



**මුදල් අමාත්‍යාංශය**  
**நிதி அமைச்சு**  
**MINISTRY OF FINANCE**

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**ජාතික අයවැය වකුලේඛ අංක:01/2016**

අමාත්‍යාංශ ලේකම්වරුන්,  
පළාත් සභා ප්‍රධාන ලේකම්වරුන්,  
දෙපාර්තමේන්තු ප්‍රධානීන්.

**රාජ්‍ය ආයතන සඳහා මෙහෙයුම් කල්බදු ක්‍රමය යටතේ වාහන මිලදී ගැනීම සඳහා මාර්ගෝපදේශ**

රාජ්‍ය ආයතන සඳහා වාහන මිලදී ගැනීමේදී පෙර පැවති ක්‍රමයට වඩා මෙහෙයුම් කල්බදු ක්‍රමය යටතේ වාහන ලබාගැනීම පිරිවැය අතින් වඩා ප්‍රතිඵලදායක බැවින්, 2016 අයවැය මගින් යෝජනා කරන ලද පරිදි රජයේ අවශ්‍යතා සඳහා ප්‍රසම්පාදනය කිරීමේ යෝජනාව ඇතුළත් අංක MF/TIP/03/CM/2016/31 දරන 2016.03.04 දිනැති අමාත්‍ය මණ්ඩල සංදේශය සඳහා, අමාත්‍ය මණ්ඩලයේ අනුමැතිය ලැබී ඇත.

ඒ අනුව, සියළු රාජ්‍ය ආයතන විසින් ඉදිරියේදී වාහන ප්‍රසම්පාදනය කිරීමේදී මෙම වකුලේඛය මගින් පැහැදිලි කෙරෙන මාර්ගෝපදේශ අනුගමනය කළයුතු බවට උපදෙස් දෙනු ලැබේ.

**1. හිමිකම:**

ඒකාබද්ධ අරමුදලෙන් වියදම් දරන රාජ්‍ය ව්‍යාපාර ද ඇතුළුව රාජ්‍ය ආයතන විසින් වාහන ප්‍රසම්පාදනය කිරීමේදී මෙම වකුලේඛය මගින් නියම කෙරෙන මාර්ගෝපදේශ, මෙම වකුලේඛයේ දින සිට දැඩිව අනුගමනය කරන ලෙස මෙයින් උපදෙස් දෙනු ලැබේ. කෙසේ වුවද, පහත 5 ඡේදයේ සඳහන් වාහන වර්ග ප්‍රසම්පාදනයේදී මෙම ක්‍රමය අදාළ නොවේ.

**2. අනුගමනය කළයුතු ක්‍රියාපටිපාටිය:**

මෙම ක්‍රමය යටතේ වාහන මිලදී ගැනීමේදී පහත අවශ්‍යතා සම්පූර්ණ කළයුතු වේ.

**2.1 රාජ්‍ය ආයතන වෙතින් කෙරෙන වාහන ඉල්ලීම්:**

මෙම ක්‍රමය යටතේ වාහන ප්‍රසම්පාදනය සඳහා වන සියළු ඉල්ලීම් අදාළ රේඛීය අමාත්‍යාංශයේ ලේකම් හරහා මහා භාණ්ඩාගාරය වෙත ඉදිරිපත් කළයුතු වේ. ප්‍රධාන ගණන්දීමේ නිලධාරියා ලෙස අමාත්‍යාංශයේ, අදාළ දෙපාර්තමේන්තු හා ආයතනවල වාහන අවශ්‍යතාවය සාධාරණ බවට තහවුරු කිරීමට අමාත්‍යාංශයේ ලේකම් වෙත උපදෙස් දෙනු ලැබේ. වාහන සඳහා වන ඵලදායී ඉල්ලීම් මහා භාණ්ඩාගාරයේ අනුමැතිය ලබාගැනීමට එවීමට පෙර අදාළ අමාත්‍යාංශ ලේකම් සභාපතිත්වය දරණ කමිටුවක් මගින්

සමාලෝචනය කළයුතු වේ. එම කමිටුව විසින් ආයතන සතු වාහන ප්‍රමාණය, ඒවායේ වයස (යම් පවත්නා වාහනයක් වෙනුවට වෙනත් වාහනයක් ලබාගන්නේ නම් පවත්නා වාහනය අවුරුදු 10 කට වඩා පැරණි වියයුතුය.) වාහනයේ තත්ත්වය, ඉන්වෙන්ට්‍රියේ ඇති වාහන සංඛ්‍යාව, වාර්ෂික නඩත්තු වියදම, අනුයුක්ත වාහන සංඛ්‍යාව, ප්‍රවාහන දීමනාව ලබාගන්නා නිලධාරීන්ගේ සංඛ්‍යාව සහ අංක 2/2015 හා 2015.10.07 දිනැති රාජ්‍ය මුදල් චක්‍රලේඛය යටතේ අපහරණය කරන ලද වාහන සංඛ්‍යාව ආදිය පිළිබඳව සමාලෝචනය කළයුතුය.

**2.2 මහා භාණ්ඩාගාරයේ අනුමැතිය:**

ඕනෑම රාජ්‍ය ආයතනයක් විසින් මෙම ක්‍රමය යටතේ වාහන ප්‍රසම්පාදනය කිරීමට ප්‍රථම, මහා භාණ්ඩාගාරයේ පූර්ව අනුමැතිය ලබාගත යුතුවේ. අදාළ රේඛීය අමාත්‍යාංශයේ ලේකම්ගේ නිර්දේශය මත පදනම්ව එවැනි අනුමැතීන් ලබාදෙනු ලැබේ. ඒකාබද්ධ අරමුදලෙන් අරමුදල් සම්පාදනය කරන අමාත්‍යාංශ/ දෙපාර්තමේන්තු හා අනෙකුත් රාජ්‍ය ආයතන විසින් ඉල්ලුම් කරන ලද වාහන සඳහා අනුමැතිය ලබාදීමේ බලය ජාතික අයවැය දෙපාර්තමේන්තුවේ අධ්‍යක්ෂ ජනරාල් සතු වන අතර, ඒකාබද්ධ අරමුදලෙන් අරමුදල් සම්පාදනය කරනු නොලබන රාජ්‍ය ව්‍යාපාර විසින් ඉල්ලුම් කරනු ලබන වාහන සඳහා අනුමැතිය ලබාදීමේ බලය රාජ්‍ය ව්‍යාපාර දෙපාර්තමේන්තුවේ අධ්‍යක්ෂ ජනරාල් සතුවේ. මහා භාණ්ඩාගාරයේ අනුමැතිය සඳහා වන ඉල්ලීම් (අදාළ වන පරිදි ජාතික අයවැය දෙපාර්තමේන්තුව හෝ රාජ්‍ය ව්‍යාපාර දෙපාර්තමේන්තුව), අදාළ රේඛීය අමාත්‍යාංශයේ ලේකම්වරයාගේ නිර්දේශය සහිතව, නියමිත පරිදි සම්පූර්ණ කරන ලද මෙම චක්‍රලේඛයේ ඇමුණුම 01 හි සඳහන් ආකෘති පත්‍රය සමග ආයතන ප්‍රධානීන් විසින් ඉදිරිපත් කළයුතු වේ.

**2.3 ප්‍රසම්පාදන ක්‍රියාවලිය:**

2.2 ඡේදයේ සඳහන් අනුමැතිය මත පදනම්ව රජයේ ප්‍රසම්පාදන ක්‍රියාවලිය අනුගමනය කරමින් තරඟකාරී මිල ගණන් (ලංසු) කැඳවීම හරහා මෙහෙයුම් කල්බදු ක්‍රමය යොදා ගනිමින් භාවිතා කර ආපසු භාරදීම ( use and return) පදනම්ව රජයේ ආයතනවලට අවශ්‍ය වාහන ප්‍රසම්පාදනය කල හැක. මෙහිදී වාහන සැපයුම්කරු ( lessor) විසින් වසර 5 ක කාලයක් (මාස 60 ක්) සඳහා වාහනය සම්පූර්ණයෙන් නඩත්තු කළයුතු අතර, පහත සඳහන් කොන්දේසිවලට යටත්ව ස්ථාවර බදුකුලී පදනම්ව වාහන සැපයිය යුතුවේ.

- I. **වාහනයේ තත්ත්වය :** මෙම ක්‍රමය යටතේ ලබාගත හැක්කේ, අළුත්ම වාහන හෝ කුලියට ලබාදෙන අවස්ථාවේදී ධාවන දුර ප්‍රමාණය කි.මී.1,000ට අඩු ලියාපදිංචි නොකරන ලද වාහන පමණි.
- II. **සුදුසුකම් ලබන සැපයුම්කරුවන් (කල්බදුකරු):** කල්බදුකරු, අවම වශයෙන් වාහන 10 කට වඩා සංචිතයක් සහිත ශ්‍රී ලංකාවේ ඇති ලෝක ප්‍රකට වාහන සන්නාමයන්හි වරලත් වාහන නියෝජිතයින්, ශ්‍රී ලංකා මහ බැංකුව යටතේ ලියාපදිංචි මූල්‍ය ආයතන සහ මෝටර් රථ කුලියට ලබාදීමේ සේවාවන් (එනම්, මෝටර් රථ කුලියට දීමේ ව්‍යාපාර) වියයුතුය.



