

My No. /XTU/21/(III)7  
Ministry of Public Administration, Home  
Affairs and Plantation Industries.  
Independence Square,  
Colombo - 07.

16th July, 1999.

Secretaries of All the Ministries,  
Chief Secretaries of Provincial Councils,  
and Heads of Departments.

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

This is further to my Circulars Nos. 5/97 of 31.01.1997, 5/97 (i) of 01.09.1997, and 5/97 (ii) of 30.12.1998 on the above subject.

02. The following decisions have been arrived at in connection with the implementation of the Agrahara Insurance Scheme.

- (a) Un-married children below the age of 26 years who are depending on married public officers, and un-married brothers and sisters below the age of 26 years who are depending on un-married public officers are included in the Insurance Scheme.
- (b) The guarantors of loans obtained before the Agrahara Loan Guarantee Insurance Scheme came into effect, are released provided the previous loan instalments have been regularly paid.
- (c) Payment of Rs. 500/- is made as transport expenses for taking a pregnant female officer to hospital for confinement and bring her back.
- (d) The release of a public officer on a temporary basis to an institution outside the Government service at the instance of Government or on grounds of public policy is not a hindrance to obtaining insurance rights (except those who have obtained no-pay leave for employment abroad).
- (e) In the case of claims made by an officer attending a clinic, a Photostat copy of the diagnosis card certified by the relevant Head of the Department is sufficient instead of the original card. This procedure is effective from 01.01.1997.
- (f) Where treatment has been obtained at a Government hospital, the claim need not be countersigned by the Medical Officer. However where treatment has been obtained at a private hospital, such counter-signature is necessary.

- (g) Medical certificate/prescription card obtained from a Medical Officer of a Government hospital is accepted as a sufficient supporting document for re-imburement of expenses on prescribed medicine, irrespective of whether it has the official stamp or not provided it is written on an official memo.
- (h) When re-imbursing expenses incurred on out-door treatment for a normal illness, it is not necessary to get the Form of the Sri Lanka Insurance Corporation completed by the Medical Officer.
- (i) The requirement to forward the relevant claim to the prescribed office of the Sri Lanka Insurance Corporation within 90 days of obtaining out-door treatment, or from the hospitalization for indoor treatment effective from 01.01.1997 on which date the Agrahara Insurance Scheme came into effect.
- (j) Even an officer appointed to the Public Service or Provincial Public Service subject to a probationary period in his permanent and pensionable post may enroll himself in the Insurance Scheme.
- (k) The Loan Guarantee Insurance Scheme is acceptable to cover all the categories of loans indicated in the Establishments Code in addition to landed property loans, i.e. loans for the purchase of motor vehicles/scooters/sewing machines/distress loans and other categories of loans including loans granted for relief from pecuniary embarrassment.

03. For the purpose of implementing the Agrahara Insurance Scheme, the Sri Lanka Insurance Corporation has appointed Co-ordinating officers at Divisional Level, and their assistance can be availed of for the successful implementation of this Scheme.

04. Disciplinary action will be taken against any officer who is privy to malpractices such as submission of false bills, and tempering with the figures in bills when forwarding claims in connection with the Agrahara Insurance Scheme.

05. Necessary amendments will be made to the Establishments Code to bring it into conformity with sub-paragraph 2 (K) above.

06. This Circular is issued with the concurrence of the General Treasury and the Insurance Corporation of Sri Lanka.

Sgd./P.A. Senaratne  
Secretary,  
Ministry of Public Administration, Home  
Affairs and Plantation Industries.

P.S. :- The words "bicycle/motor cycle" should be substituted in place of the word "sewing machines" in line 4 of Paragraph 02 (k) above.