

Public Administration Circular : 13/2018

My No: EST 5/3/4/4 – Vol.1
Ministry of Public Administration,
Management and Law & Order
Independence Square
Colombo 07.

21.08.2018

Secretaries to Ministries,
Chief Secretaries of Provinces
Heads of Departments

**Accurate Conversion of Salaries and Obtaining Proper Approval for
Special allowances and special increments**

Since certain issues have arisen due to inaccurate salary conversions of staffs and granting special allowances and special increments to officers without obtaining the proper approval, it has been decided by the Cabinet of Ministers at its meeting held on 30.01.2018 to issue a circular with necessary instructions for relevant authorities to take actions as to avoid such issues.

02. Accordingly, it is hereby informed to make conversion of salaries of staffs and provide salary increments and allowances to the officers on proper approval of the formal authorities and in case of any issues arisen to obtain necessary clarifications from the authorities providing all relevant details, in order to avoid such adverse effects.

Sgd/ Padmasiri Jayamanne
Secretary
Ministry of Public Administration, Management and
Law & Order