

My Number : EST-7/05/ALW/1009
 Ministry of Public Administration,
 Provincial Councils and Local Government
 Independence Square
 Colombo 07.

17.03.2025

Secretaries to Ministries
 Chief Secretaries of Provinces
 Heads of Departments

Payment of allowances to the resource persons, who conduct training programmes, seminars and other similar programmes

These circular instructions are issued with effect from 01.03.2025 with the objective of paying allowances to the resource persons for their service at training programmes, seminars and other similar programmes conducted for public officers, through a common methodology.

02. Allowances should be paid in the following manner to the officers in public institutions who provide their service as resource persons at the above programmes conducted in public institutions with proper authority.

	Post	Approved allowance (Rs. Per hour)
01.	Secretaries to Ministries, Senior Professors/Professors of a recognized university	2400/-
	Officers in Special Grade of Sri Lanka Administrative Service and parallel All Island Services/ Officers in Special Grade of Departmental Executive Service Category	
02.	Senior Lecturers of a recognized university	2000/-
	Officers in Grade I of Sri Lanka Administrative Service and parallel All Island Services/ Officers in Grade I of Executive Service Category in Combined Services/ Officers in Grade I of Departmental Executive Service Category	
	Individuals who hold the post of Director or higher posts in the National Institute of Education and parallel institutes of education	
	Officers in Grade I of Teacher Educator Service	
03.	Senior Lecturers of a recognized university	1800/-
	Officers in Grade II in Sri Lanka Administrative Service and parallel All Island Services/ Officers in Grade II of Executive Service Category in Combined Services/ Officers in II in Departmental Executive Service Category	
	Senior Lecturers in the National Institute of Education and educational institutions at the same level	
	Officers in Grade II of Teacher Educator Service	

	Post	Approved allowance (Rs. Per hour)
04.	Probationary Lecturers of a recognized university	1600/-
	Officers in Grade III in Sri Lanka Administrative Service and parallel All Island Services/ Officers in Grade III of Executive Service Category in Combined Services/ Officers in III in Departmental Executive Service Category	
	Lecturers in the National Institute of Education and educational institutions at the same level	
	Officers in Grade III of Teacher Educator Service	
05.	Graduates who do not hold the above posts	1400/-
06.	Lecturers with other qualifications	1200/-

03. “A recognized university” in the above table means, a university recognized by the University Grants Commission.

04. The following conditions shall apply when paying allowances in the above manner.

Conditions

- I. The provisions in this circular shall apply with regard to the resource persons of the training programmes, seminars and other similar programmes and the provisions in this circular shall not be made applicable with regard to the programmes conducted by an institution of which the main duty is teaching and training.
- II. Allowances should be paid only for a maximum of 03 hours per day for one resource person. Even if the relevant lecture is delivered beyond the maximum duration of 03 hours, allowances should be paid only for a maximum of 03 hours except for the instances indicated in III below.
- III. Allowances may be paid beyond the maximum duration of 03 hours and up to a maximum of 06 hours only on the grounds that it is not practical to complete the relevant lecture within the above time limit due to the group work and practical activities included in the lecture.
- IV. If the lecture duration exceeds 03 hours as mentioned above, the Head of the Institution must be personally satisfied to the effect that the condition mentioned in III above has been fulfilled to pay allowances beyond that period and the lecture must have been completed within the relevant period.
- V. At an instance where several resource persons provide their service for a single lecture at training programmes, seminars and other similar programmes, allowance that should be paid per hour for each resource person shall be determined by calculating the hourly allowance approved in the above table so as to be divided among the relevant resource persons subjected to the conditions mentioned in II, III and IV above with regard to the maximum lecture duration.

- VI. At the instances where internal officers serve as resource persons, allowances should be paid in the above mentioned manner only if the task is outside their regular duties and they are engaged in that task outside their regular working hours.
- VII. If a certain institution conducts a training programme for the officers of the said institution during the normal working hours, allowances for resource persons should not be paid for the officers of the said institution who serve as resource persons (for internal resource persons). Where if the training programmes are conducted outside the normal working hours or they are conducted for officers who are not serving in the relevant institution, the officers of the said institution the allowances for resource persons can be paid.
- VIII. Further, action should be taken to obtain the service of officers as resource persons with the permission of the head of the relevant institution and without causing any hindrance to the normal duties of the officers.
- IX. When obtaining the service of the retired public employees as resource persons, payments should be made as per the above table based on the post held by them at the time of retirement and the conditions in II, III and IV above relevant to the maximum duration of the lecture should remain unchanged.
- X. No other allowance should be paid for the above tasks.
05. When conducting residential training programs, seminars and other similar programmes where accommodation and food is provided to the participants, combined allowances should not be paid to the said officers and travelling expenses can be obtained in accordance with the existing provisions, only if transportation facilities are not provided.
06. It is the responsibility of the Head of the Institution to obtain the approval of the Secretary of the ministry or the relevant competent authority required to conduct training programmes, seminars and other similar programmes and obtain the service of suitable lecturers and carry out the above activities so as not to cause any disadvantage to the government.
07. Approvals granted for the payment of allowances for resource persons shall be valid only up to 28.02.2025 and action should be taken in accordance with the provisions of this circular from 01.03.2025.
08. This circular is issued with the concurrence of the General Treasury.

Sgd/S. Alokabandara
Secretary
Ministry of Public Administration,
Provincial Councils and Local Government

Telephone : 011-2697233
Fax : 011-2692158
E-mail address : ade-vii@pubad.gov.lk