**III. සැපයිය යුතු සේවාවන්:** හදිසි අනතුරු අළුත්වැඩියා වියදම් මෙන්ම රක්ෂණය හා අනෙකුත් අදාළ ගාස්තු ඇතුළු සියළුම නිරන්තර නඩත්තු වියදම් කල්බදුකරු විසින් දැරිය යුතුය. අළුත්වැඩියා හා නඩත්තු කටයුතු සඳහා පැය 24 කට වඩා වැඩි කාලයක් වැයවන්නේ නම් හෝ කල්බදුලාභියාගේ අවශ්‍යතාවය මත ඊට අඩු කාලයක් ගතවන්නේ නම්, කල්බදුකරු විසින් එම වාහනයට සමාන වර්ගයේ වාහනයක් ලබාදිය යුතුවේ.

**IV. ව්‍යවර්තනයන්:**

කවර හෝ රජයේ සහනදායී බලපත්‍ර ක්‍රමයක් යටතේ ආනයනය කරන ලද වාහන, මෙම ක්‍රමය යටතේ කල්බදු සඳහා ලබාදිය නොහැක.

**3. වාහන වර්ග:**

පහත 4 වන ඡේදයේ සඳහන් උපරිම බදුකුලී සීමාවන්ට යටත්ව, මෙම ක්‍රමවේදය යටතේ ප්‍රසම්පාදනය කරනු ලබන වාහන සඳහා පහත දැක්වෙන ලක්ෂණ තිබිය හැකිය.

අ.	එන්ජින් ධාරිතාවය	මෝටර් රථ	1300cc - 2500cc
		ඩබල් කැබ්	2500cc පමණ
		වෑන්	2500cc පමණ
ආ.	ඉන්ධන/එන්ජිමේ වර්ගය	ඩීසල්/පෙට්‍රල්/දෙමුහුම්	
ඇ.	ගියර් පද්ධතියේ වර්ගය	මැනුවල්/ස්වයංක්‍රීය/ට්‍රිප්ටෝනික්	

**4. උපරිම මාසික කුලිය:**

රියදුරන් හා ඉන්ධන රහිතව මෙහෙයුම් කල්බදු ක්‍රමය යටතේ විවිධ කාණ්ඩයන්වල නිලධාරීන්ට අනුයුක්ත කිරීම පිණිස සහ වාහන සංචිත සඳහා, මෙම ක්‍රමය යටතේ ලබාගත හැකි වාහන වෙනුවෙන් අදාළ වන උපරිම මාසික බදුකුලී සීමාවන් පහත දැක්වේ.

ඉහත 2.2 ඡේදයේ සඳහන් අනුමැතියට යටත්ව, විදේශීය අරමුදල්වලින් මූල්‍යනය වූ ව්‍යාපෘති ඇතුළුව රාජ්‍ය ආයතන සඳහා ඡේද 3 හි සඳහන් ලක්ෂණ සහිත වාහන එක් එක් නිලධාරී කාණ්ඩය සඳහා පහත උපරිම බදුකුලී සීමාවන් තුළ ප්‍රසම්පාදනය කළ හැකිය.

කාණ්ඩ අංක	නිලධාරී කාණ්ඩය / වාහන වර්ගය	උපරිම මාසික බදුකුලිය වැට් රහිත (රු.)
I	අමාත්‍යාංශ ලේකම්වරුන් හෝ සමාන මට්ටමේ නිලධාරීන්	300,000/-
II	අතිරේක ලේකම්වරු/අධ්‍යක්ෂ ජනරාල්වරු/දිස්ත්‍රික් ලේකම්වරු/මණ්ඩලවල සහායකවරු හෝ සමාන මට්ටමේ නිලධාරීන්	119,500/-
III	ජ්‍යෙෂ්ඨ සහකාර ලේකම්වරු/අධ්‍යක්ෂවරු හෝ සමාන මට්ටමේ නිලධාරීන්	98,700/-
IV	සංචිත වාහන සඳහා ඩබල් කැබ්	158,000/-
V	ආසන 16 මගී ප්‍රවාහන වෑන්	139,100/-

**5. මෙහෙයුම් කල්බදු ක්‍රමය යටතේ අදාළ නොවන වාහන කාණ්ඩයන්:**

යෝග්‍ය ප්‍රසම්පාදන ක්‍රමවේදයට අනුව අදාළ ආයතන සඳහා පහත සඳහන් වාහන ප්‍රසම්පාදනය කළහැකිය.

**5.1 උපයෝජිත වාහන -** මූල්‍ය ප්‍රතිපාදන පවතින්නේ නම්, මහා භාණ්ඩාගාරයේ අනුමැතිය මත අදාළ රේඛීය අමාත්‍යාංශ/පළාත් සභා සඳහා ට්‍රැක්ටර්, ලොරි රථ, ට්‍රැක් රථ, ගලී බවුසර්, බැකෝ යන්ත්‍ර ආදී උපයෝජිත වාහන ඒ යටතේ ප්‍රසම්පාදනය කළහැක.

**5.2 බස් රථ/ගිලන් රථ/කෘ කැබ්/ ත්‍රිරෝද රථ/යතුරුපැදි/විශේෂ කාර්ය වාහන:**

ප්‍රසම්පාදන ක්‍රමවේදය අනුගමනය කිරීමෙන් හා පවතින මූල්‍ය ප්‍රතිපාදන මත රාජ්‍ය ආයතන විසින් මෙම වාහන ප්‍රසම්පාදනය කළ හැකිය. ඉහත ඡේද 2.2 හි සඳහන් අදාළ භාණ්ඩාගාර දෙපාර්තමේන්තු වෙතින් මේ සඳහා පූර්ව අනුමැතිය ලබාගත යුතුය.

**6. සැපයුම්කරු(කල්බදුකරු) හා රාජ්‍ය ආයතන අතර ගිවිසුම්:**

ඉහත සඳහන් සියළුම නියමයන් හා කොන්දේසි ඇතුළත් කර ගිවිසුමකට එළඹිය යුතුය. එනම්, කල්බදුකරු හා රාජ්‍ය ආයතන අතර එකඟතා ගිවිසුමකට අත්සන් කළ යුතුය. ආයතනයන් මගින් උචිත වෙනස්කම් සහිතව භාවිතා කළහැකි එකඟතා ගිවිසුමේ නිදර්ශකයක් [www.treasury.gov.lk](http://www.treasury.gov.lk) වෙබ් අඩවියෙහි ඇත.

**7. සවිස්තරාත්මක ගෙවීමේ ක්‍රමය:**

ගිවිසුම සඳහා එළැඹ ඇති ආයතනය විසින් කල්බදු කුලී මාසිකව ගෙවිය යුතු අතර, හිඟ මුදල් ඊළඟ වසර සඳහා ඉදිරියට රැගෙන නොආ යුතුය. ඒකාබද්ධ අරමුදලෙන් අරමුදල් ලබන ආයතන සඳහා අවශ්‍ය කෙරෙන අයවැය ප්‍රතිපාදන ජාතික අයවැය දෙපාර්තමේන්තුව විසින් ලබාදෙනු ඇත. මේ වෙනුවෙන් වෙනම පුනරාවර්තන වැය විෂයක් ඇති කෙරෙනු ලබන අතර, මෙම ක්‍රමය යටතේ වත්කමක් ඇති නොවන නිසා මෙම වියදම මෙහෙයුම් වියදමක් ලෙස සැලකෙනු ඇත.

- ඒකාබද්ධ අරමුදලෙන් අරමුදල් නොලබන රාජ්‍ය ආයතන විසින් මෙම වියදම් තම ආදායම් උපයෝගී කරගනිමින් දැරිය යුතුය.
- මෙහෙයුම් කල්බදු ක්‍රමය යටතේ අරමුදල් ලබාගැනීම සඳහා ඉල්ලීම් මහා භාණ්ඩාගාරයට ඉදිරිපත් කිරීමේදී තොරතුරු සැපයීමට හැකිවනු පිණිස අදාළ ආයතන විසින් මෙම ක්‍රමය යටතේ ලබාගත් වාහන වෙනුවෙන් වෙනම ලේඛනයක් පවත්වාගෙන යායුතුය. වාහන වර්ගය, බදුකුලී වටිනාකම සහ කාල පරිච්ඡේදය, අනුයුක්ත හෝ සංචිත වාහන යනාදී තොරතුරු ඒ සඳහා ඇතුළත් විය යුතුය.

