

Public Administration Circular No. **2/2003**

My No. ආ / II / 309E/110
Ministry of Public Administration
Management and Reforms
Independence Square
Colombo - 07
10th January,2003

All Ministry Secretaries and
Heads of Departments

**Payment of Allowance in respect of operating Photo-Copying Machines /
Roneo Machines and Rizo Graph Machines**

I hereby approve the payment of the following allowances to officers in the Karyala Karya Service engaged in operating photo-copying machine, Roneo Machines and Rizo Graph Machines.

02. Operating Photo-Copying Machines	<u>Allowance per month</u>
<u>Number of Copies per month</u>	
upto 1,000 copies	No allowance
upto 2,000 copies	Rs. 50.00
upto 4,000 copies	Rs.100.00
upto 6,000 copies	Rs.200.00
upto 8,000 copies	Rs.300.00
upto 10,000 copies	Rs.400.00
upto 10,000 copies and above	Rs.500.00

03. Payments can be made as per the para 2 above depending on the number of copies taken on a photo-copying machine during a particular month.

04. The maximum amount that can be obtained in any particular month in respect of operating Roneo Machines and Rizograph Machines is Rs. 500/- on the basis of Rs. 8/- for every 500 copies.

05. The above payments should be made only if these duties are performed in addition to the substantive duties of the officer concerned. Payments should be made to one person only in respect of operating a particular machine.

06. The taking of above copies should be supervised by the nearest staff officer, and his recommendations should be obtained when payments are made.

07. These payments will take effect from 01.01.2003.

08. This Circular is issued with the concurrence of the Treasury.

Sgd. / Dita Wimalasiri
Secretary
Ministry of Public Administration,
Management and Reforms