

Chairman

University Grants Commission

**Scheme for Issuance of Motor Vehicle Permits on Concessionary Terms**

This refers in addition to the letter of my even number and dated 16.08.2016 on the above matter.

02. Accordingly, you are kindly informed that the below mentioned procedure should be followed with regard to the applications sent by your institutes for obtaining Motor Vehicle Permits on Concessionary Terms in terms of Trade & Investment Policy Circular No. 01/2018 dated 15.02.2018 and No. 01/2018 (I) dated 08.06.2018 of No. TIP/SS/01/03 of the Secretary to the Ministry of Finance & Mass Media. (A copy of the circular is attached herewith).

- Only the officers who are eligible to obtain permit under this scheme shall submit an application as per specimen application given under Annexure III of this Circular in English language.
- Similarly, the name mentioned in the National Identity Card should be included in the application (its copy should be attached), and if there is any difference between the name mentioned in the letter of appointment and the NIC, an affidavit should be submitted.
- When applying for a permit, the relevant officer should submit certified copies of his/her letter of appointment, letter of assuming duties and the letter of confirmation.
- If obtained a motor vehicle previously under whatever scheme for issuance of motor vehicle permits on concessionary terms, a certified copy of the Letter of Credit of the motor vehicle obtained finally under concessionary terms /a certified copy of its registration certificate/ a certified copy of the receipt for payment made for the locally assembled vehicle should be submitted with regard to the officers who have an active service period of 05 years from the date on which the letter of credit was opened to import that / from the date on which the first payment was made for locally assembled vehicle.
- If obtained a motor vehicle previously under a scheme for issuance of motor vehicle permits on concessionary terms by the effective date of this circular, the applicant

should submit an affidavit confirming that a period of 05 years have passed from the date on which the Letter of Credit was opened.

- The check list attached herewith (Annexure 1) should be duly completed and sent annexed to the application.
- In order to confirm the particulars mentioned in 3 of part “F”, a certified copy of the letter issued by the Department of Management Services granting approval for the relevant post/ posts of the officer should be furnished.
- In case, if it is proved that relevant officials have obtained a permit on concessionary terms furnishing false information and imported a vehicle, those applicants should personally bear all the charges that should be received by the government with respect to the cancelling of the relevant permit. You are kindly informed to make aware the relevant officials of all the institutes coming under the purview of your institute regarding above instructions and to take further action, accordingly.

**T. B. M. Atapattu**

Additional Secretary (Admin. & Finance)

For Secretary

**Scheme of Issuing Motor Vehicle Permits on Concessionary Terms****Check List to be fulfilled to Receive Permits to Import Motor Vehicles on Concessionary Terms under Trade and Investment Policy Circular No. 01/2018 & 01/2018 (I)**

Application Number and Date :-  
 Name of the Applicant :-  
 Ministry/ Institute :-  
 Designation :-

Yes/ Have /No/ Irrelevant

- |  |       |
|--|-------|
| 01. Whether application is duly completed  | ..... |
| 02. Whether the Signature of the applicant and the date is accurately placed in the application  | ..... |
| 03. Whether the Part "F" of the application is duly completed and signature and official stamp of the Head of Institute, and the date is correctly placed  | ..... |
| 04. If obtained a motor vehicle previously under concessionary terms, whether a certified copy of its Letter of Credit/ a copy of its registration certificate / a certified copy of receipt of the payment made of the locally assembled vehicle is attached  | ..... |
| 05. Whether an officer of senior level of the academic staff   | ..... |
| 06. Whether an executive grade officer of senior level of the non-academic staff   | ..... |
| 07. If officer has served in several posts which are entitleed for motor vehicle permits on concessionary terms, whether copies of service confirmation letters/ letters of confirmation are attached  | ..... |
| 08. Whether a certified copy of the letter issued by the Department of Management Services granting approval for the relevant post/ posts of the officer is submitted to confirm the particulars mentioned in 3 of Part "F" of the application/ whether Scheme of Recruitment for the post is approved/ whether recruitment to the post is done in conformity with the Scheme of Recruitment | ..... |
| 09. Salary Code relevant to the post is denoted  | ..... |
| 10. Whether the certified copies of the letter of appointment , letter of assuming duties and letter of confirmation are attached  | ..... |
| 11. Whether a copy of the NIC is attached  | ..... |
| 12. When obtaining a new permit for the misplaced one, copies of the complaint made at police, and letter for permit cancellation ...  | ..... |
| 13. If appointed in university service / SLIATE after getting release from another ministry, a copy of the release letter, and the relevant appointment letter   | ..... |
| 14. If obtained a vehicle under whatever scheme of motor vehicle permits on concessionary terms, affidavit submitted by the applicant confirming that a period of 05 years have passed from the date of registration.  | ..... |
| 15. Whether an active service period has completed as prescribed.  | ..... |
| 16. Whether not an officer who has been released on no-pay leave.  | ..... |
| 17. Whether not an officer who is appointed to an eligible post in contract basis after the retirement from public service.  | ..... |

I have examined personal file of the officer named above and do certify that the information furnished by him/ her are accurate.

.....  
 Secretary / Director / Registrar

.....  
 Official Stamp

.....  
 Date

..... Commission/ University / Institute