

My No: EST-6/TPORT/05/1010-1  
Ministry of Public Administration  
and Management  
Independence Square  
Colombo 07.

20.02.2018

Secretaries to Ministries  
Chief Secretaries of Provinces  
Heads of Departments

**Official Transport Facilities for Public Officers/ Provincial Public Officers/  
Judicial Officers**

Your attention is drawn to the Public Administration Circular 22/99 (XXXII) dated 24.06.2016 issued on the above matter.

02. Sub paragraphs 3:5 (a) and 3:5 (b) of Paragraph 02 of the said Circular are amended as follows and Paragraph 03 is removed.

3:5 (a) There is no maximum limit at C.I.F. value of the vehicle, on the importation of vehicles for the groups, categorized on the post of the officers.

3:5 (b) The payable Excise(Special Provisions) duty for the vehicles, imported on the permits issued for the groups, categorized on the posts of the officers will be determined by the Sri Lanka Customs as follows.

Group	Duty Concession	Payable Excise (Special Provisions) Duty
I	Rs.22 Mn	Remaining amount of the duty after deducting Rs.22 Mn from the payable Duty
II	Rs.16 Mn	Remaining amount of the duty after deducting Rs.16 Mn from the payable Duty
III	Rs.12 Mn	Remaining amount of the duty after deducting Rs.12 Mn from the payable Duty

**Notes:**

- (i) The Permit holders who have opened the Letter of Credit (LC) before 09.11.2017, and yet not cleared the vehicle from the Sri Lanka Customs, could be cleared subject to pay the duty refers in the permit until 30.04.2018
- (ii) The Permit holders who have obtained the Permit as at 10.11.2017 but not yet imported and cleared the vehicle from the Sri Lanka Customs and the officers who have obtained the permit on or after the effective date of this Circular (irrespective of date of retirement) are subject to pay new duty amended in the above 3.5 (b)

03. The new application in place of the application introduced by the Public Administration Circular 22/99 (XXXII) of 24.06.2016, to apply for the Vehicle Permit in Concessionary terms under this Circular is attached as “Annex I”.

04. Aforesaid provisions are effective from 16.02.2018.

05. This circular is issued with the concurrence of the General Treasury.

Sgd/ J.J. Rathnasiri

Secretary

Ministry of Public Administration and Management

**Application for a Vehicle Import Permit on Concessionary Rates of Duty under Public Administration Circular 22/99, to be submitted by the officers at the time of retirement**

**Part "A"**

*For the use of the Department of Trade and Investment Policy only*

Permit No	<b>T</b>	<b>45</b>	<b>VE</b>		<b>002</b>		
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**(Fill in as applicable)**

**Part "B"**

01. (I) Name with initials :-.....
- (II) Names denoted by initials :-.....

.....

(Should be written only in English as indicated in National Identity Card)

02. (I) Date of Birth :- Date   Month   Year

(II) National Identity Card No:-

03. (I) Private Address :- .....

.....

.....

(II) Telephone Nos. :-

Residence

Mobile

04. Date of Retirement :- Date   Month   Year

05. Retiring :- (I) On optional retirement

(II) On compulsory retirement

(III) If on other grounds, please state

.....

06. The salary drawn at retirement (I) Salary Code :-.....

(II) Salary Scale :- Rs. ....

(III) Salary Step :- Rs. ....

**Part “C”**

**07. If you become eligible under Section 2 of the Public Administration Circular 22/99 dated 08.10.1999**

(I) Date of appointment to a post to which the salary scale of Grade I or higher salary scale of SL 1- 2016 has been determined: -

Date   Month   Year

(II) Designation :- .....

(III) Appointment to the post is on: - Permanent basis   
 Acting basis   
 The basis of Performing duties   
 (Mark “√” in the relevant cage)

(IV) Particulars of posts held under Section 2 of the said Circular :-

Designation	From			To			Appointed as permanent/acting/ for performing duties	Total period of service counted for the eligibility
	Year	Month	Date	Year	Month	Date		
Total (Years)								

**Part “D”**

**08. If you become eligible under Sub Section 3:6 of Public Administration Circular 22/99 which was included by Public Administration Circular 22/99(XVIII) or Sub Section 3:7 of Public Administration Circular 22/99 which was included by Public Administration Circular 22/99(XXXI) of the Public Administration Circular 22/99, (Mark “√” in the relevant cage)**

(I) Post :-

- Government Medical Consultant
- Government Consultant Dental Surgeon
- Government Medical Officer Grade I
- Government Dental Surgeon Grade I
- Government Registered Medical officer and Assistant Medical Practitioners in Special Grade

(II) Date of first appointment as a Government Medical Officer/Dental Surgeon/ Government Registered Medical officer and Assistant Medical Practitioners in Special Grade :-

Date   Month   Year

(III) The date of completion of 25 years of active service in the post: - .....

(IV) If you become eligible as a Government Medical Consultant/ Consultant Dental Surgeon,

(a) Date of promotion as a Specialist Government Medical Consultant/ Consultant Dental Surgeon :-

Date   Month   Year

(b) The date of Promotion to Grade I of Government Medical Officer/ Grade I of Government Dental Surgeon/ Government Registered Medical officer and Assistant Medical Practitioners in Special Grade

Date   Month   Year

(V) Particulars of no pay leave, if any

From ..... to .....

From ..... to .....

