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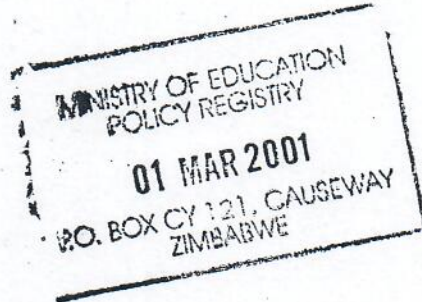
**MINISTRY OF FINANCE AND  
ECONOMIC DEVELOPMENT**  
Munhumutapa Building  
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February 27, 2001

Secretary for Education, Sport and Culture  
Dr W.T. Mbizvo



**TREASURY CIRCULAR NO. 7 OF 2001**

**EXPENDITURE CONTROL : TRANSPORT MANAGEMENT**

In his budget speech to Parliament on November 16, 2000, the Minister of Finance and Economic Development introduced new measures aimed at containing costs with regard to the Government Transport system. The following strategies will assist in achieving this goal: -

- a) Government personal issue vehicle mileage will be limited to 2400km per month for Permanent Secretaries and equivalent grades.
- b) Ministries to manage their own vehicle fleets and enter into agreements with maintenance and service agents, to best advantage.

The modalities of decentralizing vehicle fleet from CMED to line Ministries and other strategies for efficient management of transport in Government are still being worked on. In order for the Ministries to live within the resources allocated, the following shall apply with effect from 1 March 2001: -

- Mileage limit of 2400km per month covering both official Government duties and personal business for Permanent Secretaries and equivalent grades.
- On the first working day of the month Transport Officers in all Ministries and Departments should record opening and closing mileage. Fuel consumed during the month should be consistent with the mileage covered.

➤ Pool vehicles shall be provided to the Secretary and equivalent grades under the following conditions:-

- Upon receipt of proof of surrender of the personal issue vehicle to a garage or CMED
- In cases where the Secretary's personal issue vehicle is not suitable for the terrain

No additional coupons shall be provided for use of pool vehicles.

- In cases where the stipulated mileage limit is exceeded, the cost related to the excess mileage should be recovered through a deduction from the Officer's salary based on the CMED dry rates.
- All other terms and conditions for the disposal of the personal issue vehicle shall be as provided under the Public Service Circular No. 5 of 1992.

#### Management of pool vehicles

- ◆ Use of these vehicles on duty by Deputy Directors and other grades below this level shall carry the authority of Head of Department and the Principal Establishment Officer or his appointed officer.
- ◆ In the case of Directors and Deputy Secretaries the Head of Ministry's authority must be obtained.
- ◆ Transport officers in all Ministries must ensure that procedures for release of pool vehicles are strictly adhered to.

#### Reporting

- ◆ A report on the usage of vehicles should be submitted to the Finance Director in the Ministry and this should form part of the expenditure return to Treasury.

*E.T. Chigudu*

E.T. Chigudu

**ACTING SECRETARY FOR FINANCE  
AND ECONOMIC DEVELOPMENT**

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