

My No : F/III/3/5

Ministry of Public Administration,
Home Affairs, Plantation Industries
and Parliamentary Affairs,
Independence Square,
Colombo 07.

15.11.1996

All Secretaries and
Heads of Departments.

**Provision of a special salary advance to the Public Officers for
damages caused to houses by cyclone on 12th, 13th and 14th of
June, 1996**

The Government has decided to pay special loan free of interest to the eligible, permanent public servants residing in Divisional Secretary Divisions of the following districts for damages caused to houses and property and other equipment on 12th, 13th and 24th June, 1996 due to cyclone.

<u>District</u>	<u>Divisional Secretary's Division</u>
I) Badulla	Haldummulla, Haputale, Passara, Welimada, Ella, Bandarawela, Uva Paranagama, Hali-Ela.
II) Ratnapura	Imbulpe, Balangoda, Kolonna.
III) Nuwara Eliya	Walapane, Kothmale, Hanguranketa, Ambagamuwa Korale, Nuwara-Eliya

02. When applying for the loan an estimate of damage to the houses, properties and equipment should be submitted. The estimated amount or 12 months' consolidated salary of the officer, whichever is less, should be granted as a special loan.

03. The loan can be obtained to repair the house occupies by the officer or family members which belongs to the officer or the spouse and for the damaged properties.

04. As this loan is granted free of interest, attention is drawn to section 1:3, 3:1 and 3:1;1 Chapter XXIV of the Establishments Code in approving this loan.

05. This loan will be exempted from limit of monthly total deduction of 33,1/3% and 40% indicated in Section 3 Chapter XXIV of the Establishment Code.
06. The loan should be recovered in 60 equal instalments. Action should be taken to recover any balance amount from the pension, gratuity and any other balance if any from the pension in the instances where the loan could not be fully recovered.
07. This loan should not be provided to temporary and re-employed officers.
08. Loan application should be forwarded as per Annex I of the Circular. The report of the Grama Niladhari, Technical Officer and the recommendation of the Divisional secretary should be obtained before the approval is granted.
09. The loan should be released by the Head of the Department by three instalment and the report of the Technical Officer of the relevant Divisional Secretary's Office should be taken into consideration. 50% of the approved total loan should be released as first installment immediately after valuation of the damage. 40% should be released as 2nd installment after renovation of at least 50% of the damages. The balance 10% should be paid after completion of the repair as per estimate.
10. Sureties should be obtained for this loan and the instructions in Sections 10:4 and 10:4:1 of Public Administration Circular 8/96 should be adhered to. Accordingly the sureties should sign a bond in form General 158 and a document as per Annex 2.
11. This Circular is issued with the concurrence of the treasury.

Sgd. R.S. Jayaratne
Secretary
Ministry of Public Administration,
Home Affairs, Plantation Industries
and Parliamentary Affairs,

Application for special loan advance free of interest
Cyclone Aids

Part I

1. Full Name and Designation of the Officers :-
2. Address:-
3. Office Address:-
4. Divisional Secretary's Division where the damaged house/property situated:-
5. Grama Niladhari Division (No. and Name):-
6. Date of First Appointment and the Post:-
7. Present Post and the Date of Appointment to the Post :-
8. Present Salary:-
9. Whether confirmed in the Service? if so, the date:-
10. Name and Address of the owner of the damaged house:-
(ownership of the damaged house and properties should be proved by the owner)
11. Particulars of damages (attach particulars):-
12. The amount of the loan applied for in respect of the damaged.

I declare that the particulars furnished above are true and correct.

Date :

.....
(Signature of Applicant)

Part II

(a) **Report of the G..N.**

Grama NiladariDivision
.....1996

Divisional Secretary
.....

I certify that Mr./Miss./Mrs. is a resident of house No.of the Grama Niladhari Division ofand it is true that his/her house and other properties were damaged due to the cyclone that occurred on 12th 13th and 14th June 1996.

Signature :
Name :
Designation
(Official Frank)

Date :

(b) **Report of the Technical Officer.**

Technical Officer
.....
.....
.....1996

Divisional Secretary
.....

Particulars of damage caused due to cyclone

1. Area of the damaged house sq.ft.:-
2. Nature of the walls. (Whether brick, kabok, clay etc.)
3. Nature of the roof (Traditional Tiles, Flat Tiles, galvanized sheets, asbestos Mona etc.)
4. Whether the roof is with the ceiling, and if so, whether asbestos, or plank ceiling:
5. Nature of timber of the roof (coconut, sawn or other timber)
.....

6. Nature of the floor area (cement, clay etc.)
7. Which sections of the house have been damaged and extent.
(e.g. number of sq.ft. if ceiling or walls have been damaged and the number of doors and windows damaged.)
1.
 2.
 3.
 4.
 5.
 6.
 7.
 8.
 9.
 10.
8. Particulars of damage caused to property or other personal equipment,
(e.g. Almirahs, chairs, tables, trees etc.)

Valuation of the damage

Value

- | | |
|--------------|-------|
| 1. House | |
| 2. Equipment | |

The above particulars are furnished after inspection of the house No.....
situated at and occupies by
Mr./Mrs/Miss. personally by me, and I certify that the amount required for the
renovation of the house and repairs of the furniture is approximately Rs.
(in words)

Signature :-

Name :-

Designation :-
(Official Frank)

Date : -

PART III

Recommendation of the Divisional Secretary:

..... My No :
..... Divisional Secretary's Office :
.....1996
.....
.....

Provision of special loan advance for Mr./Mrs./Miss.....
.....offor the above damages caused due to
cyclone is recommended/not recommended.

Divisional Secretary
(Official Frank)

Part IV

Certificate of the Head of the Department

Payment of special loan advance of Rs.free of interest
to Mr./Mrs./Missof
for the damages caused due to cyclone is approved.

Signature :-

Name :-

Designation :-
(Official Frank)

Date :

Annex II

Declaration by the proposed surety

(To be filled in duplicate and one copy should be retained by the Head of the Department who attests the declaration)

1. (a) Name :-
- (b) Full Name:- (in block letters)
2. Sex :-.....
3. Address:-
4. Office Address:-
5. Date of Birth:-
6. Age :-
7. Post, presently held, and the Department and the Section:-
8. Date of Appointment to the Post:-
9. (a) Whether confirmed in the present post;-
- (b) If so the date:-
.....
10. Continuous period of Service under the Government:-
11. Particulars of loans not fully paid back :-

Category	<u>Date of receipt of the Loan</u>	<u>Balance to be paid</u>
.....
.....

12. Total salary and Allowances received in respect of the last salary received
Month :-
- Year:-
- Salary:-
- Allowances:-
- Total Deduction:-.....
- =====

(This should be confirmed by a statement of salary particulars attested by the Head of Department)

13. Particular of bonds already signed.

<u>For Whom</u>	<u>Bond</u>	<u>Balance to be paid</u>	<u>Monthly instalment</u>
.....
.....

14. Proposals for which consent has been given:-

(Date of consent and for whom)

15. Other particulars:-

.....
.....

I hereby certify that the above particulars are true and correct.

I agree to stand surety for the loan of Rs.to
Mr./Mrs./Miss.....of the Ministry
of

Date :-

.....

Signature of the Surety

**Certificate of the Head of Department
regarding the proposed surety**

Ref No.

I certify that the particulars furnished by the proposed surety
Mr./Mrs./Missare true and correct and
that no disciplinary action has been taken or intended to be taken against
him.

15. Other relevant particulars:-

.....
.....

Head of Department/Office

Designation :-

Name of Signatory :

Date :