

Department Circular No: 01/2012

**Provincial Irrigation Department,
Eastern Province,
Yard Road,
Batticaloa.
05.09.2012**

**Deputy Director of Irrigation,
Batticaloa/Ampara/Trincomalee.**

**Irrigation Engineer,
Chenkalady/ Paddiruppu/Thambilubil/Ampara/Thambalagamam.**

**Use of Private Transport for Official Travelling and
Allocation of Mileage and Combined Allowances**

1. The use of private transport

The use of private vehicle, which is owned by the officer, is permitted for official travelling only when the Departmental Transport is not available for the purpose. The non-availability of departmental Transport has to be informed to the officer by the officer in charge of the allocation of departmental vehicles.

2. Authority for the use of private transport

The officers who intend to use their private vehicles for official purposes should produce their vehicles to the Director of Irrigation by the officers attached Head Office and DDsI in range and to the respective DD by the range and divisional staff with Registration Certificate, Insurance Certificate and Revenues license in January each year for verification and obtaining approval to use the vehicle during the Year from the appropriate authority.

Authority should be obtained for the use of private transport from the appropriate authorities given below.

- i. Deputy Directors (H.O & Ranges)
CIE, IE (Head Office)
Accountant & Administrative Officer in Head Office.
- ii. CIE,IE, Accountant & Administrative Officer in
Range Office.
- iii. IE in charge of Divisions/ Divisional Assistant/
Soil Testers and Technical Officers.

All Deputy Directors of Irrigation, Chief Irrigation Engineers and Irrigation Engineers could use their private cars within the specified limits with the approval obtained from the appropriate authorities for official use when departmental vehicles are not available. Officers who have obtained such authorization shall furnish same in the travelling claims for use of private transport. However a

certificate to the effect that departmental vehicles are not available should be furnished by them on their travelling claims.

If departmental transport is assigned on a full time basis such officers shall not be entitled for the use of private transport .The Range Deputy Directors are permitted to use private transport if the departmental transport in their charge is not available for their use.

3. **The car mileage and the combined allowance entitled to various categories of Officers in the Head Office, Range Office & Divisional Offices are given below**

3.1. **Head Office**

Designation	Car mileage per month (mls)	Combined allowance days per month
Deputy Director / Chief Irrigation Engineer	*84	07
Irrigation Engineer	75	06
Accountant	75	06
Administrative Officer	75	06
Driver	12

* Maximum of 1000 mileages per annum

3.2 **Range Offices**

Designation	Car mileage per month (mls)	Combined allowance days per month
Range Deputy Director	300	10
Addl. Deputy Director	250	09
Chief Irrigation Engineer	200	08
Irrigation Engineer	150	08
Accountant	150	08
Administrative Officer	150	07
Drawing Office Assistant	06
Soil Tester(SLTS-Spl.Cl&Cl.I)	*50	**12
Soil Tester(SLTS Cl.II)	09
Driver	12

* Maximum of 600 mileages per annum

** Maximum of 150 days per annum

3.3 **Divisional Offices**

Designation	Car mileage per month (mls)	Combined allowance days per month
IE in charge	200	10
Addl.Irrigation Engineers	150	09
Divisional Assistant	150	09
Technical Officer (SLTS-Spl.Cl&Cl.I)	150	09

Technical Officer (SLTS Cl.II)	09
Work Supervisors (Spl.Cl&Cl.I)	100	09
Driver	12

4. **Motor Cycle mileage**

4.1 Officers of the following category who are entitled for car mileage but does not claim car mileage are allowed a motor cycle mileage as specified against their designations.

Designation	Grade / Class	Motor Cycle Mileage per month
Irrigation Engineer	-	500
Divisional Assistant /Technical Officer	Spl.Cl./Cl.I	500
Soil Tester	Spl.Cl./Cl.I	300
Work Supervisors	Spl.Cl./Cl.I	300

4.2 Officers of other grades are allowed Motor Cycle mileage as follows

Designation	Grade / Class	Motor Cycle Mileage per month
Technical Officers	Class II	300
Work Supervisors	Class II	300
Soil Testers	Class II	250

5. **Additional combined allowance for surveying**

Technical Officers may be paid additional combined allowance as included in the approved survey estimates after receiving plans or satisfying that the surveying and levelling provided in the estimate is completed and plotted in a reasonable time. The payment should be charged to the survey estimate.

6. **Additional combined allowance for Projects funded by outside agencies**

Subsistence could be claimed additionally up to a maximum of 50% of the approved monthly limit from projects funded by outside agencies other than the Department and the Ministry and without concerning the annual limit with the approval of the Director of Irrigation.

7. **Push bicycle allowance**

Minor employees who are performing O & M and postal duties could be paid a push cycle allowance of Rs. 80/=per month. A minimum of 80 miles per month should be travelled for this allowance.

8. **Annual Maximum limit for combined allowance**

The maximum number of days for which combined allowance can be drawn from different sources by any officer or minor employee during a year should not exceed 144 days, except for soil Testers and drivers whose maximum limits are specified above.

The payment of combined allowance should not be proportionately reduced on the basis of leave or attendance.

DDI/CIE/IE including drivers who are called to Batticaloa/Trincomalee/Colombo for various duties can claim additional subsistence subject to the approval from DI or respective Deputy Director for such duties.

The officers working in the special local funded projects of the department can be paid above the specified limits with the DI's prior approval.

The cost on additional subsistence should be charged to respective project votes.

This circular will be effective from 1st July 2012 and supersedes all previous circulars on this subject.

Please circulate this circular to all relevant officers concerned.

Eng.S.Thilagarajah
Provincial Director of Irrigation,
P/Department of Irrigation E.P,
Batticaloa.

Copy to: 1) The Secretary, Ministry of Road Development, Irrigation,.....
Eastern Province, Trincomalee
2) Comptroller & Chief Auditor, Eastern Province, Trincomalee
3) Assistance Auditor General, Audit Sub Office, Trincomalee