

Ministry of Finance and Planning  
Circular No. MF6/1/1/2010

My No.MF19/OR/NITF/18  
Ministry of Finance and Planning  
Colombo 01  
01.03.2010

To:- All Secretaries to Ministries  
Heads of Departments  
Chief Secretaries of Provincial Councils  
Heads of Local Govt. Institutions

**Govt. Officers Insurance Trust Fund (Agrahara) Improvement of Efficiency**

1. Under the Government officers Insurance Scheme, all officers of Government/Provincial Councils / Local Govt. Institutions are required to send a sum of Rs. 75/- each month from their salaries to the National Insurance Trust Fund as the monthly premium of their insurance but a comparison of the receipts of the Fund during the last period and the present number of officers serving in the Public Service has established that recoveries have not been made from each and every officer serving in the Public Service.
2. As such, it is hereby informed that, in order to calculate the contributions due and credit them to the National Insurance Trust Fund and also to computerize data relating to the officers who are making these payments, the following procedure should be followed w.e.f. 1<sup>st</sup> February , 2010.
  - 2.1. Whenever data pertaining to "Agrahara" deductions are entered for the first time in the "Remittance Standing Order" file in the software "Government Payroll System (GPS) which is being used at present for the payment of the salaries of Public Officers, the National Identity Card Number of each officer should be entered in the "Reference Number" column.
  - 2.2. Once the salaries are prepared using the GPS software, a cheque should be sent for the amount that should be remitted as Agrahara Payment and should be checked with the total given in the recovery list generated from the software to ascertain whether the totals tally and the cheque and the recovery list should be sent to the Fund.
  - 2.3. If, the National Identity Card Number is not reflected in the recovery list due to any omission it should be inserted by ink and initialled by a responsible officer. And also the correction should be made in the data base before processing salary for the following month.

- 2.4. If, for some unavoidable reason permanent government officers have to be paid their salaries by a special voucher, inclusion of the National Identity card number in the list sent along with the cheque should be ensured.
- 2.5. Each cheque should be crossed and should bear the endorsement "Account Payee Only" with validity for 60 days.
3. This course of action should be followed by all Provincial Councils and it is the responsibility of the Deputy Secretaries (Finance) of the Provincial councils to ensure that they do so.
4. The procedure to be followed by Local Govt. institutions will be notified later.
5. From the month of January 2010 on wards each application sent to the National Insurance Trust Fund to obtain insurance benefits should have the National Identity Card Number of the beneficiary and the number of the Cheque by which the recent installment was sent.
6. This procedure has to be followed to ensure that insurance benefits of all govt. officers are paid efficiently and effectively and if any beneficiary is denied his insurance benefits for failure to follow the above procedure, the heads of such institutions have to bear the responsibility.
7. Any further details regarding this matter could be obtained from Mr. N. G. Dayarathne, Director General, (Operations & Review) – Telephone No. 0112484958 or email [dayarathnan@terasury.gov.lk](mailto:dayarathnan@terasury.gov.lk) or Mr.W.A.K.S. Alwis , Assistant Director, Department of State Accounts (System and Training) Telephone – 0112484826 or e mail [kapilaa@sad.treasury.gov.lk](mailto:kapilaa@sad.treasury.gov.lk) or Mr. Kavindra Jayasinghe, Information Manager, National Insurance Trust Fund -Telephone No 0114873901-905 extension 204 or e mail [chairman@nif.lk](mailto:chairman@nif.lk).
8. This Circular is issued with the concurrence of the Director General of State Accounts.



Udaya R. Seneviratne  
Deputy Secretary to the Treasury  
Ministry of Finance and Planning

Copies to – 1. Auditor General  
2.Chairman, National Insurance Trust Fund.