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Ministry of Public Administration,  
Provincial Councils and Local Government  
Independence Square  
Colombo 07.

24.10.2025

Secretaries of Ministries  
Chief Secretaries of Provinces  
Heads of Departments

### **Payments made for serving as Members of Interview Boards and for Assisting Staff**

Your attention is drawn to Public Administration Circular No. 30/2017 dated 05.12.2017 issued on the above matter. The payments mentioned therein shall be revised as follows with effect from 01.10.2025

#### **02. Allowances for members of the Interview Board**

| <b>Interview Board</b>   | <b>Allowance</b>                                   |
|--|--|
| I. To each member of an interview board held to select candidates for appointment to Staff Grade Posts   | Rs.115/- in respect of each candidate interviewed. |
| II. To each member of an interview board held to select officers for promotion from one Grade to a higher Grade within a Staff Grade.                          | Rs.85/- in respect of each candidate interviewed.  |
| III. To each member of an interview board held to select candidates for appointment to a post in a non-Staff Grade or for promotions within a non-Staff Grade. | Rs.45/- in respect of each candidate interviewed   |
| IV. To each member of an interview board held to select candidates for appointment to a post in a Primary Grade or for promotion within a Primary Grade.       | Rs.25/- in respect of each candidate interviewed.  |

03. When making payments to members of interview boards held for appointing eligible officers to the post of head of a department in the public service, appointed by the Cabinet of Ministers, or to the post of Chief Executive Officer of public corporations, boards, statutory institutions or government-owned companies, an allowance of Rs.2,500/- per day may be paid to each member, deviating from the payments mentioned above.

04. If the total amount of allowance received by a member of the interview board held during a working day of the week is less than Rs.1,150/- when payments are made on the basis of piece-rate mentioned above, a payment of Rs.1,150/- per day may be paid to each member without making payments on piece rate basis.

05. In respect of interviews held on weekends or public holidays, the holiday pay entitled to the member of the interview board in terms of the provisions of Subsection 5.2 of Public Administration Circular 10/2025 dated 25.03.2025 subject to the provisions of Public Administration Circular 21/2013 dated 07.10.2013, may also be paid in addition to the payment made on the basis of piece rate mentioned in the second paragraph above. The provisions of Section 04 shall not be applicable to these officers.

#### **06. Allowances for the staff assisting the interview board**

An allowance may be paid as given below to the officers assisting the interview boards held on weekends and Public holidays. No allowance in addition to this allowance should be paid to these officers.

| <b>Category of Officers</b>   | <b>Maximum number of assisting staff to be included in an interview board</b> | <b>Maximum allowance per day</b>   |
|---|---|--|
| I. Staff Officers   | 01  | The holiday pay, entitled to them, in terms of the provisions of Subsection 5.2 of Public Administration Circular 10/2025 dated 25.03.2025 subject to the provisions of Public Administration Circular 21/2013 dated 07.10.2013 or Rs.2,100/-, whichever is higher |
| II. Development Officers/Management Service Officers or officers in Parallel Grades | 02  | The overtime allowance, entitled to them, subject to the existing provisions or Rs.1,200/-, whichever is higher, for the duration of the interview   |
| III. Office Employees' Service  | 01  | The overtime allowance, entitled to them, subject to the existing provisions or Rs.750/-, whichever is higher, for the duration of the interview   |
| IV. Drivers   | 01  | The overtime allowance, entitled to them, under the general provisions or Rs.750/-, whichever is higher  |

07. No additional allocations should be requested for this purpose in the year 2025.
08. This circular is issued with the concurrence of the General Treasury.

Sgd/ S. Alokabandara  
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