

**INTERNAL OFFICE MEMORANDUM URGENT**

**FROM: - CEO/ EXECUTIVE DIRECTOR**

**TO:** -  **BRANCH MANAGERS**

**SUBJECT ECONOMIC USE OF FUEL**

Copy **Assistant General Manager (Finance & Strategic Planning)**

**Head of Finance**

**Manager Administration**

**Manager Audit (*To ensure compliance*)**

**Date** 7th April 2023

At the Management Meeting held on 6th April 2023, it was decided that Branch Managers exercise effective control over the cost of fuel consumed for business activities at the branch. Accordingly, Branch Managers are required to follow the procedures given below with immediate effect.

1. Maintain a register to record the movements of Motor Cycle (s) allocated to the branch to conduct daily collection functions or any other activity if the need arises , facilitating the extraction of the name of the person who used the vehicle, place (s) visited, distance travelled. the quantity of fuel consumed and the related cost.
2. Daily Collection routes should to be planned under the supervision of the Branch Managers, to be cost effective avoiding duplication.
3. Consumption of fuel should be restricted to **30 Liters per motor cycle, per month,**  which should be strictly adhered to ensuring economic use of fuel.
4. If the need arises to exceed the limitation stated under paragraph 3 above for either a **particular month** or **continuously during the Financial Year** such requests should be forwarded to the undersigned for prior consideration, through the Assistant General Manager (Finance & Strategic Planning), backed by the justifications and recommendation of the respective Branch Manager.

Branch Managers are required to bring the contents of this Memorandum to the notice of their daily collection staff and ensure compliance.

**Signed**

**K G Leelananda**

**CEO/ Executive Director**