



பிரதம செயலாளர் செயலகம், வடக்கு மாகாண சபை
 ප්‍රධාන ලේකම් කාර්යාලය, උතුරු පළාත් සභාව
 Chief Secretary's Secretariat, Northern Provincial Council



187, ஆடியபாதம் வீதி, திருநெல்வேலி, யாழ்ப்பாணம்
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Provincial Finance Circular No: PF/08/2014

Provincial Secretaries,
 Heads of Departments,
 Northern Province.

Management of Provincial Council's vehicles in a effectively useful manner

The vehicles for an important part of the fixed assets which are supportive of the administrative and development activities of the Provincial Council. Moreover, new investments for vehicles, and substantial provision for maintenance and fuel charges have got to be included in the annual Budget. Therefore, it is necessary that the provisions of the Government Financial Regulations, Financial Circulars and Provincial Financial Regulations (rules) as regards the acquisition and maintenance of these assets are complied with by you in the following manner.

1) Acquisition of vehicles for the Provincial Council

In respect of vehicles that are acquired by the provincial Council in the following manner, necessary action should be taken with the approval of the Chief Secretary for due conferment of ownership in the name of the Provincial Council.

a) Manner in which vehicles are acquired

i. Procurement from Provincial fund and Project fund

Approval in terms of Department of national Budget No: 112 of 24.07.2003 and No: 150 of 07.12.2010 will have to be obtained as regards procurement of vehicles for the Provincial Council. The set of forms bearing No: NBF/1/99 and annexure 1 which is required for obtaining of approval is enclosed. Once the desired approval has been obtained, procurement of the vehicles will have to be attended to through the procurement committee of the Chief Secretary in accordance with the relevant procurement procedure.

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ii. Vehicles that are received as donations to the Provincial Council

When vehicles are received from the Line Ministries or Voluntary Agencies for specific projects of the Province or to the department concerned, reports containing the following information shall be furnished for grant of approval.

- i. The liabilities relating to duty /taxes at the time of acquisition

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- i. The liabilities relating to duty /taxes at the time of acquisition.
- ii. Balance life expectancy of the vehicles and present condition (status quo) of the vehicle.
- iii. The amount provided for effecting of repairs and maintenance of vehicle as appearing in the Budget.
- iv. The amount provided for fuel charges of the vehicle as appearing in the Budget.
- v. Particulars regarding the allocation and use of the vehicles that are now available

b) Registration of the vehicles belonging to the Provincial Council:

The vehicles that are acquired in the above manner will have to be registered in the name of the Chief Secretary on submission of the relevant documents. The original of the book of registration entered in the name of the Chief Secretary will have to be retained in the chief secretary secretariat and photo copy of book of registration with **other** documents will have to be retained in the department concerned.

- c) The department concerned will have to take steps to make the necessary entries in the inventory of vehicles and inventory of Government articles in accordance with the provisions of the Provincial Financial Rules and confirmed that such action have been taken, in respect of the vehicle that was handed over the said department.

2) Insurance certificate and free revenue license of the vehicles:

The head of the department will have to take steps to obtain the certificates of insurance and the freely issued annual revenue licenses of the vehicles that were handed over to him, in accordance with Provincial Financial Circular No: PF/06/2013 dated 31.07.2013.

i. Fleet insurance of vehicles

a) Full comprehensive policy:

In conformity with provincial Financial Circular No: PT/03/2005 dated 25/01/2005,

- New vehicles which are in use and which have not completed five years from the date of registration.
- Vehicles which have been allocated to staff officers on the basis of official travelling.

b) Third party insurance:

Vehicles which do not fall under any of the above category which are in use will have to be provided with third party insurance cover.

3) Documents relating to vehicles

3.1 The Heads of Departments will have to take necessary steps and proceed to give necessary instructions to the concerned officers for the proper custody of the vehicles registration books and files in accordance with the Financial Regulations and Financial Circulars.

