

## Translation

TIP/SS/01/02

10.12.2019

**To the Heads of all institutions authorized with the issuance of Vehicle permits on concessionary terms under the TIP Circular No. 01/2018.**

- 1) Method of numbering the Vehicle permits under concessionary terms has been revised in accordance with the changes of line Ministries.
- 2) Accordingly, the permit number comprising with seven sections is re-set as per the format given below.

Eg. 

T	VP	01	001	000	19	0001
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- 3) In the above sample Permit No;  
"T" in the 1<sup>st</sup> column denotes the "Department of Trade and Investment Policy".  
"VP" in the 2<sup>nd</sup> column denotes "Vehicle permit".  
"01" in the in the 03<sup>rd</sup> column denotes Circular No. 01/ 2018 of the Department of Trade and Investment Policy.  
04<sup>th</sup> column indicates the relevant number of the institution mentioned in sections A, B, C or D of the Annexure-1.  
05<sup>th</sup> column indicates the relevant number of the institution mentioned in the Annexure-2  
06<sup>th</sup> column indicates Year of the permit.  
07<sup>th</sup> column indicates Serial Number of the permit.

- 4) The first three columns of the permits issued under TIP Circular No. 01/2018 shall be as mentioned below.

T	VP	01				
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The number given in the sections A, B, C or D of the Annexure-1 for the institution authorized with the issuance of Vehicle permits shall be mentioned in the 04<sup>th</sup> column.

Example :-

- i. Presidential Secretariat  

T	VP	01	001			
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- ii. Election Commission  

T	VP	01	019			
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- iii. Central Provincial Council  

T	VP	01	031			
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- iv. Ministry of Defense  

T	VP	01	043			
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If the name of the relevant Ministry, Provincial Council or the institution is changed or a new institution is established, the Department of Trade and Investment Policy shall be contacted for the numbers (new) coming under the 04<sup>th</sup> column of the permit number.

Permits of the officers of Non Cabinet Ministries or state ministries shall be numbered according to the number of the Cabinet Ministry or the number of the Presidential Secretary, as applicable.

- 5) If the application for a permit is recommended by an institution established under a particular law or by a law, (except for institution mentioned in annexure-1) the number of the respective institution stated in the annexure - 2 should be indicated in the in the column.5.

Example : -

- i. Sri Lanka Army coming under the purview of Ministry of Defense.

T	VP	01	043	141		
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- ii. Department of Sports Development coming under the purview of Ministry of Sports and Youth Affairs.

T	VP	01	066	139		
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- iii. National Institute of Education coming under the purview of Ministry of Education.

T	VP	01	044	257		
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If the institution which recommends the applications for permits is not mentioned in the annexure - 2 and it is an entity established under a law, or by a law, or by a law, the Department of Trade and Investment Policy shall be contacted to obtain relevant number for such institution.

If an officer applying for a permit is not belonging to an institution established under or by a law as stated in the 2 Para above, (i.e. Officers of a Ministry, State Ministry or Non Cabinet Ministry, officers of institutions mentioned in section A and B of Annexure – 1, Staff of the Chief Secretary of Provincial Councils, officers not coming under an institution established under or by a law), the number "000" should be indicated in the column.

Example : -

- i. Officers of the Ministry of Environment.

T	VP	01	045	000		
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- ii. Doctors of the Ministry of Health

T	VP	01	049	000		
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Numbers for ministries of each Provincial Council have been reserved in annexure - 2. Having assigned the relevant Provincial Council Ministry name for the reserved numbers, it should be informed to the Department of Trade and Investment Policy. Numbers are assigned only for the 5 ministries of each Provincial Council and the assigned number for each ministry should be used for the institutions coming under the purview of such ministry. In case of amendments whatsoever of ministries of a Provincial Council, the relevant Chief Secretary should get these numbers allocated appropriately.

- 6). The last 2 digits of the year of the issuance of permit should be indicated in the 06<sup>th</sup> column.

Example: - Mentioning the year of issuance of the permit for the doctors of the Ministry of Health for the year 2019.



T	VP	01	049	000	19	
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7). The serial number of the permit issued by the authorized institution under this new scheme for each year should be mentioned in the 7<sup>th</sup> Column.

Example: - The first permit issued by the Ministry of Health (for a doctor or for an officer of the ministry) under this new scheme in the year 2019.

T	VP	01	049	000	19	0001
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The order of the serial number in the 07<sup>th</sup> column should not be changed due to the placement of the number "000" or other number in the 5<sup>th</sup> column; thus, even if the number in the 05<sup>th</sup> column is changed, the number in the 7<sup>th</sup> column should be in the sequential order when a new permit is issued (i.e. 0002 after 0001).

8). Hereafter, even in case of a change of the name / purview of a ministry, the numbers assigned in the annexure -2 remains unchanged. As such, in an instance where a transfer of an institution is occurred between ministries, the number assigned to the said institution in the annexure - 2 will remain the same. i.e. – The Number 286 assigned for the Road Development Authority which is under the purview of the Ministry of Highways, will be same even if the Road Development Authority is assigned under the Ministry of Infrastructure in future.

9). The assignment of a number for the institutions indicated in the annexure 1 or 2 hereto, shall not be deemed the institutions or officers serving in these institution made eligible for a permit. It is merely to serve for the purpose of monitoring the matters related with the issuance of permits. Further, the assignment of numbers is as much as possible in the alphabetical order.

10). Details of the officers who coordinate with this Department regarding the issuance of permits should be informed to us through e - mail and further, steps should be taken to duly inform all the details of issued permits to the Department of Trade and Investment Policy, as per the Section 8.4 of the TIP Circular No. 01/2018.

Contact e mail – [permitinfo@tipd.treasury.gov.lk](mailto:permitinfo@tipd.treasury.gov.lk)

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