

Public Administration Circular No: 5/97(1)

My No: XTU/21(111)/7
Ministry of Public Administration,
Home Affairs & Plantation Industries,
Independence Square,
Colombo 07.

01st September. 1997.

To: Secretaries of all Ministries
and Heads of Departments.

**Establishing an Insurance Scheme for
Public Officers (Agrahara)**

Your kind attention is invited to Circular No. 05/97 of 31.01.1997 on the above subject.

02. My attention has been drawn to the fact that in implementing the provisions of the Circular, mentioned above, a number of Ministries and Departments have not taken steps to carry out the instructions given therein expeditiously. As a result, Public Officers are put in to inconvenience in obtaining due to them.

03. In order to remedy this situation, you are kindly requested to take necessary steps immediately to deal with the outstanding matters, In this connection, please comply with the following instructions.

- I. Issue application forms as per annexure No. 4 of the Circular without delay to all officers who have not been issued with application forms, in a language of their choice.
- II. Forward the applications so received immediately to the Insurance Corporation in terms of the instructions given in paragraphs 05 and 08 of the relevant Circular.
- III. Where Insurance Policy documents have not been received so far in respect of applications already forwarded, to draw the attention of the Sri Lanka Insurance Corporation to expedite them.
- IV. Leaflets which lay down the procedures for claiming benefits, to be supplied to claimants without delay

- V. The applications for benefits received by you to be forwarded to the Divisional/Branch Offices of the Insurance Corporation immediately in terms of the instructions given in paragraph 07 of the Circular.
- VI. To take steps to obtain all policy documents in respect of all officers in your Ministry/Department not in installments but in one lot.
04. In implementing this Insurance Scheme, your attention is drawn also to the following:
- I. The age limit of 18 to 60 years laid down for a member vide paragraph 04 of the Circular, applies to his/her spouse too.
- II. All benefits under this Insurance Scheme are effective from 01.01.1997. Accordingly all benefits will be paid by the Insurance Corporation with effect from that date.
- III. Officers holding permanent and pensionable posts in all Services under the Public Service and Provincial Public Service, are covered under this Insurance Scheme.
- IV. Where husband and wife are Public Officers, both of them become entitled to Insurance benefits as Insurance premia are paid in respect of both of them. (i.e. Each is entitled to a benefit of Rs. 50,000/- subject to a maximum of Rs. 100,000/- for both.)
- V. Loan Guarantee Insurance Certificates of the Insurance Corporations are valid in respect of property loans.
- VI. Payments will be made in respect of patients taking indoor treatment in Government registered Ayurvedic hospitals.

Sgd:R.S. Jayaratne
Secretary,
Ministry of Public Administration,
Home Affairs & Plantation Industries.