



My No: NP/09/FRM/2009

10.06.2009

**Provincial Treasury Circular No: PT/13/2009**

Secretaries,  
 Deputy Chief Secretaries,  
 Heads of Departments,  
 Northern Province.

**Supply of Fuel for Official Vehicles**

Your reference is requested to Public Administration Circular No: 13/2008 of 26.06.2008, 13/2008(II) of 24/03/2009 and Provincial Treasury Circular No: 16/2008(II) of 26/03/2009.

2. In terms of the above circulars a monthly fuel allowance will be paid to the officers who are entitled to assigned vehicles as mentioned in the Provincial Treasury Circular No: 16/2008(II)

**3. Reimbursement of Expenses**

In case the officers who have assigned vehicles are requested to travel on duty for special purposes outside the district, they will be allowed to reimburse the actual expenditure incurred for the particular trip.

Following steps should be taken on this matter:

- a) Before starting the journey fuel tank should be filled, out of the monthly allowance given to you and on completion of the journey fuel tank should be filled again and could be reimbursed only for the fuel used for the trip.
- b) Prior approval should be obtained for additional fuel from the Chief Secretary on the format introduced by my Circular Letter No: NP/09/FRM/2007 of 19.07.2007.
- c) No pool vehicle is used for special purposes unless there is a special reason for same.
- d) You are requested to submit the fuel bills with the reimbursement voucher. The amount should not exceed the approved limit. In case the amount exceeds the approved limit covering approval should be obtained from the Chief Secretary.

  
**A.Sivaswamy**  
 Chief Secretary

- Copy to: -
- 1. Secretary to the Hon.Governor, NP
  - 2. Deputy Chief Secretary, PPA, NP
  - 3. Asst. Auditor General, NP
  - 4. Director, Provincial Audit, NP

} For information please.