



பிரதம செயலாளர் செயலகம், வடக்கு மாகாண சபை
 ප්‍රධාන ලේකම් කාර්යාලය, උතුරු පළාත් සභාව
 Chief Secretary's Secretariat, Northern Provincial Council



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My No: NP/09/FRM/CIR/2013

14.10.2013

Provincial Financial Circular No: PF/07/2013

Secretaries to Provincial Ministries,
 Secretary to the Council,
 Northern Province.

Monthly payments due to the Hon. Chief Minister, Hon. Ministers, Hon. Chairman of the Council, Hon. Deputy Chairman of the Council, Members of the Council and Personal Staff of the Hon. Ministers

The following information relating to the monthly payments that are to be made to the Members of the Provincial Council as well as to their personal staff in accordance with the letter no: PSA/P1/40 dated 04.01.2006 of the Presidential Secretariat and the letters connected to these payments, Provincial Council Statutes and Circulars issued by the Ministry of Public Administration and the General Treasury, is set out below.

- 1) Payment of salary to the Hon. Chief Minister, Hon. Provincial Ministers and Hon. Members of the Provincial Council
 - 2) Monthly Payment to the Private Staff of the Hon. Chief Minister & Hon. Provincial Ministers
 - 3) Office Vehicles and Payment of Monthly Fuel Allowance
 - 4) Monthly Settlement of Telephone Bills
 - 5) Allowances Payable for Attendance at Sitting of Council and Committees
 - 6) Payment of Combined Allowances and Overtime to Drivers and Office Employees
- 1) Payment of Salary to the Hon. Chief Ministers, Hon. Provincial Ministers and Hon. Members of the Council

1.1 Salaries payable to the Hon. Chief Minister, Hon. Ministers, Chairman of the Council, Deputy Chairman of the Council and Hon. Members of the Council as follows:

No	Details of Council Members	Monthly Salary (Rs)	Entertainment Allowance(Rs)
1	Hon. Chief Minister	64,950/=	2,000/=
2	Hon. Ministers	63,500/=	2,000/=
3	Hon. Chairman of the Council	63,500/=	2,000/=
4	Hon. Deputy Chairman of the Council	42,333/=	1,000/=
5	Hon. Members of the Council	27,145/=	-

1.2 The payment of salaries would be effective from the date on which the aforesaid assume duties.

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 DEPUTY CHIEF SECRETARY

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2. Office Building (Office Accommodation)

The Ministries of the Provincial Council and all the establishments that come under their purview should as far as it is possible be housed or accommodated in Government owned buildings. In exceptional circumstances if private buildings are to be rented out authority would be granted subject to payment of rent according to Government valuation.

3. Monthly Payment to the Personal Staff of the Hon. Chief Ministers and Hon. Provincial Ministers

3.1 The particulars of the Personal Staff of the Hon. Chief Minister and the Hon. Ministers and the monthly payment payable to them are shown below:

No	Staff Details	Salary Code	Hon. Chief Minister's Staff			Hon. Minister's Staff		
			No. of Staff	Staff Salary	COLA	No. of Staff	Staff Salary	COLA
1	Personal Secretary	Fixed	1	23,000	6,600	1	23,000	6,600
2	Co-ordinating Secretary	Fixed	2	22,250	6,600	1	22,250	6,600
3	Media Secretary	Fixed	1	22,250	6,600	-	-	-
4	Public Relations Officer	Fixed	1	22,250	6,600	1	22,250	6,600
5	Personal Assistant	Fixed	1	13,990	6,600	1	13,990	6,600
6	Management Assistant	Fixed	5	13,990	6,600	2	13,990	6,600
7	Driver	Fixed	2	12,470	6,600	2	12,470	6,600
8	Office Employee	Fixed	2	11,730	6,600	2	11,730	6,600
Total			15			10		

3.2 The Personal Secretary, Co-ordinating Secretary, Media Secretary and Public Relations Officer attached to the office to the Hon. Chief Minister and Hon. Ministers respectively shall be appointed to hold office during the tenure of office of the letter officials only on a temporary basis. In the event an officer who is already holding an appointment in a State Corporation or Statutory Authority is appointed to one of the above posts, he shall be paid the monthly payment relevant to the said post and not the salary he was drawing in his former position in the State Corporation / Statutory Authority.

3.3 If employees are to be recruited either on casual or contractual basis in regard to posts shown under No.5 to 8 in para 3.1 the respective candidates shall fulfill the conditions of eligibility as outlined in the recruitment procedures as regards the posts concerned. Their tenure of office shall be limited to the duration during which the Hon.Chief Minister and Hon.Ministers will hold such office. However, every endeavour will have to be made to select such assistant staff on secondment basis from among those who are already in the public service in accordance Chapter (V) of Establishment Code.

