

Combined Services Circular: 06/2007

My No: PA/CS/6/PMAS III/පර.පුහුණු,  
Ministry of Public Administration &  
Home Affairs  
Independence Square  
Colombo 07.  
09 th November, 2007

Secretaries to Ministries,  
Heads of Departments,  
District Secretaries and Divisional Secretaries

**Reimbursement of Training Allowance to Officers Who Satisfy the Requirement of Efficiency Bar Examination on Computer Literacy Prescribed under Section 5:1 of Public Management Assistants' Service Minute**

Under Sections 5:1 and 5:1:2 of Public Management Assistants' Service Minute, it has been prescribed for officers in Class III of PMAS, to pass the written test on computer literacy or to get them exempted from the requirement of passing the test by forwarding certificate obtained from recognized institutions to prove the same.

02) Government has decided to make a payment of Rs.7000/= to the officers who forward certificate obtained from the Director-General of Combined Services to the effect of passing satisfactorily the above requirement, as a reimbursement to the expenses made by officers for improving their computer knowledge.

03) This payment shall be made in the following manner

- a) A letter to the effect that the officer in Class III of PMAS has passed the written test on computer literacy/has been exempted from the requirement of passing test under Section 5:1:2 will be issued by the Director General of Combined Services to the Head of the Department where the officer serves, along with a copy to Chief Accountant, Ministry of Public Administration & Home Affairs. Accordingly, the respective Head of Department shall make the payment once necessary allocations are made by the Chief Accountant. The payment made in this manner shall be reported to the Director-General of State Accounts under the vote which made allocations, by monthly account summary at the end of the month in which the payment occurred. Further, the credit notice shall be sent to the Chief Accountant, Ministry of Public Administration & Home Affairs, in the same month.
- b) Once the payment is made, a confirmation to the effect that the officer has been made the payment shall be included to the personal file of the officer whilst sending a copy to Director-General of Combined Services to be included to the main file.
- c) As this payment is valid only for 06 tests conducted from the date of appointment of the officer, the number of tests conducted until such time shall be included in the confirmation issued for the payment of the allowance.

- d) This allowance shall be made applicable only for those who have been appointed on or after 01-01-2004.
  - e) Relevant authority shall see to maintain a list of officers who have been approved the allowance.
- 04) As this payment is made as an alternative for providing induction training opportunities under Section 10 of PMAS Minute, officers shall satisfy the requirement prescribed in Section 5:1 of 5:1:2 of the Service Minute completing their training by making payments to any private or government affiliated institution on their consent.

Sgd./A. Nobert  
Director-General of Combined Services  
Ministry of Public Administration &  
Home Affairs.