



# මුදල් හා ජනමාධ්‍ය අමාත්‍යාංශය

## நிதி மற்றும் வெகுசன ஊடக அமைச்சு

### MINISTRY OF FINANCE AND MASS MEDIA

මහලේකම් කාර්යාලය, කොළඹ 01.  
ශ්‍රී ලංකාව

செயலகம், கொழும்பு 01.  
இலங்கை

The Secretariat, Colombo 01.  
Sri Lanka

කාර්යාලය - මුදල් } (+94)-11-2484500  
அலுவலகம் - நிதி } (+94)-11-2484600  
Office - Finance } (+94)-11-2484700  
කාර්යාලය - ජනමාධ්‍ය } (+94)-11-2513459  
அலுவலகம் - வெகுசன ஊடக } (+94)-11-2513498  
Office - Mass Media } (+94)-11-2512324

ලැකස් - මුදල් } (+94)-11-2449823  
பெக்ஸ் - நிதி } (+94)-11-2449823  
Fax - Finance } (+94)-11-2449823  
ලැකස් - ජනමාධ්‍ය } (+94)-11-2513458  
பெக்ஸ் - வெகுசன ஊடக } (+94)-11-2513458  
Fax - Mass Media } (+94)-11-2513458

වෙබ් අඩවි } www.treasury.gov.lk  
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මගේ අංකය } PE/COP/POLI/Circulars  
எனது இல. }  
My No. }

ඔබේ අංකය }  
உமது இல. }  
Your No. }

දිනය } 31 .07.2017  
திகதி }  
Date }

Public Enterprises Circular 01/2017

All Secretaries to Ministries,

Chairmen of Government Corporations, Statutory Boards and State Owned Companies,

### Special Loan Advances for the Officers of State Owned Enterprises (SOEs), Affected from Flash Flood, Flood and Landslides occurred in May of 2017

As specified in the Public Administration Circular No. 14/2017 dated 28<sup>th</sup> June 2017 to provide interest free loan facilities to the public officers affected from the flood and Landslide. Considering this facility, decision has been taken by the Government to grant an interest free Special Loan Advance to Officers of the SOEs who were affected due to Flash Flood, Flood and Landslides occurred as a result of the heavy rain reported in various areas all over the island during May 2017.

02. This Special Loan Advance equivalent to six folds of the basic monthly salary can be granted to the permanent officers subject to the recovery of the total amount by thirty six (36) equal monthly installments and an amount equivalent to three folds of monthly basic salary can be granted to officers serving on temporary or casual basis subject to the recovery of the total amount by eighteen (18) equal monthly installments, commencing from the month falls immediately after the month in which the loan advance was granted.
03. This loan is exempted from the limit of the aggregate of the monthly reduction which can be made from the salary.
04. In order to obtain this Special Loan Advance the respective officer should submit a request to the head of the Division of the SOE as per the format No. 01 attached

herewith which should be certified by the Divisional Secretary along with the recommendation of the Grama Niladhari of the relevant area.

05. The Head of the Division of the applicant should recommend the request for a special loan advance for the approval of the Chief Executive Officer/General Manager/Director General only if he is satisfied personally regarding the accuracy of the request certified by the Divisional Secretary.
06. This Special Loan Advance should strictly be granted to the officers who were affected by the Flash Flood, Flood and Landslides occurred in various areas of the island in May 2017 due to heavy rain.
07. The permanent officers of the Service are not required to produce guarantors for this Special Loan Advance. However, the officers who are serving on temporary or casual basis should provide an officer confirmed in the Service as a guarantor as per the format No.02 attached herewith in order to obtain this loan advance.
08. This Special Loan Advance should not be paid after 31.08.2017



R.H.S. Smarathunga  
Secretary to the Treasury

- Copy to:
01. Secretary to the President
  02. Auditor General
  03. Secretary, Ministry of the Public Enterprises Development

**Application for Special Loan Advance as per Public Enterprises Circular  
01/2017 for Officers of the SOEs who were affected by Flash Flood, Flood and  
Landslides**

**Occurred in May 2017 as a Result of Heavy Rain.**

01. Full Name of the Officer:.....

02. Post:.....

03. Name of Enterprises: .....

.....

04. Nature of the Appointment: Permanent  Temporary  Casual

05. (i) Date of Appointment to the Service of the Institution.....

(ii) Date of Confirmation in Service:.....

06. Address of the Service Station:.....

07. Personal Address :

Permanent:.....

.....

Temporary:.....

.....

08. Divisional Secretariat Division:.....

09. Nature of the disaster and particulars of the properties which were damaged:

.....

.....

.....

.....

.....

.....

.....  
.....

10. Particulars of the Members of the Officer's Family who were Affected

Name	Relationship with the Officer

11. Last Date Reported for Duty before the Disaster:.....

12. Date of Reported for Duty after the Disaster:.....

Date :.....

Signature of the Officer:.....

**13. Recommendation of the Grama Niladhari:**

Mr./Mrs./Ms. ....mentioned above is a permanent resident of my Grama Niladhari Division and I recommend payment of Special Loan Advance since the particulars submitted by him/her in relation to the disaster are true and correct.

Name :.....

Date :.....

Signature :.....

(Place the official stamp)

**14. Recommendation of the Divisional Secretary:**

I agree/ do not agree with the above recommendation. The payment of the Special Loan Advance is / is not recommended.

Date :.....

Signature :.....

(Place the official stamp)

**15. Recommendation of the Head of the Division:**

Basic Monthly Salary of the Officer:.....

Amount of the Special Loan Advance Payable:.....

I agree/ do not agree with the above recommendation. The payment of the Special Loan Advance is / is not recommended.

Date :.....

Signature .....

(Place the official stamp)

**16. Approval of the Head of the SOE:**

I approved/ do not approved payment of the Special Loan Advance of Rs .....to Mr./Mrs./Ms.....

Name :.....

Post :.....

Date :.....

Signature :.....

(Place the official stamp)

**Declaration of the Guarantor (This part is not applicable for permanent officers of the SOEs)**

I agree to pay the balance of the loan as at the date on which the recipient neglects the payment of loan, from my salary as agreed by the recipient, if the recipient neglects at any time the payment of the special loan advance.

01. Name of the Guarantor :.....

02. Current Post: :.....

03. Institution where the Guarantor is Serving at Present :.....

04. Date of Appointment to the Service :.....

05. Date of Confirmation in the Service :.....

06. The Period of Uninterrupted Service under the Institution :.....

07. The Amount for which the Guarantee is Placed:.....

08. Signature :.....

09. Date :.....

I hereby certify that the particulars furnished by the above guarantor is true and correct.

Date:.....

Signature and the official stamp of the Head of the Institution