

My Number : EST-6/04/LON/1040(ii)
Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government
Independence Square
Colombo 07.

21.12.2023

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

**Inclusion of Particulars Pertaining to Obtain a Property Loan in the
Personal File**

Your attention is hereby drawn to sub section 11:10:2, Chapter XXIV of the Establishments Code and sub section 11:8:8 of the said Chapter revised by Public Administration Circular No. 09/2016 dated 20.05.2016.

02. In cases where the officer who has obtained a property loan from a bank has demised or become totally disabled or has been sent on retirement on medical grounds during the period of service, action shall be taken by the government to settle only the balance of the loan, as at the date of occurring of any of the above, to the bank at one and the same time by Loan Security Fund. However, representations have been made to the effect that there are instances where delays occur in settling loans as a result of not submitting the documents correctly, which are to be submitted essentially for settling the loan balance, by relevant institutions, and also where delays occur due to not sending the updated particulars pertaining to property loans to the new service station promptly whenever an officer is transferred.

03. Therefore, you are hereby notified to inform the heads of all institutions under you to take action in the following manner in order to avoid such delays that occur due to the above defects.

- (a) The documents relevant to the property loan should be maintained properly with necessary updating.
- (b) The particulars of the recovery of loan installments and loan application should be included in the personal file.
- (c) Whenever an officer is transferred, the relevant particulars in compliance with Appendix 25 as per sub section 11:10:2, Chapter XXIV of the Establishments Code should be promptly sent to the new service station, and a copy of the same should be included in the personal file.

(d) The documents required to be submitted in instances where the balance of the loan is settled by the Loan Security Fund should be submitted correctly.

Sgd. / K.D.N. Ranjith Asoka

Secretary

Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government

Telephone : 0112-699399

Fax : 0112-692158

Email : ade-vi@pubad.gov.lk