

Public Administration Circular Letter No. 06/2008

My No. 7/3/2/23-1  
Ministry of Public Administration  
and Home Affairs  
Independence Square  
Colombo - 07  
14 August, 2008

Secretaries to Ministries  
Chief Secretaries of Provincial Councils, and  
Heads of Department

**Supply of Fuel for Official Vehicles and  
Payment of Overt time and Combined  
Allowance to Drivers of such Vehicles**

Your attention is drawn to paragraph 03 and 04 of the Public Administration Circulars No. 13 /2008 dated 26.06.2008 issued on the above subject.

02. Various representations seeking clarifications relating to the manner of implementing the provisions mentioned in the above paragraphs have been received by this Ministry. Accordingly the following clarifications are made'

03. Overtime and combined allowance for official travelling should be paid in accordance with the total time duration and number of days engaged in attending to official duties.

04. At the instances where an officer is to be assigned special duties out of the stations, additional fuel should be provided for that particular purpose. Approval for additional fuel should be granted by the Secretary of respective Ministry / Chief Secretary of Provincial Council or any other officer authorized by them.

Sgd./ D. Dissanayake  
Secretary  
Ministry of Public Administration  
and Home Affairs