Necessary action will have to be taken to pay the monthly payment of these employees according to the letters of appointment that would be issued by the Secretaries to the Ministries from the date of assumption of duties as directed.

Necessary action will have to be taken in terms of Public Administration Circular No.18/2012 dated 13.12.2012 as regards payment of non pensionable special allowances and cost of living allowance.

4. Office Vehicles and Payment of Monthly Fuel Allowance

- 4.1 The maximum number of official vehicles that would be allocated to the Hon. Chief Minister and Hon. Ministers (comprising of Motor Cars / Jeeps / Double cabs) for their use and for their security purposes shall not exceed three in number in the case of Chairman of Council this number would be limited to one and in the case of the Deputy Chairman it would be limited to one vehicle only.
- 4.2 The monthly quantity of fuel allowed to the Hon. Chief Minister, Hon. Ministers, Hon. Chairman of the Council, and the Hon. Deputy Chairman of the Council together with their personal staff are shown in the table below:

No	Members and Officers who are payable to Fuel Allowance	No. of Vehicles	Fuel Allowance(L)	
			Petrol (L)	Diesel(L)
1	Hon.Chief Minister			
	Official Vehicle	2	1200 (For two vehicles)	1000 (For two vehicles)
	Security Vehicle	1	-	500
2	Hon. Ministers			
	Official Vehicle	2	1000(For two vehicles)	800(For two vehicles)
	Security Vehicle	1	-	500
3	Hon. Chairman of the Council	1	280(Rs.45,000/=)	375(Rs.45000/=)
4	Hon. Deputy Chairman of the Council	1	225(Rs.36,000/=)	300(Rs. 36,000)
5	Personal Secretary		240	240
6	Co-ordinating Secretary		218	218
7	Public Relation Officer		218	218

- 4.3 Action should be taken to pay the fuel allowance to the Hon. Chief Minister, the other Hon. Ministers and the others to whom vehicles have been allocated by your Ministry from the date of such allocation of vehicles. If the Hon. Ministers make alternate arrangements for use of motor vehicles for official purposes, the payment of fuel allowance could be made on submission of the required declarations.
- 4.4 Further, in case of necessity, the Hon. Chief Minister is entitled to hire out one vehicle within the quota of vehicles allotted to him at a monthly hire of not exceeding Rs.150,000/= and a Hon. Minister is entitled to hire out one vehicle within the quota of vehicles allotted to him at a monthly hire of not exceeding Rs.75,000/=.

5. Allowances Payable for Attendance at Sitting of Council and Committees

- 5.1 The rate of allowances payable to the Hon. Chief Minister, Hon. Ministers, Hon. Chairman of the Council, Hon. Deputy Chairman of the Council and other Hon. Members in respect of attendance at sittings of the Council and Committees are shown in the following table.

Details	Hon.Chief Minister	Hon. Ministers	Hon. Chairman of Council	Hon. Deputy Chairman of Council	Hon. Members
Attendance of Sitting of Council & Committee	250/=	250/=	250/=	250/=	250/=

5.2 The foregoing allowances for attendance at sittings of the Council are payable by the Council Secretariat.

6. Monthly Settlement of Telephone Bills

6.1 The Personal staff of the Hon. Chief Minister and Hon. Ministers is not entitled to the issue of mobile telephones on Government account.

6.2 The particulars of the maximum amount payable for settlement of telephone bills (except the rental and taxes) of the telephones of the Hon. Chief Minister, Hon. Ministers, Hon. Chairman of the Council and the Hon. Deputy Chairman of the Council are shown in the table below:

No	Details	Hon. Chief Minister		Hon. Ministers		Hon. Chairman of the Council	Hon. Deputy Chairman of the Council
		No. of Telephone Lines	Limited Amount(Rs)	No. of Telephone Lines	Limited Amount(Rs)	Limited Amount(Rs)	Limited Amount(Rs)
1	Office	2	20,000	2	10,000	15,000	15,000
2	Quarters	2	10,000	1	5,000		
3	Hand Phone	1	4,000	1	2,000		
4	Fax	1	8,000	1	7,000		

6.3 The monthly telephone allowances (except the rental and taxes) of the Personal Staff of the Hon. Chief Minister and Hon. Ministers are shown in the table set out below:

