23/04/2008.

#### 07. Obtaining details of Vehicles

The Treasury has information of vehicles used by the Ministers, Deputy Ministers, and their staff and different units of Ministries which no longer exist with the appointment of new Cabinet. As such, if there are no suitable vehicles to be allocated to newly appointed Ministers, Deputy Ministers and Secretary to the Ministry within your Ministry action could be taken to get the details of these vehicles from the Director General of the Department of National Budget and to inspect them.

In case of any problems in the implementation of this circular, or for any clarifications needed, please contact Mrs. Sudharma Karunaratne, Director General of the Department of National Budget (Telephone No. 011-2484665, Fax No. 011-2484639) or Mr. Gemunu Samarasiri, Director the Department of National Budget ( Telephone No. 011-2484668, Fax No.011-2484691)

**Sgd; P.B.Jayasundera**

Secretary to the Treasury and Secretary,  
Ministry of Finance and Planning

- Copies to:
1. Secretary to the President
  2. Secretary to the Prime Minister
  3. Secretary to the Cabinet of Ministers
  4. Auditor General