

**From:**            Permanent Secretary  
                        Public Service Ministry

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

**Subject**  
Duty Free Concession

**Date:**            2007-04-13

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It has been observed that throughout the Public Service, Permanent Secretaries, Heads of Departments and Regional Executives Officers have been entertaining request from Public Servants for Duty Free Concession outside of their required scale.

Please note that only those officers whose duty required extensive traveling and are listed on the list of traveling register under the respective scales would be allowed to purchase vehicles with engine capacity specific to their scales. In other instances justifiable reasons would have to be forwarded in relation to request for positions on scales with lower engine capacities to be reclassified.

Reproduce hereunder for ease of reference and guidance is the existing traveling scales and engine capacities which currently exist:

**Scale "A"        motor cars above 1500cc to 2000 cc**  
**Scale "C"        motor cars 1500 cc and below**

Please note under no circumstances will requests be entertained for concessions outside of the stipulated scale.

Please bring the contents of this circular to the attention of all employees under your charge especially those who work in the Personnel Units.

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**Permanent Secretary**  
**Public Service Ministry**