

My No. E/III/3/5-1  
Ministry of Public Administration,  
Management and Reforms  
Independence Square  
Colombo - 07  
22 May , 2003

Secretaries of Ministries  
Chief Secretaries of Provincial Councils, and  
Heads of Departments

**Payment of a special salary advance to Public Officers  
who suffered as a result of Floods, Cyclones  
and Land-slides which occurred during May 2003**

It has been decided to pay an interest free special salary advance to qualified Public Officers residing in Divisional Secretary areas in Ratnapura, Hambantota, Matara, Galle and Kalutara deistricts affected by floods, cyclones and land-slides which occurred during May 2003.

02. This special salary loan should be restricted to the monthly consolidated salary of the relevant officer exclusive of allowances.
03. When applications are made for the loan an estimate should be attached setting out the damage caused to houses and furniture etc.
04. The Grama Niladhari of the relevant areas should certify that the damage set out in the estimate have actually been caused, and such estimate should be recommended by the relevant Divisional Secretary
05. This loan can be availed of in respect of houses occupied by an officer or his/her family members or belongings to his or to her spouse for the repair of damages caused to such houses furniture etc.
06. This loan is exempted from the monthly maximum deductions that can be deducted from the salary mentioned in Section 03 Chapter XXIV of the Establishments Code.
07. Sureties need not be provided for this loan, but a permanent Public officer should stand surety if the salary advance is paid to casual and temporary employees.
08. Steps should be taken to keep within the maximum expenditure limits of the Public officers advance account as set out in the estimate of 2003. Under no circumstances will amendments to these limits be entertained.
09. Payments of advances for this purpose should not be made after 31st August 2003.
10. This Circular is issued with the concurrence of the General Treasury.

Sgd./ B.G. Karunaratne  
Director General of Establishments