

- 2.2 The officers namely the Private Secretary, Co-ordinating Secretary, Media Secretary and Public Relations Officer of the Honourable Governor/Honourable Chief Minister/Honourable Provincial Minister/ Honourable Chairman of Provincial Council should be employed on a temporary basis, the length of their period of service being limited to the term of office of the Honourable Governor/Honourable Chief Minister/Honourable Provincial Minister/ Honourable Chairman of Provincial Council. If any officer who is already employed in any Government Institution, State Corporation or Statutory Institution is appointed to the said post he/she should be paid the salary attached to the post and not the salary he/she was in receipt of in the said Institution.

If recruitment is made to the posts referred to at item No. 5 to 8 of paragraph 2.1 on casual or contract basis, they should satisfy the eligibility criteria specified in the scheme of recruitment relevant to the post. The length of the period of their service will be limited to the term of office of the relevant Honourable Governor/ Honourable Chief Minister/ Honourable Provincial Minister/ Honourable Chairman of Provincial Council. However, the above mentioned supporting staff should be selected as far as possible from the officers who are already employed in the public sector. In special circumstances where officers who are already employed in public sector cannot be selected, an officer of a public corporation or a statutory institution may be attached to such post and he/she should be paid the salary relevant to the post to which he/she is appointed and not the salary he/she was drawing at the said institution. The aforesaid matters are equally applicable to the posts on the staff of the Honourable Deputy Chairman of the Provincial Council referred to at item 6 to 8 of paragraph 2.1 as well.

3. Official vehicles

- 3.1 The maximum number of official vehicles (Motor cars, Jeeps, Double cabs) allocated for the use of Honourable Governors/ Honourable Chief Ministers/ Honourable Provincial Ministers and Honourable Chairmen of the Provincial Councils is 02. If necessary, one security vehicle may also be provided for security purposes. Honourable Deputy Chairmen are entitled for one official vehicle only.
- 3.2 Honourable Members of the Provincial Councils are not entitled to official vehicles.
- 3.3 In case vehicles exceeding the above number are available at the offices of the Hon. Governors/Honourable Chief Ministers/ Honourable Provincial Ministers/ Honourable Chairmen and Deputy Chairmen of Provincial Councils, the Chief Secretaries of the Provincial Councils should take action without delay to recall such vehicles, so that they could be appropriately utilized in meeting the requirements of any Provincial Ministry or any other institution.
- 3.4 The officers mentioned at item No. 1 to 4 of the supporting staff of Honourable Governors/ Honourable Chief Ministers referred to in paragraph 2.1 above are entitled to one official vehicle only and officers mentioned at 1, 2 and 4 of the supporting staff of Honourable Provincial Ministers/Honourable Chairmen of Provincial Councils referred to in paragraph 2.1 are also entitled to one official vehicle only.

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4. **Fuel allowance and Drivers' overtime and combined Allowances**

4.1 The maximum monthly quota of fuel issued / fuel allowance granted to Honourable Governors/ Honourable Chief Ministers/ Honourable Provincial Ministers/ Honourable Chairmen/ Honourable Deputy Chairmen and members of Provincial Councils are as indicated below:-

Designation	Litres per month for each petrol vehicle	Litres per month for each diesel vehicle
Honourable Governors / Honourable Chief Ministers	600	500
Honourable Provincial Ministers/ Honourable Chairmen of Provincial Councils	600	500
Honourable Deputy Chairmen of Provincial Councils	300	250
Honourable Members of Provincial Councils	Payment will be made at prevailing market price for petrol or diesel for travel to the Provincial Council for two sittings per month based on distance from the District represented by the member.	

4.2 A monthly fuel allowance subject to the following maximum limit is payable in respect of official vehicles of the supporting staff of Honourable Governors/Honourable Chief Ministers/ Honourable Provincial Ministers and Chairmen of Provincial Councils :-

*Officers who are entitled to the fuel allowance	Monthly quota of fuel approved for the vehicle – Petrol/Diesel (liters)
Private Secretary	240
Co-ordinating Secretary/ Public Relations Officer/ Media Secretary	218

* The officers who are entitled to the fuel allowance are those referred to at paragraph 3.4.

4.3 The fuel allowances will be paid as a monthly allowance and not as re-imburement of monthly fuel bills. The fuel allowance is to be determined based on prevailing price in the local market.

4.4 It is expected that the officers attached to the staff of the Honourable Governors/ Honourable Chief Ministers/ Honourable Provincial Ministers/Honourable Chairmen of Provincial Councils and who are entitled to official vehicles will deploy their drivers on duty outside normal working hours only in the performance of essential official duties. The drivers of Honourable Governors/ Honourable Chief Ministers/Honourable Provincial Ministers/Honourable

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Chairmen and Honourable Deputy Chairmen of Provincial Councils are entitled to the payment of overtime subject to a maximum limit of 200 hours per month and they are entitled to the combined allowance subject to a maximum of 12 days per month.

- 4.5 The drivers who are assigned official vehicles of the personal staff of Honourable Governors/ Honourable Chief Ministers/ Honourable Provincial Ministers/ Honourable Chairmen of Provincial Councils are entitled to payment of overtime and combined allowance subject to the following maximum limits.