No	Details	Personal Secretary		Co-ordinating Secretary		Media Secretary		Public Relations Officer	
		No. of Telephone Lines	Limited Amount(Rs)	No. of Telephone Lines	Limited Amount(Rs)	No. of Telephone Lines	Limited Amount(Rs)	No. of Telephone Lines	Limited Amount(Rs)
1	Office	1	1,750	1	1,500	1	1,500	1	1,500
2	Quarters	1	1,750	1	1,500	1	1,500	1	1,500
3	Hand Phone	1	1,750	1	1,500	1	1,500	1	1,500
4	Fax	1	1,750	-	-	1	1,500	-	-

6.4 The Ministries will pay this amount commensurate with the telephones that have been installed and depending on the use of the facility, by the Ministry concerned. The charges will be settled on the basis of the maximum payable and if the amount of the bill exceeds the limit imposed, the excess will have to be recovered from the salary of the officer concerned.

7. Payment of Combined Allowances and Overtime to Drivers and Office Employees

7.1 The limits regarding the payment of Combined Allowance and Overtime fees to the Drivers of the Hon. Chief Minister, Hon. Ministers, Hon. Chairman of the Council and the Hon. Deputy Chairman of the Council and their Coordinating Secretary, and Public Relations Officer and the limit of over time fees payable to the Office Employees are shown in the table below:

5.2 The foregoing allowances for attendance at sittings of the Council are payable by the Council Secretariat.

6. Monthly Settlement of Telephone Bills

6.1 The Personal staff of the Hon. Chief Minister and Hon. Ministers is not entitled to the issue of mobile telephones on Government account.

6.2 The particulars of the maximum amount payable for settlement of telephone bills (except the rental and taxes) of the telephones of the Hon. Chief Minister, Hon. Ministers, Hon. Chairman of the Council and the Hon. Deputy Chairman of the Council are shown in the table below:

No	Details	Hon. Chief Minister		Hon. Ministers		Hon. Chairman of the Council	Hon. Deputy Chairman of the Council
		No. of Telephone Lines	Limited Amount(Rs)	No. of Telephone Lines	Limited Amount(Rs)	Limited Amount(Rs)	Limited Amount(Rs)
1	Office	2	20,000	2	10,000	15,000	15,000
2	Quarters	2	10,000	1	5,000		
3	Hand Phone	1	4,000	1	2,000		
4	Fax	1	8,000	1	7,000		

6.3 The monthly telephone allowances (except the rental and taxes) of the Personal Staff of the Hon. Chief Minister and Hon. Ministers are shown in the table set out below:

No	Details	Personal Secretary		Co-ordinating Secretary		Media Secretary		Public Relations Officer	
		No. of Telephone Lines	Limited Amount(Rs)	No. of Telephone Lines	Limited Amount(Rs)	No. of Telephone Lines	Limited Amount(Rs)	No. of Telephone Lines	Limited Amount(Rs)
1	Office	1	1,750	1	1,500	1	1,500	1	1,500
2	Quarters	1	1,750	1	1,500	1	1,500	1	1,500
3	Hand Phone	1	1,750	1	1,500	1	1,500	1	1,500
4	Fax	1	1,750	-	-	1	1,500	-	-

6.4 The Ministries will pay this amount commensurate with the telephones that have been installed and depending on the use of the facility, by the Ministry concerned. The charges will be settled on the basis of the maximum payable and if the amount of the bill exceeds the limit imposed, the excess will have to be recovered from the salary of the officer concerned.


7. Payment of Combined Allowances and Overtime to Drivers and Office Employees

7.1 The limits regarding the payment of Combined Allowance and Overtime fees to the Drivers of the Hon. Chief Minister, Hon. Ministers, Hon. Chairman of the Council and the Hon. Deputy Chairman of the Council and their Coordinating Secretary, and Public Relations Officer and the limit of over time fees payable to the Office Employees are shown in the table below:

Details	Hon. Chief Minister	Hon. Ministers	Hon. Chairman of the Council	Hon. Vice Chairman of the Council	Personal Secretary to the Hon. Chief Minister	Personal Secretary to the Hon. Ministers	Co-ordinating Secretary	Public Relations Officer
Maximum Combined Allowance for Drivers(Days)	12	12	12	9	9	6	6	6
Maximum Overtime for Drivers (Hours)	200	200	200	125	125	100	100	100
Maximum Overtime for Office Employees(Hours)	60	60	60					

7.2 Whenever payment of Combined Allowance and Over time fees are paid to Drivers a certified copy of their running chart should be obtained and annexed to the claim, or filed as the case may be.

7.3 Whenever overtime is paid to the Office Employees a certified copy of the attendance register should be obtained and annexed to the claim.


 R. Wijaludchumi
 Chief Secretary
 Northern Province

Copy to:-Secretary to the Hon. Governor, N.P