**8. වාහන අපගමනයන් හෝ වාහන අවභාවිතයන්**

- අනුයුක්ත වාහනයක් වෙනුවෙන් ප්‍රවාහන දීමනාවක් ලබාගන්නා නිලධාරියෙකුට මෙම ක්‍රමය යටතේ ලබාගත් වාහන ඇතුළු කිසිදු රාජකාරි වාහනයක් භාවිතය සඳහා අවසර නොලැබේ.
- සංවර්ධන ව්‍යාපෘති සඳහා විදේශීය අරමුදල් භාවිතා කරමින් ප්‍රසම්පාදනය කරන අවස්ථාවලදී

ඕනෑම එකඟතා ගිවිසුම්වල කවර වාහන සංඛ්‍යාවක් ඇතුළත් කර ඇත් අමාත්‍යාංශ ලේකම් විසින් සභාපතිත්වය දරන කමිටුව මගින් සියුම්ව පරීක්ෂා කර අවම වාහන සංඛ්‍යාවක් ප්‍රසම්පාදනය කළයුතුය. තනතුර අනුව නිල වාහන සඳහා හිමිකම් ලබන නිලධාරීන් සඳහා විදේශීය අරමුදල් ව්‍යාපෘති යටතේ ප්‍රසම්පාදනය කරන ලද කිසිදු වාහනයක් වෙන් නොකළ යුතුය. තවද, මෙම වාහන සකසුරුවමින් භාවිතා කිරීම/පාවිච්චි කිරීම කළයුතුය.

- මෙම චක්‍රලේඛයේ කොන්දේසියක් කඩකළහොත් එම නිලධාරීන්ට එරෙහිව අදාළ අමාත්‍යාංශයේ ලේකම් විසින් විනය ක්‍රියාමාර්ගයන් ගතයුතුය.

**9. පූර්ව චක්‍රලේඛයන් අවලංගු කිරීම**

රාජ්‍ය ආයතන සඳහා මූල්‍ය කල්බදු ක්‍රමය යටතේ වාහන ප්‍රසම්පාදනය සඳහා වන අංක 150/2010 හා 2010.12.07 දිනැති ජාතික අයවැය චක්‍රලේඛය මෙම චක්‍රලේඛයේ දිනයේ සිට ක්‍රියාත්මක වන පරිදි අවලංගු කරනු ලැබේ.

**10. පැහැදිලි කිරීම්:**

මෙම චක්‍රලේඛය හා සම්බන්ධ ගැටළු සඳහා පැහැදිලි කිරීම් ජාතික අයවැය දෙපාර්තමේන්තුව (011-2484689) හෝ රාජ්‍ය ව්‍යාපාර දෙපාර්තමේන්තුව (011-2484623) වෙතින් අදාළ පරිදි ලබාගත හැකිය.

ආර්.එච්.එස්.සමරතුංග  
මහා භාණ්ඩාගාරයේ ලේකම්

පිටපත්:

1. ජනාධිපති ලේකම්
2. අග්‍රාමාත්‍ය ලේකම්
3. අමාත්‍ය මණ්ඩලයේ ලේකම්
4. විගණකාධිපති



**Approval of the Department of National Budget  
for Procurement of vehicles under the Operational Leasing Method**

1. Name of the Ministry/Department/Public Enterprise.....

2. Type of vehicles requested

Category	No. of vehicles	Purpose of purchasing- whether Assigned/or pool vehicle	Category No. as per para 4 of the circular if applicable	In case of replacement, manufacturing year and registration number of the existing vehicle
Motor Car				
Double Cab				
Van				
Other (pl. specify)				

3. Reasons for purchasing vehicle/s .....

4. Source of funding (if provisions are available, indicate the vote particulars):  
.....

5. Details of existing vehicles in the Ministry/Department/ Institute

Category	Number of vehicles			Uses of Renting/Hiring vehicle
	Own vehicles of the Institutions			
	Age less than 05 years	Age 05-10 years	Age more than 10 years	
Motor Car				
Double Cab				
Van				
Other (pl specify)				

6. Contact person's name and Telephone No.....

6.1 Recommended/Not Recommended

.....  
Head of the Department/Institution

Date.....

6.2 Having reviewed at the committee, the following vehicles are recommended

Category	No. of vehicles
Motor Car	
Double Cab	
Van	
Other (pl. specify)	

.....  
Secretary to the Ministry/Chief Secretary

Date .....

**(Specimen)**  
**AGREEMENT TO HIRE MOTOR VEHICLE/S**  
**«Agreement No»**

This Agreement is made and entered into this ..... Day of ....., 2016 by and between ..... a company duly incorporated under companies Act No. ----- having its registered office at ..... under Registration certificate No.-----in the Democratic Socialist Republic of Sri Lanka and (hereinafter called and referred as the " the owner" which term or expression as herein used shall where the context so requires or admit mean and include the said ..... and its successors and assigns of the **PARTY OF THE FIRST PART.**

**AND**

.....of Ministry<sup>1</sup> of .....in the said Republic (hereinafter called and referred to as the "the Hirer" which term or expression as hereinafter used shall mean and include the said ..... and his/her heirs, successors and assigns) of the **PARTY OF THE SECOND PART.**

WHEREAS the Hirer is desirous of hiring from the Owner the motor vehicle/s belonging to the Owner and described in the First Schedule to this agreement (hereinafter referred to as the "Vehicle/s") and the Owner has agreed with the Hirer to hire the vehicle/s to the Hirer subject to and upon certain terms and conditions which have been accepted by the Hirer and the parties hereto desire to embody all of same in a formal written agreement.

**NOW THIS AGREEMENT THEREFORE WITNESSETH** that in consideration of the parties hereto doing, observing and performing all of the respective terms, conditions, covenants, stipulations and obligations contained in this Agreement to be done, observed and performed respectively by either of them, the parties hereto hereby agree as follows:-

**1. HIRE OF VEHICLE**

Subject to and upon the terms and conditions contained in this Agreement the Owner shall provide the vehicle/s to the Hirer on hire and the Hirer shall hire the vehicle/s as from the **Date** and during the entirety of the definite and ascertained period of Sixty Months ( 60) commencing from the **Date** -----and ending on the **Date** ---- (hereinafter referred to as "the period, terms and conditions of the Agreement " ).

**2. INSURANCES AND LISENCES**

- (a) The Owner shall at its own cost keep the vehicle/s comprehensively insured throughout the period with an insurer chosen by the Owner at its absolute discretion. The hirer shall acquaint himself with the scope of the insurance cover taken by the owner.

---

<sup>1</sup> If it is a Ministry - the Secretary to the Ministry

If it is Department - the head of that Department/ the name of the Dept as the case may be

If it is a Statutory Board - name of the Statutory Board

- (b) The Owner shall keep the vehicle/s licensed throughout the period by having a valid revenue license and ..... applicable charges (eg. Emission tax etc.) in respect of the vehicle/s from a relevant authority.

### 3. HIRE CHARGE

- (a) The Hirer shall pay to the Owner on or before the 30<sup>th</sup> day of each and every month within the period, a monthly hire charge of the sum of **Rupees «Hire Charge In Words» (excluding VAT) in** respect of each above mention month or the said sum of money plus such amount as shall be computed at the rate of **Rupees «Rate per Km In words»+(excluding VAT) (Rs.«Rate per Km In Nos»/-+(excluding VAT)** per each kilometer in respect of every kilometer in excess of **Three thousand kilometers (3,000 Km)** in the event that the vehicle/s has/have during such month run in excess of **Three thousand kilometers (3,000 Km)** provided however that the Hirer shall not be entitled to any reduction whatever in the monthly hire charge in the event of the vehicle/s running less than the said of **Three thousand kilometers (3,000 Km)** in any particular month, it being a condition of this agreement that the agreement is being entered into on the basis that the Hirer shall use the vehicle/s each month for running of **Three thousand kilometers (3,000 Km)** per month at the minimum.

### 4. MAINTENANCE OF VEHICLE/S

- (a) The Hirer shall ensure that the vehicle is maintained in good order and condition throughout the period. The Owner shall take further arrangement for the vehicle to be regularly serviced and maintained and for all repairs necessary to the vehicle/s to be promptly attended to and be done only by the Owner or any other company nominated by the Owner for that purpose.
- (b) All such routine services, all the maintenance and repairs of the vehicle, shall be borne by the Owner.
- (c) The owner shall bear the cost of expenses on accidental repairs and other related fees. If the repairs/maintenance work takes more than 24 hours, the owner shall provide a replacement vehicle of a similar type and condition.

