

Ministry of Public Administration,  
Independence Square,  
Colombo 7.

26th January, 1989.

To: All Secretaries to Ministries  
and Heads of Departments.

Special Advance to Public Officers

It has been decided that a special advance of  
Rs.4000/- ~~free of interest~~ be paid in 1989 to the following:-

(a) All permanent public officers in non-staff grades, (~~an officer in non-staff grade means a public officer, the initial salary of whose new salary scale is less than Rs.27,000 per annum and whose annual increment is less than Rs.600/-~~)

~~(b) Temporary and casual non-staff grade public officers with a continuous period of employment of not less than 3 months immediately prior to the date of 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, 1989.~~

2. The payment of this advance should commence on 1.2.1989 and should be completed on 31.3.1989.

3. This advance should be debited to "Public Officers Advance Account".

4. The advance should be recovered in 10 equal monthly instalments and credited to the relevant advance account.

5. The Heads of Departments should take action to revise the limits of the Advance Accounts where necessary.
6. The recoveries made on account of this advance is exempted from the 40% or 33 1/3% limit, set out in F.R. 238 and Section 3 of Chapter XXIV of the Establishments Code.
7. No sureties are necessary for this advance.
8. Regarding a public officer who is transferred, the procedure normally adopted in respect of recoveries of advances from Advance Account should be followed.
9. Where an officer who obtained an advance under this scheme ceases employment, the pay and Establishments Units of the relevant institutions should ensure that the balance advance outstanding from such employee is recovered from his pension/provident fund/security/gratuity or other monies payable to him from which a recovery may legally be made.
10. The advance is paid in addition to the advances/loans paid under Public Administration Circular No.293 of 03.06.1985.
11. This Circular is issued with the concurrence of the Treasury.

Sgd:M.N.Junaid  
Director of Establishments.