

Ministry of Public Administration,
Independence Square,
Colombo - 7.

21st June, 1984.

To: All Secretaries of Ministries
and Heads of Departments.

Section A. Payment of Cost of Living Allowance
to Daily Paid Officers.

Section B. Remuneration to daily paid Stenographers
and Typists.

Section A

A daily paid officer (Casual or temporary) is also eligible to be paid the increase in the Cost of Living Allowance from 1st March, 1984 as provided for in Public Administration Circular No. 247 of 5.4.84 and subject to the requirements of Establishments Circular Letter No. 378 of 18.11.81.

2. The monthly cost of living allowance of Rs. 246/- is payable for a month in which the attendance, inclusive of any paid holiday, is 21 days or more.

3. The additional cost of living allowance of Rs. 102/- or Rs. 51/ as relevant is payable for a month in which the attendance, inclusive of any paid holiday is 21 days or more.

N.B. The cost of living allowances referred to above, payable when attendance in a month inclusive of paid holiday is less than 21 days, are calculated by dividing the respective allowances by 21 and multiplying the result by the number of days of attendance, inclusive of paid holidays.

4. Payment should also be made for a public holiday, provided the officer was on duty on the working day either immediately preceding or succeeding the public holiday.

Section B

Remuneration of a daily paid Stenographer and Typist, (whether casual or temporary) is as follows:

(a) Stenographer:

Class I - Rs. 35/- per day

Class II - Rs. 25/- plus 1/5 thereof, per day.

(b) Typist:

Rs. 21/50 plus 1/5 thereof, per day.

(vide P.A. Circulars No. 197 of 29.12.81 and 197(v) of 26.4.82).

2. In addition to the above, a daily paid Stenographer or a daily paid Typist should be paid the Cost of Living Allowances as set out in Section A paragraphs 2 and 3 above. They should also be paid for a public holiday as provided for in Section A paragraph 4 above.

3. A relief Stenographer or a Typist engaged for more than three (3) days in a month should also be paid for working on a public holiday in terms of Section A paragraph 4.

Sgd: W. Jayamaha.

Director of Establishments.