### 5. USE OF VEHICLE/S

- (a) It shall be the responsibility of the Hirer to ensure that the vehicle/s is driven only by drivers who are qualified to do so and that the vehicle/s is driven by such drivers, with due diligence and care, so as to avoid any harm or damage to the vehicle/s.
- (b) The Hirer shall not do any act nor allow or suffer any omission which may directly or indirectly negate, nullify or render invalid the Insurance Policy over the vehicle/s obtained by the Owner in accordance with Clause 2(a) of this agreement.
- (c) The Hirer shall not use or suffer the vehicle/s to be used for any illegal purpose and in the event of the Owner, as the registered Owner of the vehicle/s being charged before a court, tribunal, forum, person or body for or in connection with or relating to any offence



whatsoever arising from or in respect of the vehicle/s and/or the use of the vehicle/s during the period, including but not limited to a fatal or other accident, the Hirer shall forthwith thereupon keep the Owner freed, absolved and indemnified there from and any and all liabilities arising there from by appearing before such court, tribunal, forum, person or body and accepting full responsibility for such offence as the Hirer and the person in possession and custody of the vehicle/s at the time of the commission of such offence.

- (d) The hirer shall keep the owner also freed and indemnified at all times from all claims whatsoever whether in civil law or any other statutory or common law or otherwise howsoever that may arise from or in respect of in connection with the vehicle/s and/or the use of the vehicle/s during the period and the Hirer shall bear all costs of the litigation and other expenses of the Owner in any action, suit or proceedings that may be brought, instituted or commenced in that respect before any court, tribunal, forum, person or body against the owner whether jointly with the Hirer or otherwise and the Hirer shall meet in full any judgement, order, decree or award made against the Owner pursuant thereto.

#### **6. TERMINATION OF AGREEMENT**

- (a) The Hirer may terminate this Agreement with the consent of the owner after giving three months notice in writing, if the vehicle is not maintained properly by the owner/hirer or immediately in case of a major mechanical fault which recurs very often, provided however, that such mechanical failure is not caused by negligence and misuse by the hirer.
- (b) The Owner and Hirer may however determine the Agreement to have been prematurely terminated prior to the expiry of the period under mutual agreement for any valid reason. In that event either party shall give three months prior notice to the other party. The Hirer shall upon such premature termination of the Agreement deliver the vehicle/s to the Owner in good order and condition and pay all dues of the Owner.

#### **7. ASSIGN ABILITY OF THE AGREEMENT**

- (a) The Hirer may not assign this Agreement or any rights there under in any manner howsoever and shall not part with the custody and control of the vehicle/s howsoever during the validity of the Agreement. The Hirer shall upon the termination of the Agreement at the end of the period or prematurely deliver the vehicle/s in good order and condition in accordance with the relevant provisions contained in this Agreement.

#### **First Schedule Above Referred To**

<b>Reg. No</b>	<b>Make</b>	<b>Model</b>	<b>Colour</b>	<b>Chassis No</b>	<b>Engine No</b>
«RegNo»	«Make»	«Model»	«Colour»	«Chassis»	«Engine»

**IN WITNESS WHEREOF** the said owner---- and the said Hirer----- have hereunto and to one others of the same tenor and date as These Presents set their respective hands at COLOMBO on this --- date ----- 2016.

**WITNESSES:-**

The Common Seal of the said  
( owner ) ---- (Privet) Limited }  
was affixed in the presence of

1.

2.

The Common Seal /the official Seal }  
of the said -----  
was affixed in the presence of

1.

2.



මුදල් අමාත්‍යාංශය  
நிதி அமைச்சு  
MINISTRY OF FINANCE

මහලේකම් කාර්යාලය, කොළඹ 01,  
ශ්‍රී ලංකාව.

செயலகம், கொழும்பு 01.  
இலங்கை

The Secretariat, Colombo 01.  
Sri Lanka

කාර්යාලය } (94)-11-2484500  
அலுவலகம் } (94)-11-2484600  
Office } (94)-11-2484700

ෆැක්ස් }  
பெக்ஸ் } (94)-11-2449823  
Fax }

වෙබ් අඩවිය }  
වෙබ් සයිට් } www.treasury.gov.lk  
Website }

මගේ අංකය }  
எனது இல. } BD/CBP/4/1/16  
My No. }

ඔබේ අංකය }  
உமது இல. }  
Your No. }

දිනය }  
திகதி } 17 . 03.2016  
Date }

**National Budget Circular No: 1/2016**

Secretaries to the Ministries  
Chief Secretaries of Provincial Councils  
Heads of Departments

**Guidelines for Procurement of Vehicles for Government Agencies under the Operational Leasing Method**

The Cabinet of Ministers has granted approval for the proposal in the Cabinet Memorandum No. MF/TIP/03/CM/2016/31 dated 04.03.2016 for the purchase of vehicles to Government agencies under Operational Leasing Method, as proposed by Budget 2016, as it has been identified as more cost effective to the government than the previous scheme. Accordingly, all government agencies are advised, hereafter to follow the guidelines described in this circular in procuring vehicles.

**1. Entitlement**

Government agencies, including State Owned Enterprises, where expenses are borne through the Consolidated Fund are advised to strictly follow the guidelines stipulated in this circular in procuring vehicles from the date of this circular. However, certain types of vehicles mentioned in para 05 below will be exempted from this scheme.

**2. Procedure to be followed**

In procuring vehicles under this scheme, the following requirements should be fulfilled.

**2.1 Requesting vehicles by the government agencies**

All requests for procuring vehicles under this scheme should be forwarded through the Secretary of the respective line ministry to the General Treasury. As the Chief Accounting Officer, the Secretary of the respective line ministry is advised to justify the requirement of vehicles of the Ministry, relevant departments and institutions. Such requests for vehicles should be reviewed by a Committee, chaired by the Secretary of respective line ministry before forwarding it to the Treasury for approval. The committee may review the existing vehicle fleet of the agencies, their age (for replacement, the age of existing vehicle should be more than 10 years), conditions of vehicles, number of vehicles in inventories, annual



maintenance cost, number of assigned vehicles, number of officers who avail transport allowance and the number of vehicles disposed under the Circular of the Department of Public Finance No 2/2015 dated 7/10/2015 etc.

## 2.2 Approval by General Treasury

Before procuring of any vehicle under this scheme by any government agency, the prior approval of the General Treasury should be obtained. Such approval will be granted based on the recommendation of the Secretary to the respective line ministry. Approving authority for the vehicles requested by ministries, departments, and other government agencies, funded through the Consolidated Fund lies with the Director General of the Department of National Budget, and approving authority for vehicles requested by the State Owned Enterprises that are not funded through the Consolidated Fund lies with the Director General of the Department of Public Enterprises. Requests for approval of the General Treasury (Department of National Budget or Department of Public Enterprises as appropriate) should be submitted by the Head of the agency with the recommendation of the Secretary of the respective line ministry along with the dully filled form in annexure 01 of this circular.

## 2.3 Procurement Process

Government agencies, based on the approval of para 2.2, can procure vehicles through Operational Leasing Method – “Use and Return” option, applying the Government Procurement Procedure through competitive bidding process, subject to the condition that vehicle supplier (lessor) provide a fully maintained vehicle for a five-year period (60 months) on a fixed rental basis, fulfilling the following terms and conditions.

- I. **Vehicle Condition:** vehicles obtained under this scheme should either be brand new or unregistered vehicles with a mileage less than 1,000 km at the point of hiring
- II. **Eligible suppliers (lessor):** The lessor should be vehicle agents who are franchise holders of world renowned vehicle brands available in Sri Lanka, financial institutions registered under the Central Bank of Sri Lanka, and car rental services (i.e Rent a Car Companies) with at least 10 vehicles in the fleet.
- III. **Services to be provided:** The lessor should bear all routine maintenance costs, including expenses on accidental repairs as well as insurance and other related fees. If repairs and maintenance works take more than 24 hours, or in a shorter period as per the requirement of the lessee, the lessor is required to provide a replacement vehicle of a similar type
- IV. **Exclusions:** Vehicles imported under any Concessionary Permit Schemes of the government cannot be leased out under this scheme.

## 3. Types of Vehicles

The vehicles to be procured under this scheme can have the following features subject to rental ceilings given in para 04 below.

(a)	Engine capacity :	Motor cars	1300CC to 2500CC
		Double Cabs	Around 2500CC
		Vans	Around 2500CC
(b)	Fuel/Engine type :	Diesel / Petrol / Hybrid	
(c)	Transmission types :	Manual/Automatic/ Triptronic	

#### 4. Maximum Monthly Rental

Maximum monthly rental ceilings for assigned vehicles for different categories of officers and pool vehicles, obtained under the operational leasing scheme without drivers and fuel are given below. Government agencies, including the foreign funded projects, are allowed to procure vehicles that have features given in para 03 under this scheme within the following rental ceiling limits for each category of officials, subject to approval mentioned in para 2.2 above.

