

PUBLIC SERVICE MANAGEMENT
19/5/1
OFFICE OF THE PRESIDENT

CIRCULAR NO. 7/2001

Ref No. PS:

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

SUBJECT
Conditions relating to the
grant of duty free
concessions

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

DATED: 2001-05-09

It has been brought to the attention of this Ministry that a degree of misunderstanding exists as regards conditions relating to the grant of Duty Free concessions to officers. The following is intended to lend clarity to the misunderstanding and to remind Heads of their responsibilities in connection therewith.

2. As a rule, only those officers who are substantively appointed to posts listed under the “schedule of posts” attracting traveling allowances must access the concessions. An officer who wishes to access the duty free concessions must produce a valid Driver’s License to his/her Head of Department when making the application. The Head of Department will inform the Secretary to the Treasury of the License number, date and place of issue when supporting the request for a duty free concession. The approval granted by the Secretary to the Treasury will last for not more than three (3) months. If at the end of the three-month period the vehicle has not been purchased then a new application will have to be made.
3. An officer who purchases a motor vehicle, free of duty, is required to observe the following conditions: -
 - (i) The vehicle must be put into official use not later than two (2) weeks following the registration of the vehicle.
 - (ii) The vehicle must be brought to the place of work on a daily basis and must be available for use at a moment’s notice.

- (iii) The vehicle must be used by the officer in the discharge of his/her official duties and must not be let out on hire or engaged in any economic venture(s).
- 4. Permanent Secretaries, Heads of Departments and Regional Executive Officers are reminded that any breach of the above conditions that is not corrected in reasonable time must be dealt with by withholding the officer's traveling allowances and an appropriate report sent to the Secretary to the Treasury and the Public Service Management.
- 5. Permanent Secretaries, Heads of Departments and Regional Executive Officers are requested to bring the contents of this Circular to all relevant Accounting and Personnel staff in your organisation for appropriate actions to be taken by them.

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N. K. Gopaul
Permanent Secretary
Public Service Management
Office of the President.