

Public Administration Circular No: 8/2005 (IX)

My No: EST-7/LOANS/04/1040
Ministry of Public Administration and
Home Affairs,
Independence Square,
Colombo 07
27th July, 2012

Secretaries of All Ministries,
Secretaries of Provincial Councils,
Heads of Departments

Revision of Chapter XXIV Section 11, of the Establishment Code- Property Loan

Your attention is drawn to the Public Administration Circular No. 8/2005 dated 31.03.2005 on the above subject and Public Administration Circulars No.8/2005 (I) to 8/2005(V) issued revising the above circular.

02. Government has decided to take following action in order to avoid difficulties faced by Public Officers due to the decision taken by the Housing Development and Finance Corporation Bank to withdraw from the property loan scheme introduced by provisions of the above circular.

- I. Making arrangements to issue the balance of the loan from the Housing Development and Finance Corporation Bank to Public Officers who have obtained an advance of part of the property loan from the above Bank based on the same loan application already made.
- II. Making arrangements to issue a loan through a joint account from the Housing Development and Finance Corporation Bank to the spouse who has not obtained a loan under the property loan scheme for Public officers to construct/ modify / to make additions/ complete the construction work of a house partly constructed in a land purchased by the other from a loan already obtained from the Housing Development and Finance Corporation Bank in case where both husband and wife are Public Officers.
- III. Refraining from submitting applications for property loans by Public Officers to Housing Development and Finance Corporation Bank except under conditions detailed as at Para II above.

03. Further, if any request is made by the officer, the personal loan obtained from Peoples Bank/ Bank of Ceylon/ National Savings Bank/ State Mortgage and Investment Bank/ Housing Development and Finance Corporation Bank as a result of not issuing property loans in response to a loan applications made under property loan scheme for Public Officers during the period from 31.03.2005 to 01.01.2010 shall be treated as a loan obtained under the property loan scheme for Public Officers to be effective from the date of implementation of this circular.

04. Appendix No. 27 of Public Administration Circular No. 8/2005 dated 31.03.2005 and Appendix No. 28 of Public Administration Circular No. 8/2005(III) dated 23.08.2005 shall be revised as mentioned in attached Annex 01 and 02.

05. This circular is issued with the concurrence of the General Treasury.

Sgd: P.B. Abeykoon
Secretary,
Ministry of Public Administration and Home Affairs

Appendix 27

Format for communicating to the Ministry/ Department the release of the Loan by the Bank (Section 11:4:4)

.....(Secretary of the Ministry/ Head of the Department)

..... (Ministry/ Department)

Release of the Loan of Mr/Mrs/Miss

1. Name of the Bank and Branch :-

2. Loan entitlement No. :-.....

3. Full name of the recipient of the loan :-

4. I. The present post of the recipient of the loan :-.....

II. The Service to which the recipient of the loan belongs

5. Address

Personal :-

Official :-

6. Amount of Loan Approved :- Rs..... (in figure)

:- Rs.....(in letters)

7. Date of approval of the loan :-

8. Period of Recovery of the Loan :-

From year 20..... To year 20.....

9. Monthly Loan Installment :-

9.1 Value of the installment inclusive of interest:- Rs.....

9.2 Total number of installments :-.....

Date :-.....

.....

Manager
Name of the Manager
Official Frank

copies 1. Ministry of

2. (recipient of the loan)

Appendix 28
List of Banks for obtaining Loans
(11:11:6)

1. People's Bank
2. Bank of Ceylon
3. National Savings Bank
4. State Mortgage and Investment Bank