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உள்ளாட்டலுவல்கள் அமைச்சு
MINISTRY OF HOME AFFAIRS

නිදහස් වතුරගුය, කොළඹ 07
சுதந்திரச் சதுக்கம், கொழும்பு 07
Independence Square, Colombo 07

දිස්ත්‍රික් පාලන අංශය

மாவட்ட நிர்வாகப் பிரிவு

DISTRICT ADMINISTRATION DIVISION

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தொலைபேசி : 0115999618
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இணையத் தளம் : www.moha.gov.lk
Website :

මගේ අංකය : HAF 1/12/GR/II

ඔබේ අංකය :

දිනය : 2018.09.11

எனது இல :
My No :

உமது இல :
Your No :

திகதி :
Date :

Home Affairs Circular: 7/2018

All District Secretaries/Government Agents,

Entitlement to Overtime Allowance, Provision of Stationery and Transfers for the Development Officers attached to the Ministry of Home Affairs

You are kindly informed to take necessary action to provide overtime allowances for the Development Officers attached to District/Divisional secretariats under the Ministry of Home Affairs, subject to the following conditions.

- I. No overtime allowances should be paid to the Development Officers who have been assigned field duties.
- II. If Development Officers who have been assigned office duties on fulltime basis, perform office duties without engaging in field duties, on occasions where such officers are made to work overtime, overtime allowances could be paid to them under the provisions available under Chapter VIII of the Establishment Code.
- III. Any officer who is paid overtime allowances should not be paid Commuted Travelling allowance or any other allowance paid for field duties.

02. You are further informed that these allowances should only be applicable for the above mentioned activities; required provisions for such payments should be available within the institution and additional provisions for this purpose should not be requested from the General Treasury.

03. It is further informed to take necessary action to allocate the stationery requirements of the Development Officers attached to District/Divisional secretariats under this Ministry in a proper manner at District/Divisional level and to request necessary funds for that purpose through an annual estimate submitted to the Ministry.

04. The provision of above mentioned overtime allowances and stationeries have been submitted with the concurrence of the Director General, Department of Establishments.

05. Similarly, if there are Development Officers paid under this Ministry with the service period of five (05) years or more in one Grama Niladhari division or with a service period of five (05) years or more attached to District/Divisional secretariats (Administration, Accounts and Development divisions), you are kindly informed to consider the transfer requests of such officers and take necessary steps to provide them with suitable transfers relevant to District/Divisional secretariats and divisions.


S.T. Kodikara
Secretary
Ministry of Home Affairs