

Public Administration Circular No: 309

Ministry of Public Administration
Independence Square,
Colombo 7.

25 October, 1985.

To: All Secretaries to Ministries
and Heads of Departments.

Special Advance to Public Officers-1986

It has been decided that a special advance not exceeding Rs.500/- be paid in 1986 to the following:-

- (a) All permanent public officers in non-staff grades are eligible to draw the special advance. An officer in the staff grade means a public officer the initial salary of whose new consolidated salary scale is Rs.13,800/- per annum or above and whose annual increment is Rs.480/- or above.
- (b) Temporary and casual non-staff grade public officers with a continuous period of employment of not less than three months immediately prior to the date of the payment of the advance and with definite prospects of being in continuous employment for the full period during which the loan is recovered (i.e. at least up to the end of December, 1986) too are eligible to draw the special advance.

.....7/-

13. Where an officer who obtained an advance under this scheme ceases employment, the Pay and Establishments Units should ensure that the balance advance outstanding (including equated interest) from such employee is recovered from his pension/provident fund/security/gratuity or other monies payable to him and if he is a temporary officer from his last month's pay.

14. The Advance is paid in addition to the advances/loans paid under Public Administration Circular No.293 of 03.06.1985.

15. By making necessary amendments to the Specimen Application form annexed to Public Administration Circular No.268 of 25.09.1984, application forms for this Advance should be prepared by the granting authority.

16. Please bring the contents of this Circular to the notice of all eligible officers in your Department.

17. This circular is issued with the concurrence of the Treasury.

Sgd:M.N.Junaid
Director of Establishments.