

Public Administration Circular No: 310

Ministry of Public Administration,  
Independence Square,  
Colombo 7.

30th October, 1985.

To: All Secretaries to  
Ministries and Heads of Departments.

Loans/Advances to public officers

Reference Public Administration Circular No.293  
of 03.06.85.

2. The following should be added to sub-section 1:6.  
The outstanding balance of the loan/advance should be paid to the Department releasing him by the Department taking him in, debiting 'Advance to Public Officers' Account.

3. The following line should be added to sub section 3:14 of the Sinhala version.

272 වැනි පොදු අංකයේ පළමු : අලංකාර සේවකයන්ගේ ගුණාංග

4. The following sub-paragraphs should be added to section 9.

9:5 Frequency - 5(five)years .

5. The following sub-section should be added to Sinhala version of sub section 10:3.

10:3:2 - සේවකයන්ගේ ගුණාංගයේ වෙනස්කම් සිදුවන විට, එම වූදායකයන්ගේ ගුණාංගයේ වෙනස්කම් සිදුවීම සම්බන්ධයෙන් ප්‍රශ්න.

6. The following should be added to sub section 10:6

In the case of an applicant who has obtained more than one loan/advance, the amount recovered should be calculated as follows:-

When an officer has obtained more than one category of loan, the computation of settlement of loan in each of the categories will be as detailed below for the purpose of granting fresh loan:-

First five per cent (5%) of the new consolidated salary will be in respect of the salary loan. Every next five per cent (5%) of the new consolidated salary upto forty per cent (40%) should be apportioned in repayment of the other categories of loans in the following order of priority:-

- (1) Transport loan
- (2) Loan to relieve in-debtedness
- (3) Property Loan.

After allocating in this manner, the entire balance should be treated as settlement in respect of the last category of loan the member has obtained.

A member may however, opt to repay a larger amount in respect of any particular category of loan, subject to the limit referred to in sub-section 3:4 of the circular.

Rescheduling recovery when a fresh loan is granted should be made as follows:-

One month's new consolidated salary or less	- 5%	of new consolidated salary
Over one month's new consolidated salary and upto two months new consolidated salary	- 7½%	-do-
Over two months new consolidated salary and up to three months new consolidated salary	- 10%	-do-

In arriving at the monthly instalment recoverable the amount should be rounded to the nearest rupee avoiding the need to recover part of a rupee. Part of a rupee, if any, should be recovered with the first instalment.

7. Add the following to sub-section 11:12:4:-

Sub-section 3:1 of this Chapter which will be in the new version of the Establishments Code reads as follows:-

3:1 Acquisition of land or share in land by purchase, lease, gift, inheritance, dowry or device does not require the prior approval of the Government Agent of the District, but it must be reported within three months through the Head of the Department to the Government Agent of the District in which the land is situated who will, if the acquisition appears improper, or if he otherwise considers it undesirable, refer the matter to the Secretary to the Ministry in which the officer is serving, for such action as may be necessary.

8. When granting a loan/advance, the balances of loans/advances obtained under the Credit Councils Act or any other scheme, should be taken into account in determining the quantum of loan/advance payable.

Sgd:D.B.I.P.S.Siriwardhana

Secretary,

Ministry of Public Administration.