No.	Description	Files / Records
1	Registration book of vehicle insurance, Revenue licence, Transfer	Vehicle file
2	Particulars of vehicle and incidents	Log book
3	Running of vehicle, Filling of fuel	Running chart
4	Approval for journeys	Record of approval for journeys/ File
5	Record of vehicle parts	Record of vehicle parts
6	Assets (register) particulars of	Assets register
7	Particulars of accidents	Accidents File
8	Consumables in use of the Vehicle	Register of consumables
9	Approval for repairs to Vehicle (More than Rs. 50,000/-)	File relating to repairs to vehicle

3.2 The Provincial Ministries and Departments will have to maintain the database relating to the vehicles in their charge. The Provincial Department

of Motor Traffic will have to maintain the database relating to all the vehicles in the Provincial Council.

- 3.3 In accordance with the Circular No: 174 dated 18/10/2004 of the Department of State Accounts of the General Treasury and Provincial Financial Rule No: 326 of the Provincial Council individual fixed assets register so as to include the relevant particulars in it.
- 3.4 Necessary action will have to be taken to print the Government emblem on the Government vehicles used by the Ministries, Departments and Regional Offices of the Provincial Council in accordance with the Public finance Circular No:26/92(i) dated 03/08/1994 and Provincial Financial Circular o: PF/CL/05/2013 dated 17/06/2013

4) Maintenance of vehicles

- 4.1 The vehicles will have to be entrusted to drivers who have been duly appointed to the Provincial Public Service and who possess certificate of competence to drive motor vehicles and the vehicles shall be properly handed over to them. They should be given proper instructions in terms of public Administration Circular No: 41/90 of 10/10/1990 regarding parking of vehicles, their safety and maintenance and care should be taken to ensure that the said instructions are being complied with.
- 4.2 The supervision and maintenance of vehicles in pools should be entrusted to a responsible officer. Responsible officers will have to be appointed to grant authority for journeys, maintenance and other important matters and it should be managed in a concerted manner.
- 4.3 When required, the provisions of Provincial Circular No: PT/30(ii)/2007 of 16/02/2009 regarding procurement and the allocations of Departments should be confirmed and the form required for obtaining the authority or approval of the Chief Secretary vide annexure 3 (enclosed)
- 4.4 The "emission test" will have to be conducted annually in terms of Circular No: 454 of 26/12/2011 of the Department of Public Finance and the certificate shall be obtained and produced.

5) Allocation of vehicles and pooling of vehicles

- 5.1 As set out in Public Administration Circulars No: 22/99 dated 08/10/1999 and subsequent amendments thereto and Provincial Financial Rules No: 421.3, 425, 425.6

- The staff officers who are entitled to the use of official vehicles should obtain the necessary approval for this purpose. They should ensure the usage of the vehicles in accordance with the laid down procedure.
- The use of vehicles from the pool by the other officers could be allowed with appropriate authority or approval.

6) Use of fuel and approval

In conformity with the provisions of Public Administration Circulars No: 13/2008(iv) dated 09/02/2011 and Provincial Financial Circular No: PT/16/2008(iii) dated 15/02/2011 and No: PT/13/2009 dated 10/06/2009

- The grant of fuel allowances to officers should be made with appropriate authority.
- The settlements of bills relating to consumption of fuel by pool vehicles will have to be incurred with appropriate authority. Such incurring of expenditure on this account will have to be confined to the financial provision made in the annual Budget.

7) Vehicle accidents and reports thereto

In the event accidents involving vehicles belonging to the Provincial Council take place, the forms I and II will have to be completed in accordance with the rule No: 429 of the Provincial Financial Rules and forwarded to the Chief Secretary within two days and two weeks, respectively.

The Heads of Department will have to take necessary action with regard to the accident in terms of the provisions relating to finance and administration. The necessary information will have to be furnished in the above forms clearly and the same should be forwarded to the Chief Secretary along with the relevant documents for approval.

R.Wijialudchumi
Chief Secretary

Copies to:-

- 1) Secretary to the Hon. Governor, N.P – to inform to Hon. Governor, N.P
 - 2) Asst. Auditor General, N.P
 - 3) Chief Internal Auditor, N.P
- } For information pl