Category No.	Category of officers/ Type of vehicles	Maximum Monthly Rental, excluding VAT (Rs.)
I	Secretaries to the Ministries or officers of equivalent capacity	300,000
II	Additional Secretaries/ Director Generals/ District Secretaries / Chairmen of Boards or officers of equivalent capacity	119,500
III	Senior Assistant Secretaries/ Directors or officers of equivalent capacity	98,700
IV	Double Cabs as pool vehicles	158,000
V	Passenger Vans - 16 Seater	139,100

#### 5. Categories of vehicles exempted from operational leasing

Following vehicles can be procured by the respective agencies in accordance with the appropriate procurement procedures.

**5.1 Utility vehicles** - utility vehicles such as Tractors, Lorries, Trucks, Gully bowzers, Backhoes etc. can be procured outright by respective line ministry/provincial councils with the approval of the General Treasury, subject to availability of financial provisions.

**5.2 Busses/ Ambulances/ Crew Cabs/ Three wheelers/Motorcycles/ Special Purpose vehicles** – These vehicles can be purchased outright by Government agencies by following proper procurement procedure and availability of financial provisions. Prior approval must be obtained from the respective Treasury Departments mentioned in para 2.2 above.

#### 6. Agreement between the Supplier (Lessor) and the government agency

An agreement to include all the above terms and conditions should be signed between the parties i.e. lessor and the government agency. A specimen of the agreement that may be used with appropriate changes by the agencies will be available in the website: [www.treasury.gov.lk](http://www.treasury.gov.lk).

#### 7. Detailed Payment Method

- Rental payments should be made monthly by the agency which had entered into the agreement and should not have arrears that will be brought forward to the following year. The required budgetary provisions for the agency that are funded through the Consolidated Fund will be provided by the Department of National Budget. A separate recurrent vote will be created for this purpose and this expenses will be treated as an operational expenditure since an asset will not be created under this scheme.

- The public institutions which do not receive funds from the Consolidated Fund should bear these costs using their own income.
- A separate register on the vehicles obtained through this scheme should be maintained by the respective agencies, enabling to provide the information to the General Treasury when requests are forwarded for funding under this operational leasing scheme. It should include the information such as, vehicle type, rent value & period, assigned or pool vehicle etc.

#### **8. Deviation and misuse of vehicles:**

- Officers who obtain transport allowances in lieu of assigned vehicles are not entitled to use the any official vehicles, including those vehicles obtained through this scheme.
- Although the numbers of vehicles are specified in any agreement that are expected to procure using foreign funds, minimum number of vehicles should be procured for the development projects by scrutinizing at the Committee chaired by the Secretary. The officers who are entitled for official vehicles as per their designations should not be allocated any vehicle, procured under foreign funded projects. These vehicles should also be utilized economically.
- If a condition of this circular is violated, disciplinary actions against these officers should be taken by the Secretary to the respective line Ministry.

#### **9. Cancellation of previous circulars**

The National Budget Circular No. 150/2010, on procurement of vehicles for government agencies under the financial leasing method on 7/12/2010 is repealed with effect from the date of this circular.

#### **10. Clarifications**

Any clarifications on issues related to this circular may be obtained from the Department of National Budget (011 2484689) or Department of Public Enterprise (011 2484623) as applicable.



**R H S Samaratunga**

Secretary to the Treasury

Copies to:

1. Secretary to the President
2. Secretary to the Prime Minister
3. Secretary to the Cabinet of Ministers
4. Auditor General



**Approval of the Department of National Budget  
for Procurement of vehicles under the Operational Leasing Method**

1. Name of the Ministry/Department/Public Enterprise.....

2. Type of vehicles requested

Category	No. of vehicles	Purpose of purchasing- whether Assigned/or pool vehicle	Category No. as per para 4 of the circular if applicable	In case of replacement, manufacturing year and registration number of the existing vehicle
Motor Car				
Double Cab				
Van				
Other (pl. specify)				

3. Reasons for purchasing vehicle/s .....

4. Source of funding (if provisions are available, indicate the vote particulars):

.....

5. Details of existing vehicles in the Ministry/Department/ Institute

Category	Number of vehicles			Uses of Renting/Hiring vehicle
	Own vehicles of the Institutions			
	Age less than 05 years	Age 05-10 years	Age more than 10 years	
Motor Car				
Double Cab				
Van				
Other (pl specify)				

6. Contact person's name and Telephone No.....

6.1 Recommended/Not Recommended

.....

Head of the Department/Institution

Date.....

6.2 Having reviewed at the committee, the following vehicles are recommended

Category	No. of vehicles
Motor Car	
Double Cab	
Van	
Other (pl. specify)	

.....

Secretary to the Ministry/Chief Secretary

Date .....

**(Specimen)**  
**AGREEMENT TO HIRE MOTOR VEHICLE/S**  
**«Agreement No»**

This Agreement is made and entered into this .... Day of ....., 2016 by and between .....a company duly incorporated under companies Act No. ----- having its registered office at ..... under Registration certificate No.-----in the Democratic Socialist Republic of Sri Lanka and (hereinafter called and referred as the “ the owner” which term or expression as herein used shall where the context so requires or admit mean and include the said ..... and its successors and assigns of the **PARTY OF THE FIRST PART**.

**AND**

.....of Ministry<sup>1</sup> of .....in the said Republic (hereinafter called and referred to as the “the Hirer” which term or expression as hereinafter used shall mean and include the said ..... and his/her heirs, successors and assigns) of the **PARTY OF THE SECOND PART**.

WHEREAS the Hirer is desirous of hiring from the Owner the motor vehicle/s belonging to the Owner and described in the First Schedule to this agreement (hereinafter referred to as the "Vehicle/s") and the Owner has agreed with the Hirer to hire the vehicle/s to the Hirer subject to and upon certain terms and conditions which have been accepted by the Hirer and the parties hereto desire to embody all of same in a formal written agreement.

**NOW THIS AGREEMENT THEREFORE WITNESSETH** that in consideration of the parties hereto doing, observing and performing all of the respective terms, conditions, covenants, stipulations and obligations contained in this Agreement to be done, observed and performed respectively by either of them, the parties hereto hereby agree as follows:-

**1. HIRE OF VEHICLE**

Subject to and upon the terms and conditions contained in this Agreement the Owner shall provide the vehicle/s to the Hirer on hire and the Hirer shall hire the vehicle/s as from the **Date** and during the entirety of the definite and ascertained period of Sixty Months ( 60) commencing from the **Date** -----and ending on the **Date** ---- (hereinafter referred to as "the period, terms and conditions of the Agreement " ).

**2. INSURANCES AND LISENCES**

- (a) The Owner shall at its own cost keep the vehicle/s comprehensively insured throughout the period with an insurer chosen by the Owner at its absolute discretion. The hirer shall acquaint himself with the scope of the insurance cover taken by the owner.

---

<sup>1</sup> If it is a Ministry - the Secretary to the Ministry

If it is Department - the head of that Department/ the name of the Dept as the case may be

If it is a Statutory Board - name of the Statutory Board

- (b) The Owner shall keep the vehicle/s licensed throughout the period by having a valid revenue license and ..... applicable charges (eg. Emission tax etc.) in respect of the vehicle/s from a relevant authority.

### 3. HIRE CHARGE

- (a) The Hirer shall pay to the Owner on or before the 30<sup>th</sup> day of each and every month within the period, a monthly hire charge of the sum of **Rupees «Hire Charge In Words» (excluding VAT)** in respect of each above mention month or the said sum of money plus such amount as shall be computed at the rate of **Rupees «Rate per Km In words»+(excluding VAT) (Rs.«Rate per Km In Nos»/-+(excluding VAT)** per each kilometer in respect of every kilometer in excess of **Three thousand kilometers (3,000 Km)** in the event that the vehicle/s has/have during such month run in excess of **Three thousand kilometers (3,000 Km)** provided however that the Hirer shall not be entitled to any reduction whatever in the monthly hire charge in the event of the vehicle/s running less than the said of **Three thousand kilometers (3,000 Km)** in any particular month, it being a condition of this agreement that the agreement is being entered into on the basis that the Hirer shall use the vehicle/s each month for running of **Three thousand kilometers (3,000 Km)** per month at the minimum.

### 4. MAINTENANCE OF VEHICLE/S

- (a) The Hirer shall ensure that the vehicle is maintained in good order and condition throughout the period. The Owner shall take further arrangement for the vehicle to be regularly serviced and maintained and for all repairs necessary to the vehicle/s to be promptly attended to and be done only by the Owner or any other company nominated by the Owner for that purpose.
- (b) All such routine services, all the maintenance and repairs of the vehicle, shall be borne by the Owner.
- (c) The owner shall bear the cost of expenses on accidental repairs and other related fees. If the repairs/maintenance work takes more than 24 hours, the owner shall provide a replacement vehicle of a similar type and condition.

