

**PUBLIC SERVICE MINISTRY**

**CIRCULAR #6/2003 Ref. #PS:16/5/1<sup>X</sup>**

*FROM: Permanent Secretary  
Public Service Ministry*

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

*SUBJECT: Particulars  
Required when applying for  
Duty Free Concessions*

*DATED: July 24, 2003,*

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This Ministry's Circulars #7/2001 and 5/2002 dated 2001-05-09 and 2002-07-05 respectively outlined the procedures and some particulars required when Public Servants are attempting to access Duty Free Concessions.

2. You will recall that Circular #7/2001 require that an officer who wishes to access Duty Free Concessions must produce a valid Drivers Licence, to his Head of Department among other documents.

3. With immediate effect however, Permanent Secretaries, Heads of Departments and Regional Executive Officers are required to submit to this Ministry a **certified copy** of the following particulars when applying for the grant of Duty Free Concession on the purchase of motor vehicles, on behalf of Public Servants under their charge:

- i. Valid Driver's Licence
- ii. Vehicle Registration for last vehicle purchased with Duty Free Concession or if it is a first application this should be stated.
- iii. Officer's Date of Birth
- iv. Officer's date of present appointment
- v. Pro forma Invoice from vendor which must show the following: -
  - a) Make of Vehicle
  - b) Model of Vehicle
  - c) Cubic Capacity
  - d) **Duty – applied** Cost of the Motor Vehicle
  - e) **Duty – free** Cost of the Motor Vehicle

4. Applications reaching this Ministry without any of the above particulars will **not** be considered.
5. Permanent Secretaries/Heads of Departments/ Regional Executive Officers are **reminded** that they are **still required to personally sign all** requests for Duty Free Concessions coming to this Ministry.
6. Please bring the contents of this Circular to the attention of **all** employees under your control especially those who are attached to the Personnel Units.

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*Dr. N. K. GOPAUL*  
*Permanent Secretary*  
*PUBLIC SERVICE MINISTRY*