

My No : EST-5/04/PCY/0041
Ministry of Public Administration,
Provincial Councils and Local Government
Independence Square
Colombo 07

27.06.2025

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

Revision of Salaries of the Public Service as per Budget Proposals 2025

Your attention is hereby drawn to the Public Administration Circular 10/2025 dated 25.03.2025 issued relevant to the above matter.

02. You are kindly informed that the following steps should be taken in relation to the calculation of language allowance in terms of the provisions of the said circular, the payment of allowances when a Public Officer is formally released from the public service to a service outside the public service based on the policies of the government and the payment of allowances for acting in a post and attending to the duties of a post.

2.1 Calculation of language allowance

The new salary incremental value (as per Schedule II) applicable from 01.04.2025, the date on which the payment of new salaries as per Public Administration Circular 10/2025 dated 25.03.2025 commences, should be applied to the salary increment relevant to the calculation of the language allowance to an officer entitled to language allowance. If the salary increment value changes on the salary increment date of the officer, the language allowance should also be revised accordingly.

2.2 Payment of allowances when a public officer is formally released from public service to a service outside the public service based on the policies of the government

If an officer, who has been formally released from the public service to a service outside the public service based on the policies of the government, is currently being paid any salary or allowance based on the salary of his substantive post and there is no specific reference to the allowances payable to him, then he can be paid the amount applicable to the substantive post as per Schedule III of Public Administration Circular 10/2025 dated 25.03.2025 and 25% of the salary specified in Schedule II relevant to that salary step as at the date on which the allowance is calculated.

2.3. Payment of allowances for acting in a post and attending to the duties of a post

In calculating the additional remuneration for acting in a post and the allowance for attending to the duties of a post as per the provisions of Section 12, Chapter VII of the Establishments Code for an officer appointed by the competent authority to act in a post or attend to the duties of a post in addition to the substantive post or on full-time basis, during the period from 01.04.2025 to 31.12.2026, the following calculations should be made using Schedule II and Schedule III of Public Administration Circular 10/2025 dated 25.03.2025.

2.3.1 When an officer is appointed to act in a post on full-time basis, the amount payable as additional remuneration for acting in a post should be determined as follows, subject to the limits stipulated in Section 12:6, Chapter VII of the Establishments Code.

I. The calculation of additional remuneration for acting in a post should be made as per the provisions of Section 12:5:1, Chapter VII of the Establishments Code, as follows.

Step 01			
Salary for acting in a post	=	<div>Initial salary of the substantive post as per Schedule II of P.A. Circular 10/2025</div> <div>2</div>	<div>Initial salary of acting post as per Schedule II of P.A. Circular 10/2025</div> <div>2</div>
Step 02			
Additional remuneration for acting in a post	=	Salary for acting in a post (Amount obtained from the calculation in Step 01)	- Salary of the substantive post as per Schedule II of P.A. Circular 10/2025
Step 03			
Amount that should be paid	=	Amount paid in respect of the substantive post as per Schedule III of P.A. Circular 10/2025	+ Additional remuneration for acting in a post (Amount in Step 02)

II. When paying the additional remuneration for acting in a post in terms of the provisions of Section 12:5:2, Chapter VII of the Establishments Code, the officer should be paid the amount payable as per Schedule III relevant to the substantive post with

an amount equal to two increments of the salary scale in Schedule II or the maximum salary of the salary scale in Schedule II entitled to the officer for the acting post, whichever is less.

III. When determining the additional remuneration for acting in a post in terms of the provisions of Section 12:5:3, Chapter VII of the Establishments Code, if the salary entitled to the officer for the substantive post as per Schedule II is less than the initial salary stipulated in Schedule II relevant to the acting post, the amount stipulated in Schedule III relevant to the initial salary stipulated in Schedule II of the acting post can be paid.

IV. When determining the remuneration for acting in a post in terms of the provisions of Section 12:5:4, Chapter VII of the Establishments Code, the officer should be paid 25% of the initial salary in the salary scale entitled to the officer for the acting post in accordance with Schedule II plus the amount payable in accordance with Schedule III in respect of his substantive post.

2.3.2 When paying the allowance for attending to the duties of a post as per the provisions of Section 12:3, Chapter VII of the Establishments Code, the officer should be paid an amount of 2/3 of the additional remuneration calculated and paid as per I, II, III or IV in 2.3.1 above, had he been appointed to act in the relevant post.

03. Further, you are kindly informed that since the provisions of the Establishments Code have not been revised by Public Administration Circular 10/2025 dated 25.03.2025, no revision has been made to the salary for acting in a post or allowance for attending to the duties of a post or rates to be paid as mentioned in Section 12, Chapter VII of the Establishments Code.

04. This circular letter is issued on the concurrence of the General Treasury.

Sgd./ S. Alokabandara
Secretary
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