

Public Administration Circular Letter : 02/2025

My Number : EST-5/04/PCY/0041
Ministry of Public Administration,
Provincial Councils and Local Government
Independence Square
Colombo 07.

26.03.2025

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

Revision of Salaries of the Public Service 2025 - Preparing Letters of Salary Conversion by using salary2025 Software

The guidance required for revision of salaries of the public service has been given by Public Administration Circular 10/2025 dated 25.03.2025 as per Budget Proposals 2025. The Ministry of Public Administration, Provincial Councils and Local Government has introduced the salary2025 software to support the process of preparing salaries for a large number of employees in a short period of time.

02. The **salary2025** software can be accessed in the following manner.

- a.) In cases where the internet facilities are provided through LGN **10.250.1.112:9006**
- b.) In cases where the internet facilities are provided through other networks **43.224.125.68:9006**

03. The **salary2025** software can be logged in through the **Institutional Login** via the above links. The passwords already provided for the institutions to log in to the **MISCO** software should be used for this purpose. If the **password** for an institution has not yet been obtained, the Head of the respective Institution can obtain the relevant **password** by sending an email to salary.2025.lk@gmail.com

04. If the respective institution is not listed in the relevant **Institutional Login**, a new Institutional Login can be obtained by contacting the aforementioned salary.2025.lk@gmail.com to obtain the **password** for the login relevant to the institution.

05. Information helpful for this purpose can be obtained by watching the video through the **Help** link in its interface for instructions on using it, in order to minimize the issues with regard to the use of **salary2025** software.

06. This software has been introduced solely with the objective of facilitating the process of salary conversion in institutions and I hereby emphasize that it is the responsibility of the relevant authorities to place the signature after verifying the accuracy of the salary conversion (Annex 01 of Public Administration Circular 10/2025 dated 25.03.2025) of an officer by comparing it with the personal file.

07. If it is discovered that a salary conversion prepared using this software is not accurate upon examining the relevant salary circulars, you are further informed to notify the Director of Establishments with immediate effect via telephone number 011-2693374 or salary.2025.lk@gmail.com to examine the reason for the same and make the necessary changes to the software.

Sgd/ S. Alokabandara
Secretary
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Government

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