

Auditor General's Department  
306/72  
Polduwa Rd.  
Battaramulla.

To all the Officers,

**Instructions on the Reservation of Vehicles on Welfare Basis and the Revised Fees.**

My Circular, No. 2008/07, dated 11 March 2008 is hereby cancelled. The following notes on the instructions and the fees relating to the reservation of vehicles for welfare activities, take effect from 01 October 2016.

1. Only the Bus or the Vans of the Auditor General's Department shall be allocated for the welfare trips. Under no circumstance shall Motor Cars or Cabs be allocated for such trips.
2. The Bus / Van of the Department shall be issued only for : a pilgrimage or a trip organized by the Welfare Association, a wedding of any employee of the Auditor General 's Department, a funeral of spouse, mother, father, a child, a brother, a sister, or the spouse's mother, father, brother, sister, and a retiree of the Department.
3. When allocating vehicles on welfare purposes, the Bus shall be allocated in case of the attendance of more than 15 officers, otherwise a Van shall be allocated for more than 05 officers of the Department.
4. When a vehicle is requested for trips / pilgrimages, the routes and the destinations should be clearly indicated on the application, and only the relatives of the officers who made the request, should take part therein. In case of being proven in whatever manner that external persons who had neither been relatives of the officer nor been mentioned on the application, the officer who made the request is liable for paying a fee as thrice as the fee payable for the vehicle along with other expenses.

5. In allocating vehicles on welfare purposes, the mileage should be calculated by considering the number of kilometers between the departure and arrival at the Department.
6. The officer requesting for the vehicle should bear the full responsibility of the vehicle. In case of any damage or loss caused to the vehicle due to passengers, the responsibility and the expenses thereof should be borne by the officer who requested for the vehicle.
7. The Auditor General's Department bears no responsibility, in the event of any loss or injury sustained by the passengers while travelling in a vehicle obtained on welfare purposes.
8. The vehicle should not be utilized for any other purposes except for the one stated in the application. If breach of this condition is revealed, a fine as twice as the travel fee should be paid, and vehicles shall never be allocated on welfare purposes to the relevant officer while he is in the service of the Department.
9. Only 15 passengers can travel in the Van. Under no circumstance should that limit be exceeded.
10. The total cost on fuel should be borne by the officer. The welfare travel fee being charged includes: Rs. 3.00 per kilometer as the fee of the Department, and the tax effective as at that date. At the beginning of the trip, the vehicle shall be handed over with the fuel tank fully filled, and when returning the vehicle, the officer should take action to fill the fuel tank fully.
11. If the journey is abruptly ended due to a failure of the vehicle, fees shall be charged by considering the distance traveled up to that point.
12. A driver / assistant of the Auditor General's Department shall be assigned for all the journeys. The applicant should bear the costs on overtime and travelling claim of the driver / assistant.
13. The relevant fee should be settled by the applicant within 03 working days after completion of the journey. In case of failure to do so within that period, an additional 10 per cent of the fee shall be charged. If the fee remains unsettled even after a calendar

month since the completion of the journey, action shall be taken to recover the relevant fee together with an additional 25 per cent of the fee from the salary of the Applicant.

14. It is strictly prohibited to travel in the vehicle after using drugs or alcohol.
15. The relevant Format should be furnished for recommendation and approval after being dully filled.
16. Before the recommendation is granted, it is the responsibility of the Group Officer to ascertain as to whether the leave obtained is sufficient based on the distance and time of the journey. It is necessary to certify in the application that leave have been obtained.



Gamini Wijesinghe.  
Auditor General