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**Part "E"**

**09. If you become eligible under Section 4 of Public Administration Circular 22/99 (XXX),**

(I) Date of appointment to a service or a post fallen under 4:1 or 4:2 of the above Circular:-

Date   Month   Year

(II) The date of completion of 25 years of active service in the service / post:-

Date   Month   Year

(III) The date of appointment to Grade I of the salary scale of SL I - 2016:-

Date   Month   Year

(IV) The date of completion of 10 years of active service in the said Grade I: -

Date   Month   Year

(V) Particulars of no pay leave, if any

From ..... to .....

From ..... to .....

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**Part "F"**

**10. Particulars of a vehicle imported on concessionary rates or bought a locally assembled vehicle, if any, under the provisions of Trade and Investment Policy Circular or any other Circular for the last time before retiring from Public Service:**

(I) Number of the relevant Circular:.....

- (II) The date of opening of Letter of Credit/ date on which the first payment was made for the vehicle purchased locally: - .....
- (III) Date of Importation of the vehicle:-.....
- (IV) Date of Registration:-.....
- (V) Registration No. of the vehicle:-.....

**(Copies of the Letter of Credit/ a certified copy of the Registration Certificate of the motor vehicle or any other document which proves the same should be submitted herewith)**

**11. State the category of this Circular, under which the Vehicle Import Permit is sought :-**

(Mark “√” in the column 3 of the chart)

officers category	Tax Concession	Category relevant to the applicant
I	Rs.22 Million	
II	Rs.16 million	
III	Rs.12 Million	

**12. Particulars of the spouse who applies for the relevant permit when the applicant is deceased**

- (I) Name in full :- .....
- (II) National Identity Card No :-.....
- (III) Address :-.....
- (IV) The Section of this Circular under which the spouse becomes eligible to obtain a Vehicle Import Permit under Concessionary Rates of Duty :- .....

I do hereby inform that, I/ my spouse have/has not imported a vehicle on concessionary terms of the Government during the period of 05 years immediately preceding .....,which is the date of my retirement from Public Service/ which my spouse who had been working in Public Sector was deceased.

Further I certify that all the particulars furnished above by me are true and accurate. I agree to obtain the permit subject to the conditions in this Circular. I undertake to inform you forthwith of any change whatsoever of such particulars. I am aware that in the event any of above particulars is found to be incorrect or false, I will be liable to pay all the duty concessions granted for the vehicle imported.

Date: .....

.....

Applicant's Signature

\* (Delete the words inappropriate)

**Part “G”**  
**Recommendation of the Head of the Institution**

**Note:**

This recommendation should be submitted to the Secretary to H.E. the President/ Secretary of the Ministry/ Chief Secretary by the relevant Head of the Department in the prescribed manner. Further, when a Secretary/ Provincial Chief Secretary becomes the immediate Head of the Institution of the applicant, relevant Secretary should make recommendation in this Section as well in addition to Part “H” or Part “I”. At such instances, the next officer in the hierarchy to whom the administrative power is entrusted, in addition to the Secretary, can also make this recommendation.

My No:-.....

(\*delete words inappropriate)

Secretary, Presidential Secretariat\*

Secretary, Ministry of .....\*

Chief Secretary, Provincial Council of .....\*

Director General, Department of Trade and Investment Policies\*/#

**(# please make this recommendation to D.G.D.T.and I.P, only at the instances when the Secretary makes this recommendation personally)**

I do certify that the foregoing particulars are correct as per the personal file of the officer, the officer has not retired before reaching the optional/ compulsory age of retirement, the retirement was not due to a disciplinary matter, and he/she has not obtained a permit to import a vehicle on Concessionary Rates of Duty during the period of 5 years preceding to the date of retirement. The copies of the following documents are appended hereto.

Serial Number	Type of Document	Applicable	Not Applicable
1	Letter of Retirement		
2	Letter of First Appointment in proof of 25 years of service.		
3	Letter of Appointment to Class I of the service/post.		
4	Letter of Appointment as a Medical Consultant / Consultant Dental Surgeon.		
5	Letter of approval of the post by the General Treasury.		
6	Certificate of Death, Certificate of Marriage in the case of a deceased officer.		
7	Medical Board Report, in the case of an officer retired on medical Grounds.		
8	Certificate of Registration/letter of credit relevant to the vehicle obtained previously .		
9	A copy of the National Identity Card		

I recommend the issuance of a Vehicle Import Permit on Concessionary Rates of Duty subject to the conditions of this circular

Date.....

Signature of the Head of the Department and  
The Official Stamp

**Part "H"**

**Recommendation of the Chief Secretary**

**(This section should be completed only when the applicant is an officer in a Provincial Council)**

My No:-.....

Secretary  
Ministry of Provincial Councils and Local Government\*  
\*(mention as relevant)

I hereby recommend to issue a Vehicle Import Permit on Concessionary Rates of Duty subject to the conditions of this Circular

Date:- .....

Signature and Official Stamp of the Chief  
Secretary

**Part "I"**

**Recommendation of the Secretary to the Ministry**

My No: - .....

Director General  
Department of Trade and Investment Policy  
General Treasury.

I recommend that it is appropriate to grant a Vehicle Import Permit under Concessionary Rates of Duty to Mr./ Miss/Mrs. .... Under the Public Administration Circular 22/99 and the revised provisions.

.....  
Signature of the Secretary to the Ministry and  
the Official Stamp

Date: .....