

My No : EST-6/04/LON/0207  
Ministry of Public Administration,  
Provincial Councils and Local Government  
Independence Square  
Colombo 07.

10.12.2025

Secretaries to Ministries  
Chief Secretaries of Provinces  
Heads of Departments

### **Special Advance to Public Officers**

It has been decided that a special advance not exceeding Rs. 4000/- be paid annually to the following Public Officers.

- (a) All the Public Officers holding permanent posts.
- (b) Officers serving on temporary or casual basis with a continuous period of service of not less than three months immediately preceding the date of the payment of advance and with definite prospects of continuously being in service at least up to the end of the year in which the special advance is paid.

02. If this advance is to be paid to temporary or casual employees, a permanent employee in the Public Service should sign an agreement as a guarantor.

03. A Public Officer who has defaulted payment of installments on Special Bank Loans/ Special Advance drawn by him, if any, for the calendar years from 1977 up to the year prior to the year in which the special advance is paid, will not be eligible for special advance.

04. The payment of this advance should be commenced on the first of January every year and completed on the last day of the month of February of the respective year and no payment should be made after the said date. (Eg: The payment of special advance for year 2026 should be commenced on 01.01.2026 and completed on 28.02.2026)

05. This advance should be debited to “Advance to Public Officers Account - B”.

06. This advance should be recovered in ten equal monthly installments with 8% interest per annum. Accordingly, the equal monthly interest for a monthly installment of Rs.400/- in respect of the advance of Rs.4000/- is Rs.14.68. A proportionate monthly interest should be

recovered in respect of advance less than Rs.4000/- . When it is not possible to duly recover an installment, the relevant installment should be recovered together with the interest on the balance installment which was in arrears.

07. The recoveries made on account of this advance are exempted from the 40% or the 33<sup>1</sup>/<sub>3</sub> % limit, set out in Section 3, Chapter XXIV of the Establishments Code and Financial Regulation No: 238.

08. The installment of the initial amount to be recovered should be credited to the "Advance to Public Officers Account - B" from which these advances are paid. The interest to be recovered should be credited to revenue account Code No. 20.02.02.99 (interest other). Recoveries should be completed by the 31st of December every year.

09. These recoveries should not be mixed up with festival or other advances payable from "Advances to Public Officers Account".

10. A separate Register on Form C. C. 10 should be maintained for recording the payments, recovery of installments of initial amount and the equal monthly interest.

11. The maximum limit of expenditure on the Advance Account will not be allowed to be revised on this ground. In case when it becomes necessary to revise limits other than the above, action should be taken by the Heads of Departments in terms of Financial Regulations 503 and Public Enterprise Circular Letter No. 43 dated 11.09.1987 and the Circulars of the Department of National Budget.

12. The normal procedure should be followed in the recovery of advances paid from the Advance Account to an officer transferred to another place of work. The unpaid balance should be debited to the "Advance to Public Officers Account - B" and it should be settled by the Department from which the officer is transferred to the Department to which the officer is transferred, through the monthly account summaries. Thereafter, the remaining loan installments should continue to be recovered, ensuring the recovery of the total balance of advance by the end of December of the year.

13. In case where an officer, who obtained an advance under this scheme ceases employment, the Payments and Establishments Units of the respective institutions should ensure that the outstanding balance of advance (including equal interest) to be recovered from such employee, is recovered from his pension/ provident fund/ security/ gratuity or other monies payable to him or from his last month's salary if he is a temporary employee.

14. This advance is paid in addition to the loans/ advance paid under Chapter XXIV of the Establishment Code.

15. Applications for this advance should be prepared by the granting authority by making necessary revisions in the Specimen Application attached to the Public Administration Circular 268 dated 25.09.1984.

16. All the eligible officers in your Department/ Institution should be notified with regard to this circular.

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

Sgd/ S. Alokabandara

Secretary

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