

Public Administration Circular Letter : 03/2016

My No: EST-7/UNIFO/06/V  
Ministry of Public Administration  
and Management  
Independence Square  
Colombo 07.

29.08.2016

Secretaries to the Ministries  
Chief Provincial Secretaries  
Heads of Departments

### **Uniforms and Tailoring Fees for Drivers and Minor Staff Grades**

Your attention is drawn to Public Administration Circular 05/2013 dated 22.04.2013 on the above matter.

02. Various institutions have made inquiries from time to time regarding the provisions of uniform allowance for officers of Office Employees' Service as mentioned in the said circular. Accordingly you are informed that uniform allowance and tailoring fees are entitled only to the officers serving in the following posts of Office Employees' Service as per the provisions of Chapter XXI of the Establishments Code and Public Administration Circulars issued so far on uniforms and tailoring fees.

- I. Officers in Grade II of Office Employees' Service.
- II. Officers of Office Employees' Service who have been appointed to Grade I, but employed in a post of Grade II.
- III. Officers of office Employees' Service who are given the designation of Arachchi and performing duties in the said post.
- IV. Watcher

03. Further, the posts belonging to each Grade as per Office Employees' Service Minute are as follows;

<u>Grade</u>	<u>Posts</u>
Special Grade	Chief Karyala Karya Sahayake (Arachchi)
Grade I	Telephone Operator Record Keeper Book Binder Roneo Machine Operator Photocopy Machine Operator
Grade II	Karyala Karya Sahayake Cycle Orderly Messenger
Grade III	Office Labourer Sweeper Garden Labourer Office Watcher Sanitary Labourer

04. Necessary action should be taken to provide the uniforms and tailoring fees only to the officers who are entitled to the same, paying attention to the above.

Sgd/ J.J. Rathnasiri  
Secretary  
Ministry of Public Administration and Management