

Public Administration Circular : 03/2024

My number : EST-5/04/PCY/0019
Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government
Independence Square
Colombo 07.

10.01.2024

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

Revision of the Cost of Living Allowance and the Recovery of Contributions to the Widows'/Widowers' and Orphans' Pensions Fund in the Public Service as per Budget Proposals 2024

According to the budget proposals for 2024 of the government, action should be taken in the following manner regarding the payment of the cost of living allowance to public officers and pensioners and the recovery of contributions to the widows'/widowers' and orphans' pensions fund from the public officers.

02. The following action should be taken with regard to increasing the monthly cost of living allowance with effect from January 2024.

2.1 For public officers

- I. When paying the monthly cost of living allowance from January to March 2024, adding Rs.5,000/-, which is 50% of the cost of living allowance of Rs.10,000/- increased as per budget proposals for 2024, to the cost of living allowance of Rs.7,800/- paid per month at present and paying Rs.12,800/-.
- II. When paying the monthly cost of living allowance from April 2024, adding the remaining 50% of Rs.10,000/- increased as per budget proposals for 2024, i.e., Rs.5,000/-, to the cost of living allowance of Rs.12,800/- and paying Rs.17,800/-.
- III. Completing the payment of arrears of the cost of living allowance from January to March 2025 by paying Rs.5,000/- per month, which were accumulated from January to March 2024.
- IV. Further, if there are any unpaid arrears of the total cost of living allowance increased as per budget proposals for 2024, the public officers who retire/ leave the service in the formal manner/ demise on or after 01.01.2024 should be entitled to, up to the date of their retirement/ leaving the service in the formal manner/ death, paying such arrears along with their last monthly salary.

2.2 For employees on casual basis/ daily wages

In addition to the allowance of Rs.260/- paid at present to the employees on casual basis/ daily wages under the provisions of Public Administration Circular 37/2013 dated 31.12.2013, paying them the amount of the cost of living allowance under I, II, III and IV of 2.1 above which is increased monthly for public officers under I, II and III of 2.1 above, by calculating it on the basis of 1/30th per day based on the number of days that they work in each month so as not to exceed the amount due per month as per I, II and III of 2.1 above.

2.3 For apprentices and trainees

Paying the cost of living allowance under I, II, III and IV of 2.1 above to the officers holding the posts included in Schedule V of Public Administration Circular 03/2016 dated 25.02.2016.

2.4 For members of the three armed forces

Paying the cost of living allowance to the members of the three armed forces under I, II, III and IV of 2.1 above of this circular.

2.5 For personal staff of the Hon. Ministers

Paying the cost of living allowance under I, II, III and IV of 2.1 above of this circular to the approved personal staffs of the Hon. Ministers, Hon. State Ministers, Hon. Deputy Ministers and Hon. Members of Parliament, approved personal staffs of the Hon. Governors, Hon. Chief Ministers and Hon. Ministers of Provincial Councils and coordinating secretaries of the secretaries of Cabinet Ministries and chief secretaries of provinces.

2.6 For pensioners

Increasing the monthly cost of living allowance paid at present to pensioners from Rs.3,525/- to Rs.6,025/- from April 2024.

03. 8% of the salary should be deducted from all public officers as the contribution to the Widows'/Widowers' and Orphans' Pensions from April 2024 onwards.

04. This circular is issued with the concurrence of the General Treasury.

Sgd. / Pradeep Yasarathna
Secretary

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