

OFFICE OF THE PRESIDENT
PUBLIC SERVICE
MANAGEMENT

CIRCULAR NO. 14/1995

REFERENCE NO. PS: 19/14^{III}

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

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

SUBJECT:

Increased rates of Advances to Public Officers to repair
Motor Vehicles

DATE: 1995-08-15

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:

\$103,200 for motorcars

\$42,600 for motorcycles

\$22,600 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 Chief Executive Officer, Plant Maintenance and Hire Division or Guyana Stores Limited (Garage Division) 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 Chief Executive Officer, Plant Maintenance and Hire Division or Guyana Stores Limited (Garage Division) to determine the extent of the work to be done and to give an estimate of the likely cost of repairs;
 - (iii) In respect of motor cars, the first such advance to be granted not less than four (4) 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 four (4) years and three (3) 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 (20 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 it was uplifted and at the same time, submit a certificate from Chief Executive Officer, Plant Maintenance and Hire Division or Guyana Stores Limited (Garage Division) that the repairs have been completed and that the cost bears relation to the original estimate.
3. Applications accompanied by the documents required at paragraph 2 (i) and (ii) above should be addressed to the Accountant General.
 4. Requests for advances will only be considered in cases of extensive repairs but will not be granted to effect repairs to vehicles damaged as a result of accidents, howsoever caused.
 5. Circular No: 11/1992 dated 9th April, 1992, is hereby cancelled.

(R. Sivanand A .A.)
Permanent Secretary
Office of the President
Public Service Management