

**“YEAR OF GOOD ORDER, HIGH PRODUCTIVITY AND ENHANCED REWARDS”**

**OFFICE OF THE PRESIDENT,**  
**PUBLIC SERVICE**  
**MANAGEMENT**

**CIRCULAR NO. 11/1992**

**REFERENCE NO. PS: 19/14<sup>III</sup>**

FROM: Permanent Secretary,  
Office of the President,  
Public Service Management.

**SUBJECT:**

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

Increased rates of Advances to Public Officers to  
repair Motor Vehicles.

DATE: 1992-04-09

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Public Servants whose positions make them eligible for advances to purchase motor cars, motor cycles and auto cycles may be granted advances to repair these vehicles limited to the maximum of:

\$51,600.00 for motor cars  
\$21,300.00 for motor cycles  
\$11,300.00 for auto cycles.

2. These advances are repayable over a period of three years for motor cars and motor cycles and two years for auto cycles, with interest at a rate determined by the Secretary to the Treasury, subject to the following criteria:-
- (i) the motor vehicle shall be examined by the Chief Executive Officer, Plant Maintenance and Hire Division or Guyana Stores Limited (Garage Division) or Guyana National Engineering Corporation Limited (Toyota Workshop Section) 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 be obtained from the Chief Executive Officer, Plant Maintenance and Hire Division, or Guyana Stores Limited (Garage Division) or Guyana National Engineering Corporation Limited (Toyota Workshop Section) 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, the first such advance to be granted not less than five (5) years after the public servant had received the advance to purchase the vehicle or had been granted duty free concessions if the motor car was purchased with his own funds, and thereafter, at intervals of not less than three (3) years to effect repairs again;

- (iv) in respect of motor cycles and auto cycles, the first such advance to be granted not less than five (5) years and four (4) years, respectively, after the public servant had received the advance to purchase the vehicle and thereafter, at intervals of not less than three (3) years for motor cycles and two (2) years for auto cycles, 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 Executive Officer, Plant Maintenance and Hire Division or Guyana Stores Limited (Garage Division) or Guyana National Engineering Corporation Limited (Toyota Workshop Section) that the work has been satisfactorily completed and that the cost bears relation to the original estimate.

3. Applications accompanied by the documents required at paragraph 1(i) and (ii) above should be addressed to the Accountant General.
4. Requests for advances will only be considered in case of extensive repairs but will not be granted to effect repairs to vehicles damaged as a result of accidents howsoever caused.
5. Circular No. 25/1988 dated 9<sup>th</sup> September 1988, is hereby withdrawn.

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Paula A. Mohamed,  
Permanent Secretary,  
Office of the President,  
Public Service Management.