### 5. USE OF VEHICLE/S

- (a) It shall be the responsibility of the Hirer to ensure that the vehicle/s is driven only by drivers who are qualified to do so and that the vehicle/s is driven by such drivers, with due diligence and care, so as to avoid any harm or damage to the vehicle/s.
- (b) The Hirer shall not do any act nor allow or suffer any omission which may directly or indirectly negate, nullify or render invalid the Insurance Policy over the vehicle/s obtained by the Owner in accordance with Clause 2(a) of this agreement.
- (c) The Hirer shall not use or suffer the vehicle/s to be used for any illegal purpose and in the event of the Owner, as the registered Owner of the vehicle/s being charged before a court, tribunal, forum, person or body for or in connection with or relating to any offence



whatsoever arising from or in respect of the vehicle/s and/or the use of the vehicle/s during the period, including but not limited to a fatal or other accident, the Hirer shall forthwith thereupon keep the Owner freed, absolved and indemnified there from and any and all liabilities arising there from by appearing before such court, tribunal, forum, person or body and accepting full responsibility for such offence as the Hirer and the person in possession and custody of the vehicle/s at the time of the commission of such offence.

- (d) The hirer shall keep the owner also freed and indemnified at all times from all claims whatsoever whether in civil law or any other statutory or common law or otherwise howsoever that may arise from or in respect of in connection with the vehicle/s and/or the use of the vehicle/s during the period and the Hirer shall bear all costs of the litigation and other expenses of the Owner in any action, suit or proceedings that may be brought, instituted or commenced in that respect before any court, tribunal, forum, person or body against the owner whether jointly with the Hirer or otherwise and the Hirer shall meet in full any judgement, order, decree or award made against the Owner pursuant thereto.

## **6. TERMINATION OF AGREEMENT**

- (a) The Hirer may terminate this Agreement with the consent of the owner after giving three months notice in writing, if the vehicle is not maintained properly by the owner/hirer or immediately in case of a major mechanical fault which recurs very often, provided however, that such mechanical failure is not caused by negligence and misuse by the hirer.
- (b) The Owner and Hirer may however determine the Agreement to have been prematurely terminated prior to the expiry of the period under mutual agreement for any valid reason. In that event either party shall give three months prior notice to the other party. The Hirer shall upon such premature termination of the Agreement deliver the vehicle/s to the Owner in good order and condition and pay all dues of the Owner.

## **7. ASSIGN ABILITY OF THE AGREEMENT**

- (a) The Hirer may not assign this Agreement or any rights there under in any manner howsoever and shall not part with the custody and control of the vehicle/s howsoever during the validity of the Agreement. The Hirer shall upon the termination of the Agreement at the end of the period or prematurely deliver the vehicle/s in good order and condition in accordance with the relevant provisions contained in this Agreement.

### **First Schedule Above Referred To**

<b>Reg. No</b>	<b>Make</b>	<b>Model</b>	<b>Colour</b>	<b>Chassis No</b>	<b>Engine No</b>
«RegNo»	«Make»	«Model»	«Colour»	«Chassis»	«Engine»

**IN WITNESS WHEREOF** the said owner---- and the said Hirer----- have hereunto and to one others of the same tenor and date as These Presents set their respective hands at COLOMBO on this --- date ----- 2016.

**WITNESSES:-**

The Common Seal of the said  
( owner ) ---- (Privet) Limited  
was affixed in the presence of

}

1.

2.

The Common Seal /the official Seal  
of the said -----  
was affixed in the presence of

}

1.

2.



இதர்ப்பு அமைச்சு  
நிதி அமைச்சு  
MINISTRY OF FINANCE

මහලේකම් කාර්යාලය, කොළඹ 01,  
ශ්‍රී ලංකාව.

செயலகம், கொழும்பு 01.  
இலங்கை

The Secretariat, Colombo 01.  
Sri Lanka

කාර්යාලය } (94)-11-2484500  
அலுவலகம் } (94)-11-2484600  
Office } (94)-11-2484700

ආකේෂ }  
பெக்ஸ் } (94)-11-2449823  
Fax }

වෙබ් අඩවිය }  
වෙබ් සයිට් } www.treasury.gov.lk  
Website }

මගේ අංකය }  
எனது இல. } BD/CBP/4/1/16  
My No. }

ඔබේ අංකය }  
உமது இல. }  
Your No. }

දිනය }  
திகதி } 2016.03.17  
Date }

வரவு செலவுத்திட்ட சுற்றுநிருப இல. 1/2016

அமைச்சுக்களின் செயலாளர்கள்,  
மாகாண சபைகளின் பிரதம செயலாளர்கள்,  
திணைக்களங்களின் தலைவர்கள் அனைவருக்கும்

தொழிற்பாட்டு குத்தகை முறைமையின் கீழ் அரசாங்க நிறுவனங்களுக்கு வாகனங்களை  
கொள்வனவு செய்வதற்கான வழிகாட்டல்கள்

2016 வரவு செலவுத்திட்டத்தினால் முன்மொழியப்பட்டவாறு தொழிற்பாட்டுக் குத்தகை முறைமையின் கீழ் அரசாங்க நிறுவனங்களுக்கு வாகனங்கள் கொள்வனவு செய்வதற்கான அங்கீகாரத்தினை 2016.03.04 ஆந் திகதிய MF/TIP/03/CM/2016/31 ஆம் இலக்க அமைச்சரவை விஞ்ஞாபனத்தின் முன்மொழிவுக்கமைவாக அமைச்சரவை வழங்கியது. முன்னைய திட்டத்தினைவிட மிகவும் செலவு குறைந்த திட்டமாக இது இனங்காணப்பட்டுள்ளது. இதற்கமைவாக, அனைத்து அரசாங்க நிறுவனங்களும் இதற்குப் பின்னர் வாகனங்கள் கொள்வனவு செய்வது தொடர்பாக இச் சுற்றுநிருபத்தில் குறிப்பிடப்பட்ட வழிகாட்டல்களை பின்பற்றுமாறு அறிவுறுத்தப்படுகின்றன.

01. தகைமை

அரசு உடமை தொழில் முயற்சிகள் உள்ளடங்கலாக திரட்டு நிதியத்தின் மூலம் தமது செலவினங்களை மேற்கொள்ளும் அரசு உடமை தொழில் முயற்சிகள் இச் சுற்றுநிருப திகதியிலிருந்து வாகனங்கள் கொள்வனவு செய்வது தொடர்பாக இதில் குறிப்பிடப்பட்ட வழிகாட்டல்களை அவசியம் பின்பற்ற வேண்டும். எவ்வாறாயினும், கீழே 05 ஆம் பந்தியில் குறிப்பிடப்பட்ட சில வகை வாகனங்கள் இத்திட்டத்திலிருந்து விலக்களிக்கப்படுதல் வேண்டும்.

02. பின்பற்றப்பட வேண்டிய நடைமுறைகள்

இத்திட்டத்தின் கீழ் வாகனங்கள் கொள்வனவு செய்யப்படும் போது பின்வரும் தேவைப்பாடுகள் பூரணப்படுத்தப்படுத்துதல் வேண்டும்.



## 2.1 அரசாங்க நிறுவனங்களினால் வாகனங்களுக்கான வேண்டுகோள்கள்

இத் திட்டத்தின் கீழ் வாகனங்கள் கொள்வனவுக்கான அனைத்து கோரிக்கைகளும் குறித்த நிரல் அமைச்சின் செயலாளர்களின் ஊடாக பொதுத் திறைசேரிக்கு அனுப்பி வைக்கப்படுதல் வேண்டும். குறித்த நிரல் அமைச்சின் செயலாளர் பிரதான கணக்கீட்டு அலுவலர் என்ற வகையில், அமைச்சின் வாகனங்களுக்கான தேவையினை நியாயப்படுத்துவதற்கு அறிவுறுத்தப் பட்டுள்ளார். வாகனங்களுக்கான அத்தகைய தேவைகள் திறைசேரியின் அங்கீகாரத்திற்காக அனுப்பப்படுவதற்கு முன்னர் உரிய நிரல் அமைச்சின் செயலாளரினை தலைவராகக் கொண்ட குழு ஒன்றினால் மீளாய்வு செய்யப்படுதல் வேண்டும். இக் குழுவானது நிறுவனத்தில் தற்பொழுது காணப்படும் வாகனங்களின் எண்ணிக்கை அவற்றின் வயது (மாற்றீட்டிற்காக தற்பொழுது காணப்படும் வாகனத்தின் வயது 10 வருடத்தினை விஞ்சியதாக இருத்தல் வேண்டும்), வாகனத்தின் நிலைமை, பொருட்பட்டியலில் காணப்படும் வாகனங்களின் எண்ணிக்கை, வருடாந்த பராமரிப்புச் செலவினம், ஒப்படைக்கப்பட்ட வாகனங்களின் எண்ணிக்கை, போக்குவரத்துக் கொடுப்பனவு பெறுகின்ற அலுவலர்களின் எண்ணிக்கை மற்றும் 2015.10.07 ஆந் திகதிய 2/2015 ஆம் இலக்க அரசாங்க நிதித் திணைக்கள சுற்றுநிருபத்தின் கீழ் விற்பனை செய்யப்பட்ட வாகனங்களின் எண்ணிக்கை என்பவற்றை இக்குழு மீளாய்வு செய்தல் வேண்டும்.