Posts of officers who are entitled to official vehicles	Maximum limit of the monthly Overtime payable (hours)	Maximum limit of the monthly combined allowance payable (days)
Private Secretary to } Hon. Governor Hon. Chief Minister	125	09
Private Secretary to } Hon. Provincial Minister Chairman of Provincial Council	100	06
Co-ordinating Secretary to } Hon. Governor Public Relations Officer to } Hon. Chief Minister Media Secretary to }	100	06
Co-ordinating Secretary to } Hon. Provincial Minister Public Relations Officer to } Chairman of the Provincial Council }	100	06

5. **Number of official telephones and telephone allowances**

- 5.1 The maximum number of official telephone connections provided for a Honourable Governor/ Honourable Chief Minister/ Honourable Provincial Minister/ Honourable Chairman/ Honourable Deputy Chairman and Honourable Member of Provincial Council and total expenditure incurred on telephones (except monthly fixed charges and rentals) are as indicated below. If there are charges for international telephone calls, they should be met within the above limit. The payment of official telephone allowances of Hon. Members of Provincial Councils should be effected as monthly allowances and not as a reimbursement of bills where other posts are concerned the settlement of bills should be effected.

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Designation	Number of telephones and maximum limit of expenditure					
	Official telephones and Fax	Maximum limit of expenditure	Residential	Maximum limit of expenditure	Mobile phones	Maximum limit of expenditure
Hon. Governor/ Hon. Chief Minister	02	20,000.00	02	10,000.00	01	10,000.00
Hon. Provincial Minister/ Hon. Chairman	02	20,000.00	02	10,000.00	01	10,000.00
Hon. Deputy Chairman	01	10,000.00	01	5,000.00	01	5,000.00
Hon. Member of Provincial Council	01	10,000.00	01	7,500.00	01	7,500.00

5.2 The maximum number of official telephone connections provided for the supporting staff of Honourable Governors/ Honourable Chief Ministers/ Honourable Provincial Ministers/ Honourable Chairmen of Provincial Councils and the maximum limits of total expenditure incurred on telephones (other than monthly fixed charge and rentals) are as follows. If there are charges for international telephone calls, they should be met within the above limit. Official telephone bills of the following supporting staff should be settled.

Designation	Number of telephones				Maximum limit of expenditure incurred
	Official	Residential	Mobile	Fax	
Private Secretary	01	01	01	01	6,000.00
Co-ordinating Secretary	01	01	01	-	5,000.00
Media Secretary	01	01	01	01	5,000.00
Public Relations Officer	01	01	01	-	5,000.00

5.3 If there happens to be any balance amount in any particular month such amount may be set off against any excess telephone expenses incurred in any other month of the same financial year.

5.4 No mobile phones could be provided at the expense of the Government for the supporting staff of Honourable Governors/ Honourable Chief Ministers/ Honourable Provincial Ministers and Honourable Chairmen of Provincial Councils.

6. Other allowances

6.1 Honourable Governor/ Honourable Chief Minister/ Honourable Provincial Minister/ Honourable Chairman of the Provincial Council is entitled to a free postal allowance of Rs. 175,000.00 per year.

6.2 Honourable Deputy Chairman / Honourable Member of the Provincial Council are entitled to a free postal allowance of Rs. 87,500.00 per year.

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- 6.3 Honourable Provincial Chief Minister/ Honourable Provincial Minister/ Honourable Chairman of Provincial Council/ Honourable Deputy Chairman of Provincial Council and Honourable Member of the Provincial Council is entitled to an allowance of Rs. 250.00 per sitting of the Council meeting and an allowance of Rs. 1,000.00 per each meeting of Advisory Committee and an allowance of Rs. 1,000.00 per meeting of the other Committees.
- 6.4 Each Honourable Member of the Provincial Council is entitled to an entertainment allowance of Rs. 500.00.
- 6.5 Since a post of driver has not been approved in the supporting staff of the Honourable Members of the Provincial Council, they are entitled to a driver's allowance of Rs. 1,750.00 per month.

7. Any other matters

- 7.1 With regard to the procedure to be followed in the utilization of Government funds for foreign tours, the instructions given in my letters No. CSA/1/4 dated 23.11.16 and 201.1.2017 should be followed. Further, no approval should be sought for foreign travel inconsistent with provisions of the above circular.
- 7.2 In terms of the Cabinet decision reached on 16th September 2015 no advisors should be appointed for Hon. Provincial Chief Ministers.
- 7.3 No approval should be sought to incur expenditure in excess of the maximum limits indicated above in respect of fuel allowance, telephones, overtime and combined allowances.
- 7.4 The holders of office of Honourable Chief Minister, Honourable Provincial Minister, Honourable Chairman and Honourable Deputy Chairman of Provincial Council shall be entitled to the allowances intended for such offices only and the holders of those offices should not be paid additionally the allowances a Hon. Member of the Provincial Council is entitled to.
- 7.5 All Chief Secretaries should take steps to see that allowances specified in this circular are made effective from 15th October, 2018.
- 7.6 Since the Budget for the year 2018 has already been passed by Parliament the funds required for implementation of this Circular should be managed within the allocation already made for the year 2018 and no additional allocations will be provided.
- 7.7 If any action taken in contravention of or in case of contravention of the instructions relating to payments indicated above the Chief Secretaries will be held personally responsible and accountable.



Udaya R. Seneviratne
Secretary to the President

Copies to :

01. Secretary to the Prime Minister
02. Secretary to the Cabinet of Ministers
03. Secretary, Ministry of Finance and Mass Media
04. Secretary to the Ministry of Public Administration
& Management and Law and Order
05. Secretary to the Ministry of Provincial Councils,
Local Government and Sports
06. Auditor General
07. Secretary General of Parliament
08. Secretary/ Finance Commission

} For information and
necessary action