



## UGANDA MANAGEMENT INSTITUTE

### MODALITIES OF PROVIDING FUEL TO DEANS AND HEADS OF ADMINISTRATIVE ENTITIES:

#### 1.0. Introduction

The Governing Council at its 94<sup>th</sup> meeting held on 1/9/2016 under minute number 30.2.1. (b) approved a policy on providing fuel to Deans and Heads of Administrative Entities. The major objective was to effectively facilitate movements of the officers from home to office and for various official errands like attending meetings outside UMI offices and representing the Institute at various fora and functions. Here below are the beneficiaries;

1. Institute Registrar
2. Chief of Research Centre;
3. Dean/ School of Business & Management;
4. Dean/ School of Civil Service, Public Administration and Governance;
5. Dean/ School of Management Sciences;
6. Dean School of Distance Learning and IT;
7. Chief Internal Auditor;
8. Head Projects and Marketing Department;
9. Head Planning, Monitoring and Evaluation department;
10. ICT Manager;
11. Human Resource Manager;
12. Head Quality Assurance Department;
13. Institute Bursar
14. Head Library and Documentation Centre
15. Public Relations Officer.

## 2.0. Operational Modalities:

In a Finance Sub Committee of TMT meeting held on 24<sup>th</sup> November 2016, members agreed on the following **modalities of operation;**

- a) Upon submission of the personal vehicle registration cards, such officers will have consented accordingly and will therefore forego the transport allowance payable via the payroll and the 5% NSSF contribution on the transport allowance component;
- b) Officers in this category, who do not own personal vehicles and/or those who may not have consented, will continue receiving transport allowance via the pay roll but not fuel in kind;
- c) Every beneficiary shall be issued with a fuel card which will be loaded with 100 liters of petrol (net) every month;
- d) This fuel will be converted in monetary terms, grossed up and taxed accordingly; the average financial implications for all being:- 100 l'trs \* 15p'ple\*12 months @ 3700=**66,600,000**/= p.a;
- e) The annual net additional contribution under this arrangement will be UGX 66,600,000-52,200,000=**14,400,000**/=. This amount falls under the HRD budget (item code 32450 Staff Welfare)
- f) Fuel will be budgeted for by the benefiting members of staff and captured in their departmental budgets;
- g) Requisitioning for by the budget holders;
- h) On cessation, the office bearer shall re-assume his/her transport allowance or as will be determined by management from time to time;
- i) The fuel will not be accounted for since it is a taxed benefit;
- j) The staff in question will remain entitled to the fuel allowance as long as he/she holds the office which is entitled. In case of cessation, the officer's transport allowance shall be reinstated accordingly;
- k) General office will facilitate the issuance of the fuel cards as well as loading them on a monthly basis;
- l) Implementation of the policy shall take effect 1<sup>st</sup> December 2016.

**Signed by:**



Dr. James L. Nkata

**DIRECTOR GENERAL**

Date: 23<sup>rd</sup> November 2016