## 2.2 பொது திறைசேரியின் அங்கீகாரம்

அரசாங்க நிறுவனமொன்றினால் இத்திட்டத்தின் கீழ் வாகனமொன்று கொள்வனவு செய்வதற்கு முன்னர் பொது திறைசேரியின் முன் அங்கீகாரம் பெறப்படுதல் வேண்டும். அத்தகைய அங்கீகாரம் உரிய நிரல் அமைச்சின் செயலாளரினது பரிந்துரையின் அடிப்படையில் வழங்கப்படுதல் வேண்டும். அமைச்சுக்கள், திணைக்களங்கள் மற்றும் ஏனைய அரசாங்க நிறுவனங்களினால் விடுக்கப்பட்ட வாகனங்களுக்கான கோரிக்கைக்கு அங்கீகாரம் வழங்குதல் தேசிய வரவு செலவுத்திட்ட திணைக்களத்தின் பணிப்பாளர் நாயகத்தின் கீழ் வரும் திரட்டிய நிதியத்தினூடாக மாத்திரமென்பதுடன் திரட்டு நிதியத்தினூடாக நிதியளிக்கப்படாத அரசு உடமை தொழில் முயற்சிகள் மூலம் வேண்டுகோள் விடுக்கப்படும் வாகனங்களுக்கான அங்கீகரித்தல் அதிகாரியாக பொது தொழில் முயற்சிகள் திணைக்கள பணிப்பாளர் நாயகம் இருப்பார். பொதுத் திறைசேரியின் அங்கீகாரத்திற்கான வேண்டுகோள்கள் (தேசிய வரவு செலவுத்திட்டத் திணைக்களம் அல்லது பொது தொழில் முயற்சிகள் திணைக்களம்) இந்த சுற்றுநிருபத்தின் பின்னிணைப்பு 01 இல் காணப்படும் படிவத்தினை உரிய முறையில் பூரணப்படுத்துவதன் மூலம் உரிய நிரல் அமைச்சின் செயலாளரினது சிபாரிசுக்கமைவாக திணைக்களத் தலைவரின் மூலம் சமர்ப்பிக்கப்படுதல் வேண்டும்.

## 2.3 கொள்வனவு செயன்முறை

மேலே 2.2 ஆம் பந்தியில் கிடைக்கப்பெற்ற அங்கீகாரத்தின் அடிப்படையில் அரசாங்க நிறுவனங்கள் “பயன்படுத்தல் மற்றும் மீளளித்தல்” என்ற தொழிற்பாட்டு குத்தகை முறைமையினூடாக வாகனங்களைக் கொள்வனவு செய்ய முடியும். ஐந்து (05) வருட காலப்பகுதிக்கு (60 மாதங்கள்) வாகனம் வழங்குநர்களினால் (குத்தகை வழங்குநர்) முழுமையான வாகனப் பராமரிப்பு வழங்கப்படுவதுடன் நிரந்தர வாடகை அடிப்படையில் பின்வரும் நிபந்தனைகளைப் பின்பற்றி கேள்வி விலைமனுக் கோரல் செயன்முறையினூடாக அரசாங்க கொள்வனவு நடபடி முறைகள் பின்பற்றப்படும்.

- I. வாகனத்தின் நிலைமை : இத்திட்டத்தின் கீழ் பெற்றுக் கொள்ளப்படும் வாகனங்கள் புதியதாக அல்லது 1000 கிலோ மீற்றரினைவிட குறைந்தளவு பயன்படுத்தப்பட்ட பதிவு செய்யப்படாத வாகனமாக இருத்தல் வேண்டும்.
- II. தகைமை பெற்ற வழங்குநர்கள் (குத்தகை வழங்குநர்) : குத்தகை வழங்குநர் இலங்கையில் காணப்படும் உலகப் புகழ்பெற்ற வாகனங்களைக் கொண்ட அங்கீகாரம் பெற்ற வாகன முகவராக அல்லது இலங்கை மத்திய வங்கியின் கீழ் பதிவு செய்த நிதி நிறுவனங்களாகவும் ஆகக் குறைந்தது 10 வாகனங்களைக்

கொண்ட கார் குத்தகை சேவைகளை வழங்கும் கம்பனிகளாக (Rent a Car Companies) இருத்தல் வேண்டும்.

III. வழங்கப்பட வேண்டிய சேவைகள் : குத்தகை வழங்குநர் விபத்து மூலம் ஏற்படும் திருத்த வேலைகள் அதேபோன்று காப்புறுதி மற்றும் ஏனைய கட்டணங்கள் உள்ளடங்கலாக வழமையான அனைத்துச் செலவினங்களையும் பொறுப்பேற்றல் வேண்டும். திருத்த வேலைகள் மற்றும் பராமரிப்புப் பணிகள் 24 மணித்தியாலங்களை விட அதிகநேரத்தை எடுக்குமாயின் குத்தகை பெறுநரின் தேவைக்கேற்ப குறுகிய காலப்பகுதியில் அதேவகையான வாகனமொன்றினை குத்தகை வழங்குநர் மாற்றீடாக வழங்குதல் வேண்டும்.

IV. விலக்களிப்பு : அரசாங்கத்தின் ஏதேனும் சலுகை அனுமதிப்பத்திரத்தின் கீழ் இறக்குமதி செய்யப்பட்ட வாகனங்கள் இத்திட்டத்தின் கீழ் குத்தகைக்கு விடப்பட முடியாது.

#### 03. வாகனங்களின் வகைகள்

இத்திட்டத்தின் கீழ் கொள்வனவு செய்யப்பட முடியுமான வாகனங்கள் கீழே 04 ஆவது பந்தியில் குறிப்பிடப்பட்ட வாடகை வரையறைக்குட்பட்ட வகையில் பின்வரும் விடயங்களைக் கொண்டிருத்தல் வேண்டும்.

(அ)	இயந்திரக் கொள்ளளவு :	மோட்டார் கார்கள்	1300 சீசீ – 2500 சீசீ
		டபிள் கெப்கள்	ஏறக்குறைய 2500 சீசீ
		வான்	ஏறக்குறைய 2500 சீசீ
(ஆ)	எரிபொருள்/ இயந்திரவகை :	டீசல்/பெற்றோல்/ஹைபிரிற்	
(இ)	ரான்ஸ்மிசன் வகை :	கையிக்க/ தன்னியக்க/ ரைரொனிக்	

#### 04. ஆகக்கூடிய மொத்த வாடகை

குத்தகை திட்டத்தின் கீழ் சாரதிகள் மற்றும் எரிபொருளினின்று ஒப்படைக்கப்பட்ட வாகனங்களைப் பெற்றுக் கொண்ட பல்வேறு வகையான அலுவலர்கள் மற்றும் அலுவலகங்களுக்கான ஆகக் கூடிய மாதாந்த வாடகை வரையறை பின்வருமாறு காணப்படும். வெளிநாட்டு நிதி அளிக்கப்பட்ட கருத்திட்டங்கள் உள்ளடங்கலாக அரசாங்க நிறுவனங்கள் இத் திட்டத்தின் 03 ஆம் பந்தியில் வழங்கப்பட்ட விடயங்களைக் கொண்டதாக கொள்வனவு செய்வதற்கு அனுமதிக்கப்படுவதுடன் மேலே 2.2 ஆம் பந்தியில் குறிப்பிடப்பட்ட அங்கீகாரத்திற்குட்பட்டதாக ஒவ்வொரு உத்தியோகபூர்வ வகுதிக்குமான பின்வரும் வாடகை வரையறை பின்பற்றப்படுதல் வேண்டும்.

வகுதி இல.	அலுவலர்களின் வகுதி / வாகனங்களின் வகை	பெ.சே.வரி நீங்கலாக ஆகக்கூடிய மாதாந்த வாடகை (ரூபா)
I.	அமைச்சுக்களின் செயலாளர்கள் அல்லது அதற்கு சமமான தரமுடைய அலுவலர்கள்.	300,000
II.	மேலதிகச் செயலாளர்கள்/பணிப்பாளர் நாயகம் /மாவட்டச் செயலாளர்கள்/பணிப்பாளர் சபைத் தலைவர் அல்லது அதற்குச் சமமான தரமுடைய அலுவலர்கள்.	119,500
III.	சிரேஷ்ட உதவிச் செயலாளர்கள் பணிப்பாளர்கள் அல்லது அதற்குச் சமமான தரமுடைய அலுவலர்கள்	98,700
IV.	குழும வாகனமாக டபிள் கப்ஸ் வாகனங்கள்	158,000
V.	பயணிகள் வான் - 16 ஆசனங்கள்	139,100



05. தொழிற்பாட்டுக் குத்தகையிலிருந்து விலக்களிக்கப்பட்ட வாகன வகுதிகள்

முறையான கொள்வனவு நடைமுறைகளுக்கமைவாக பின்வரும் வாகனங்கள் உரிய நிறுவனங்களினால் கொள்வனவு செய்யப்படமுடியும்.

