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நிதி அமைச்சு
MINISTRY OF FINANCE

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Date }

Assets Management Circular No. 04/2019

To all Secretaries of Ministries

Non-Financial Assets Management of the Government – Utilization of Motor Vehicles

As per the Circular No. PS / CSA / Circular / 4 / 2019 dated 02nd December 2019 issued by the Secretary to the President on the management of government activities in accordance with the state policy, the need for taking following actions is emphasized to ensure the proper management of the utilization of motor vehicles owned by the government.

02. Before handing over motor vehicles to the Comptroller General's Office as per the above circular, action should be taken to submit the details of such motor vehicles as per the format given in Annexure I. After confirming the accuracy of such information, necessary actions to be taken for taking over such vehicles will be informed by the Comptroller General's Office.

03. Further, information on motor vehicles owned by your Ministry and institutions coming under your purview should be updated as at 31st December 2019 and submitted to the Comptroller General's Office on or before 15th January 2020, as follows:

- Information on motor vehicles assigned to new Ministers and Minister's staff according to the circular No. CA / 1/17/1 dated 14th May 2010 issued by the Secretary to the President, as per the format given in Annexure II
- Information on motor vehicles owned by the Ministries, Departments and Public Enterprises & Statutory Boards, as per the Asset Management Circular No. 01/2017 dated 28th June 2017

04. Your cooperation in this regard is highly appreciated.

Sgd. S. R. Attygalle
Secretary to the Treasury

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

