

“YEAR OF WILL”

PUBLIC SERVICE MINISTRY

CIRCULAR NO.20/1983

REFERENCE NO. PS: 19/14

FROM: Permanent Secretary,
Public Service Ministry

TO: All Permanent Secretaries,
Heads of Departments,
Regional Executive Officers.

SUBJECT:

Advances to Public Officers to repair motor cars,
motor cycles and auto cycles.

DATE: 1983-07-18

Public Servants who hold posts which make them eligible for advances to purchase motor cars, motor cycles and auto cycles may be granted advances for the repair of such vehicles limited to a maximum of \$6,350.00 for motor cars, \$2,600.00 and \$1,060.00 for motor cycles and auto cycles, respectively, repayable over a period of three (3) years for motor cars or motor cycles, and two (2) years for auto cycles, with interest at such rate as determined by the secretary to the Treasury, subject to the following criteria:-

- i. The motor vehicle shall be examined by the Chief Mechanical Engineer, Plant Maintenance and Hire Division, **or** Guyana Stores Limited (Garage Division), **or** Guyana Gajraj Limited, to determine the extent of the work to be done and to give an estimate of the likely cost of repairs;
- ii. A separate certificate must also be obtained from the Chief Mechanical Engineer, Plant Maintenance and Hire Division **or** Guyana Stores Limited (garage Division), **or** Guyana Gajraj Limited, at the same time as the estimate, to indicate what is considered to be the likely economic life of the vehicle following repairs;
- iii. In respect of motor cars and motor cycles, the first such advances to be made not less than five (5) years after the public Servant has received the advance to purchase the vehicle or has been granted duty free concessions when purchasing a motor car or motor cycle with his own funds, and thereafter, at intervals of not less than three (3) years to effect repairs again;
- iv. In respect of auto cycles the first such advance to be made not less than four (4) years after the Public Servant has received the advance to purchase the vehicle and, thereafter, at intervals of not less than two (2) years to effect repairs again;
- v. The public servant must account for the advance to the Accountant General within two (2) months from the date the advance was uplifted and at the same time, submit a certificate from the Chief Mechanical Engineer, Plant Maintenance and Hire Division, **or** Guyana Stores Limited (garage Division) **or** Guyana Gajraj Limited that the work has been satisfactorily completed and that the cost bears relation to the original estimate.

Applications accompanied by the documents required at Paragraph 1 (i) and (ii) above shall be addressed to the Accountant General.

Request for advance will only be considered in case of extensive repairs but will not be granted to effect repairs to vehicle damaged as a result of accidents however caused.

My Circular No.37/1978 dated 6th December, 1978, is hereby canceled .

.....
R.SIVANAND
FOR PERMANENT SECRETARY
PUBLIC SERVICE MINISTRY.