5.1 பயன்பாட்டு வாகனங்கள் - உலவு இயந்திரங்கள், லொறிகள், டரக்குகள், நீர் உறிஞ்சும் பவுசர்கள், பெக்கோக்கள் போன்ற பயன்பாட்டு வாகனங்கள் நிதி ஏற்பாடுகளின் கிடைப்பனவினைக் கருத்திற் கொண்டு பொது திறைசேரியின் அங்கீகாரத்துடன் உரிய நிரல் அமைச்சு/மாகாண சபைகளின் மூலம் நேரடியாகக் கொள்வனவு செய்ய முடியும்.

5.2 பேருந்துகள்/ அம்புலன்ஸ்கள்/ குறா கப்பிகள்/ முச்சக்கர வண்டிகள்/ மோட்டார் சைக்கிள்கள்/ விசேட நோக்க வாகனங்கள் - இந்த வாகனங்கள் முறையான கொள்வனவு நடைமுறைகளைப் பின்பற்றுவதன் மூலம் நிதி ஏற்பாடுகளின் கிடைப்பனவுக்கு அமைவாக அரசாங்க நிறுவனங்களினால் கொள்வனவு செய்யப்பட முடியும். முன் அங்கீகாரம் மேலே 2.2 ஆம் பந்தியில் குறிப்பிடப்பட்டவாறு உரிய திறைசேரித் திணைக்களங்களிலிருந்து பெற்றுக் கொள்ளப்படுதல் வேண்டும்.

06. வழங்குநர் (குத்தகை வழங்குநர்) மற்றும் அரசாங்க நிறுவனம் என்பவற்றுக்கிடையில் உடன்படிக்கை

மேலே குறிப்பிட்ட நிபந்தனைகள் உள்ளடங்கலான உடன்படிக்கையொன்று குத்தகை வழங்குநர் மற்றும் அரசாங்க நிறுவனம் ஆகிய திறத்தவர்களுக்கிடையில் கையொப்பம் இடப்படுதல் வேண்டும். அரசாங்க நிறுவனங்களினால் தேவைக்கேற்ப மாற்றங்களுடன் பயன்படுத்த முடியுமான மாதிரி உடன்படிக்கையொன்று திறைசேரியின் [www.treasury.gov.lk](http://www.treasury.gov.lk) என்ற இணையதளத்தில் பெற்றுக் கொள்ள முடியும்.

07. கொடுப்பனவு முறை பற்றிய விபரம்

- ஒப்பந்தத்தில் கைச்சாத்திட்ட அரசாங்க நிறுவனத்தினால் வாடகைக் கொடுப்பனவுகள் மாதாந்தம் செலுத்தப்படுதல் வேண்டும் என்பதுடன் கொடுப்பனவுகளில் நிலுவை ஏற்படுத்த முடியாதென்பதுடன் அடுத்த வருடம் முன்கொண்டுவருதல் வேண்டும். குறித்த நிறுவனத்திற்குத் தேவையான வரவு செலவுத்திட்ட ஏற்பாடுகள் தேசிய வரவு செலவுத்திட்டத் திணைக்களத்தினால் திரட்டு நிதியிலிருந்து வழங்கப்படும். இந் நோக்கத்திற்கான தனியான மீண்டெழும் செலவினக் கணக்கொன்று உருவாக்கப்படும் என்பதுடன் இத்திட்டத்தின் கீழ் ஆதனமொன்று உருவாக்கப்படவில்லை என்பதனால் இச் செலவினம் தொழிற்பாட்டுச் செலவினம் ஒன்றாகக் கருதப்படுதல் வேண்டும்.
- திரட்டு நிதியத்திலிருந்து எவ்வித நிதியினையும் பெற்றுக் கொள்ளாத அரசாங்க நிறுவனங்கள் அவற்றினது சொந்த வருமானத்தினைப் பயன்படுத்தி இச் செலவுகளை மேற்கொள்ளுதல் வெண்டும்.
- குறித்த நிறுவனங்களினால் பேணப்படுதல் வேண்டுமென்பதுடன் தொழிற்பாட்டுக் குத்தகை திட்டத்தின் கீழ் நிதி வழங்குவதற்காக வேண்டப்படும் போது திறைசேரிக்கு தேவையான தகவல்களை வழங்குவதற்காக இத் திட்டத்தினூடாக பெற்றுக் கொள்ளப்பட்ட வாகனங்கள் தொடர்பான வேறான பதிவொன்று பேணப்படுதல் வேண்டும். இப்பதிவில் வாகனத்தின் வகை, வாடகை பெறுமதி மற்றும் காலம், ஒப்படை அல்லது குழும வாகனம் போன்ற தகவல்கள் உள்ளடக்கப்பட்டிருத்தல் வேண்டும்.



08. அறிவுறுத்தலுக்குப் புறம்பாக நடத்தலும் வாகனங்களைப் பிழையாக நடத்தலும்.

- ஒப்படைக்கப்பட்ட வாகனங்களுக்குப் பதிலாக போக்குவரத்துக் கொடுப்பனவுகளை பெற்றுக் கொள்கின்ற அலுவலர்கள் இத் திட்டத்தினூடாகப் பெற்றுக் கொள்ளப்படும் வாகனங்கள் உள்ளடங்கலாக எத்தகைய உத்தியோக பூர்வ வாகனங்களையும் பயன்படுத்துவதற்கு உரித்துடையவராக மாட்டார்.
- வெளிநாட்டு நிதியினைப் பயன்படுத்தி கொள்வனவு செய்வதற்கு எதிர்பார்க்கப்பட்ட ஏதேனும் உடன்படிக்கையில் பல வாகனங்கள் குறிப்பீடு செய்யப்பட்டிருப்பினும், செயலாளரினை தலைவராகக் கொண்ட பரிசோதனைக் குழுவினால் அபிவிருத்திக் கருத்திட்டங்களுக்காக ஆகக் குறைந்த எண்ணிக்கையிலான வாகனங்கள் கொள்வனவு செய்யப்படுதல் வேண்டும். தனது பதவி அடிப்படையில் உத்தியோக பூர்வ வாகனங்களுக்கு உரித்துடைய அலுவலர்கள் வெளிநாட்டு நிதியளிக்கப்பட்ட கருத்திட்டங்களின் கீழ் கொள்வனவு செய்யப்பட்ட வாகனம் ஒன்றினை பெற்றுக் கொள்ள முடியாது. இவ் வாகனங்களும் மிகக் கவனமாகவும் சிக்கனத்துடனும் பயன்படுத்தப்படுதல் வேண்டும்.
- இச் சுற்றுநிருபத்தின் கீழ் குறிப்பிடப்பட்டுள்ள நிபந்தனைகள் மீறப்படும் சந்தர்ப்பத்தில் குறித்த அலுவலர்களுக்கு எதிராக குறித்த நிரல் அமைச்சின் செயலாளரினால் ஒழுக்காற்று நடவடிக்கை எடுக்கப்படுதல் வேண்டும்.

09. முன்னைய சுற்றுநிருபங்களை இரத்துச் செய்தல்

நிதிக் குத்தகை முறையின் கீழ் அரசாங்க நிறுவனங்களுக்கான வாகனக் கொள்வனவு தொடர்பான 2010.12.07 ஆந் திகதிய 150/2010 ஆம் இலக்க தேசிய வரவு செலவுத்திட்ட சுற்றுநிருபமானது, இச் சுற்றுநிருபம் பயன்வலுப் பெறும் திகதியிலிருந்து பதிலீடு செய்யப்படுகின்றது.

10. தெளிவுபடுத்தல்கள்

இச் சுற்றுநிருபம் தொடர்பான விடயங்களுக்கான ஏதேனும் தெளிவுபடுத்தல்கள் தேவைப்படுமாயின் தேசிய வரவு செலவுத்திட்டம் (011 2484689) அல்லது பொது தொழில் முயற்சிகள் திணைக்களம் (011 2484623) என்பவற்றிலிருந்து பெற்றுக் கொள்ள முடியும்.

ஒப்பம் : ஆர்.எச்.எஸ். சமரதுங்க

திறைசேரி செயலாளர்

பிரதிகள் :

1. சனாதிபதியின் செயலாளர்
2. பிரதமரின் செயலாளர்
3. அமைச்சரவையின் செயலாளர்
4. கணக்காய்வாளர் நாயகம்