

Public Administration Circular No. 15/94

My No. III/0266/2/68/Gen.L/HA
Ministry of Public Administration,
Independence Square,
Colombo 07.

26th April, 1994.

All Secretaries and
Heads of Departments.

**Salary Loans/ Advances -
Chapter XXIV of Establishments Code**

Attention is drawn to Public Administration Circulars No. 54/91 of 20.11.1991 and No. 6/92 of 31.01.1992.

02. Provisions have been provided in these Circulars to grant loans to Public Officers for following two purposes.

- i. for acquisition of a building site or house property.
- ii. for construction/completion of a house.

03. When it is applied to those who have already obtained a maximum of two years' salary loan under Section 11 of Chapter XXIV of the Establishments Code, it has been now decided that they are entitled to apply for the balance amount of the five years' salary loan, under Public Administration Circular No. 6/92, to construct/complete a house eventhough they have not repaid the earlier loan in full.

04. However an officer who has obtained a maximum of two years' salary loan under Section 11 of the Chapter XXIV, is entitled only for the balance amount of the five years' salary loan to construct/complete a house on the land he acquired with his two year salary loan. This loan may not be granted as a balance amount of the five year salary loan, but as a separate loan based on estimates submitted with the application. Recovery should be made either as separate loans or as a consolidated loan.

05. A loan to complete a house should be issued only for the items not yet completed in the approved estimates.

06. Plans and Estimates mentioned in the Public Administration Circular No. 6/92 of 31.01.1992, may be obtained from a Chartered Civil Engineer or a Chartered Architect.

07. No loans are granted to construct/complete a house in a lot belonging to the applicant's spouse.

08. The Secretaries and Heads of Departments should take the responsibility not to exceed the limits of the Advance Account.

09. This Circular is issued with the concurrence of the General Treasury.

Sgd. Y.B. Pusedeniya
Secretary
Ministry of Public Administration