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நிதி அமைச்சு
MINISTRY OF FINANCE

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திகதி } 25.05.2015
Date }

Department of Public Enterprises
General Treasury
Colombo 01

Public Enterprise Circular No. PED 1/2015

All Secretaries to Ministries,
Chairmen of Commercial Corporations, Statutory Boards and
Government owned Companies

Transport Facilities for the officers in Commercial Corporations, Statutory Boards and State Owned Companies

1. The entitlement to use assigned vehicles, monthly fuel limits for officers entitled to assigned vehicles, payment of monthly transport allowances instead of providing assigned vehicles in state owned enterprises and provision of group transport facilities to middle managers who are not entitled to assigned vehicle are hereby revised as follows.
2. **Entitlement of Assigned vehicles**
Following officers are eligible to have vehicles assigned to them for official and private purposes;
 - 2.1. Chairman/Competent Authority
 - 2.2. Chief Executive Officer/ Managing Director/Executive Director/Director General
 - 2.3. Chief Financial Officer/ Chief Operations Officer and any other officer who holds a post approved by MSD and has been placed equal or above HM 1-1 category as per the Management Service circular No. MSD 30 of 2006

3. Fuel Allocation Limits for Officers Entitled to Assigned Vehicles

3.1. The officers to whom an official vehicle may be assigned and the related fuel allowances are as follows;

Categories of Officers eligible for an assigned vehicle	Monthly Fuel limit (Liters)	Approved monthly fuel Allowance
(1) Chairman/Competent Authority	170	Approved monthly fuel limit (Liters) x Fuel price at the first date of the month
(2) Managing Director/ Executive Director/ Chief Executive Officer/ Director General	150	
(3) Chief Operations Officer/ Chief Financial Officer	140	
(4) Any other officer who holds a post approved by MSD and has been placed equal or above HM 1-1 category as per the Management Service circular No. MSD 30 of 2006	120	

3.2. In the event where the monthly fuel limit is not sufficient to carry out the official duties assigned to an officer under special circumstances, the additional fuel cost borne by the officer may be reimbursed based on the actual additional usage of fuel with the approval obtained as follows;

3.2.1. Chairman or Competent Authority- approval by Secretary to the line Ministry with the recommendation of Board of Directors.

3.2.2. Executive Directors and Other officers - approval by Board of Directors.

3.3. An officer who is entitled to an official vehicle has the option either to use the official vehicle or to avail a monthly transport allowance of Rs. 30,000/- and monthly fuel allowance applicable to the post. However, such officers shall not be provided with a driver or a driver's allowance.

3.4. The transport allowance and the fuel allowance would be added to the monthly salary.

3.5. The officers who are entitled to official assigned vehicles or a transport allowance are not permitted to use any other official vehicle including those in the vehicle pool.

- 3.6. In the event a group of officers attending special official duties beyond 40 kilometers away from the duty station, transport facilities may be arranged for the group to travel together.
- 3.7. If an officer holds more than one post, he is entitled to draw only the fuel allowance prescribed for his substantive post. However, with the approval of the Board, additional fuel can be obtained for official travelling related to the additional post, subject to the maximum limit prescribed for such post/posts.
- 3.8. The payment of overtime and other combined allowances to drivers for private travelling of officers who are entitled to assigned vehicles, should be borne by the relevant officers.
- 3.9. An officer who is on no pay overseas or local leave over one month is not entitled to get transport allowance, use official vehicle or to obtain the service of 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 illnesses that prevail for longer periods.

4. Pool Vehicles /Group Transportation

- 4.1 Senior Management of the SOEs should ensure that adequate systems and procedures are in place for proper control and maintenance of pool vehicles and should be cost conscious.
- 4.2 Group transportation provided by the institution should be confined to maximum distance of 100 k.m up and down from the office.

5. Cancellation of previous Guidelines and Circulars issued

Public Enterprises Circular No. PED 50 dated 28th July 2008 and clause no 8.3.5 of "Hand book on Public Enterprises Guidelines for Good Governance", issued under the Public Enterprises Circular No. PED 12 dated 02nd June 2003 are hereby revoked and the circular PED 1/2015 is issued in place of the circular and the guideline referred to above and will be effective from 1st June 2015.

6. Clarifications on this Circular

Chief Executive Officer should report to the Board of Directors on the progress made in implementation of the provisions of the circular. Any clarification regarding this circular may be obtained from Mr. J.M.U.P.Jayamaha, Additional Director General (Tel: 2484623) or Mr. M.R.V.R.Meepura, Director (Tel: 2484628) of Department of Public Enterprises.



R.H.S.Samaratunga
Secretary to the Treasury

- Copy to: 1. Secretary to the President
2. Secretary, Ministry of Public Administration, Provincial Council, Local Government and Democratic Governance
3. Auditor General