

PART 17 – PLANT AND TRANSPORT HIRE AND GOVERNMENT PRINTING CHARGES

DIVISION 1 - PLANT AND TRANSPORT HIRE

1. The Plant and Transport Branch of Department of Transport and Works is responsible for the management of all transport units, including light mobile vehicles and the VIP fleet.
2. All requests for hire of vehicles should be addressed to PTB in accordance with the procedure prescribed by them.

Departments should keep PTB informed of any increase or decrease in the size of the existing fleet, approved by the Department of Finance as part of the annual budget for the succeeding year, as soon as approval is obtained. This is necessary for PTB to organize in advance its maintenance facility.

3. Departments should identify at the beginning of each year the transport funds required by headquarters and their Financial Delegates in Provinces and keep the Financial Delegates informed by issue of Cash Fund Certificates in accordance with the procedure prescribed in Part 5 of the Manual.
4. The following procedure is to be observed for effecting financial settlement of hire charges:

4.1 Vehicles Permanently Allocated to Departments:

(a) Hire Charges and Fuel Cost.

Hire Charges: Departments will issue ILPOC's at the end of each quarter for the scheduled quarterly hire charges of the ensuing quarter, after making adjustments as explained below. One ILPOC can be used for more than one vehicle but all the vehicles covered should be clearly listed on the ILPOC indicating their respective hire charges and adjustments made, for facility of examination by PTB. ILPOC should be signed by the designated Financial Delegate or Transport Officer in the Department as the Receiving Officer.

- (b) Fuel Cost :**ILPOCS may be raised as above at the end of each quarter for the estimated fuel costs of the succeeding quarter after adjustments (this is explained below).

(c) Quarterly Adjustments:

Hire Charges: If there are credits accruing to a Department because of non-use of the vehicles during a quarter or other reasons, suitable adjustments should be made while raising

the succeeding quarter ILPOC Form, recording such adjustments distinctly.

Fuel: The difference between the estimated and actual consumption during a quarter will similarly call for adjustment while raising the ILPOC form for the succeeding quarter. If the actual consumption far exceeds the estimate, PTB may demand an additional ILPOC even in the middle of a quarter.

- (d) The above adjustments should be carried out on the basis of advice from PTB and copies of such advice should be attached to the ILPOC form. If there is a delay in getting advice of credits of additional charges, payments should continue to be made on estimate and adjustments carried out in the next quarterly payment due to PTB.

4.2 Private Hire of Vehicles

Hire of Vehicles from hire car companies, individuals or other private agencies is not allowed except in the following cases:

- (a) To provide a vehicle to a very important foreign dignitary, when no government vehicle is available.
- (b) To provide a vehicle to an officer whose contract with the Government stipulates that a vehicle should be provided or who is entitled otherwise to a Government car, but no Government vehicle is at the time available.
- (c) For use when required by Ministers.
- (d) For use by officers who are authorised to travel to another Province on official duty away from their home station.

4.3 How to Hire

- (a) Where PTB is not in a position to provide Government vehicles, it will be the responsibility of travelling officers to arrange private hire.
- (b) Where PTB is not in a position to provide Government vehicles, Departments will be permitted to issue ILPOCs to private agencies directly.
- (c) ILPOCs will be issued by Departments after taking commitment action for the estimated cost of the vehicle hire. On termination of the hire agreement, PTB (or the private hirer) will complete the ILPOC as to the exact hire period, the actual hire charge ascertained from the company, and the Receiving Officer's Certificate on behalf of the user.

After endorsement, the triplicate ILPOC will be forwarded to the Financial Delegate with one copy of the hire company's invoice; original, duplicate and quadruplicate will be sent to the hire company (who will obtain payment from the paying office indicated on the form).

Note: The name of the actual user and designation should be clearly shown on the ILPOC and requisition to prevent misuse of the private hire facility. Any unauthorised endorsement on ILPOC or variations or corrections to them will render the ILPOCs invalid and result in denial of payment.

- (d) If private hire is anticipated to extend for two weeks, or more, approval must first be obtained from the Department of Finance before hiring a private vehicle.

5. Maintenance and Other Services to Departmentally Owned Fleet

ILPOC forms are to be used by Departments for obtaining such services from Plant and Transport Branch Workshops.

6. Vehicles Used by more than One Department

In order to make rational use of the vehicles, Provincial Transport should be co-ordinated between Departments. If a vehicle is thus utilised by more than one Department during a trip, the predominant user should bear the costs in order to avoid complicated financial adjustments.

7. Payment Procedure

7.1 Provincial Offices:

Where transport funds have been allocated by National Government Departments to their Financial Delegates in the Provinces, ILPOCs are to be made payable at the respective Provincial Treasury Offices. Plant and Transport Office and Private Hire companies will forward duly completed ILPOCs (original and duplicate) to the respective Provincial Treasury Office. Similarly, claims relating to Provincial Governments should also be forwarded to the respective Provincial Treasury Offices.

7.2 Headquarters of National Government Departments:

Where National Government Departments have raised ILPOCs against transport funds retained in respective Headquarters (Port Moresby), they should be made payable at their respective paying offices.

7.3 Forwarding of Claims:

- (a) ILPOC's received by the Provincial PTB Offices will be forwarded by them as follows:

TO IN RESPECT OF

Provincial Treasury (i) Provincial Government

(ii) Financial Delegates of National Government
Departments holding funds in the Provinces.

PTB Headquarters All other claims.

- (b) PTB Headquarters and Private Hire companies will submit the claims in batches (with schedules) to the respective Self Accounting Departments having their own drawing accounts or National Parliament, and Judiciary, as the case may be.

- 7.4 **Payment:** Payments on ILPOC's lodged by PTB and Private Hire companies will be made by cheque.

DIVISION 2 - GOVERNMENT PRINTING CHARGES

8. Requests for printing on behalf of the Government and requests for Government forms, Gazettes, Accountable forms and other forms should be addressed to the Government Printing Office (GPO).
9. Except for the forms stated in 8, all other printing requirements may be obtained on competitive bidding from private printing firms.

10. Funds Control

In respect of all printing jobs, the Departments should as far as possible retain the funds in the headquarters (sending memorandum advices to Financial Delegates, where required) in order to facilitate quick financial settlement.

11. Publication in the National Gazettes

- 11.1 All Departments (including Provincial and Local-level Governments) will submit their gazettal notices to the Government Printing Office for publication after obtaining necessary endorsement from appropriate authorities.
- 11.2 All costs in respect of National Gazettes are to be borne by the respective Departments and Provincial and Local-level Governments.

12. Finance Forms

12.1 The GPO should maintain an adequate stock of forms to meet the requirements of Departments. In respect of all accountable forms, the Department of Finance bears the cost of printing and distribution. In respect of other finance forms, the user departments are to bear the cost as determined by GPO.

12.2 Distribution

All Departments will obtain their requirements for Finance Forms as stated below:

A. ACCOUNTABLE

FORM SUPPLIER	DEPARTMENTS
Government Printing Office	Accounting Frameworks and Standards Division Department of Finance
Accounting Frameworks and Standard Division	All National Government Departments in Port Moresby
Provincial and District Financial Management Division	All Provincial Treasury Offices in Provinces

B. OTHER FINANCE FORMS

FORM SUPPLIER	DEPARTMENTS
Government Printing Office.....	Accounting Frameworks and Standard Division Department of Finance
Provincial and District Financial Management Division	All Provincial Treasury Offices in Provinces
Government Departments	(All National Government in Port Moresby, Departments in Provinces)