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நிதி அமைச்சு
MINISTRY OF FINANCE

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செயலகம், கொழும்பு 01.
இலங்கை

The Secretariat, Colombo 01.
Sri Lanka

කාර්යාලය } (94)-11-2484500
அலுவலகம் } (94)-11-2484600
Office } (94)-11-2484700

ෆැක්ස් }
பெக்ஸ் } (94)-11-2449823
Fax }

වෙබ් අඩවිය }
වෙබ් සයිට් } www.treasury.gov.lk
Website }

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திகதி } 16.12.2016
Date }

Public Enterprises Circulars No. PED 05/2016

All Secretaries to Ministries, Chairmen of Government Corporations
and Fully Government Owned Companies,

Payment of Bonus to the Staff of Government Corporations and the Fully Government Owned Companies for the year 2016

01. Payment of Bonus

Payment of bonus to the employees of Government Corporations and Fully Government Owned Companies for the year 2016 has been approved by the Cabinet of Ministers at its Meeting held on 13th December 2016 as follows.

Classification of Institutions	Proposed Bonus
Government Corporations and Fully Government Owned Companies which have earned profits during the relevant financial year but, do not / did not pay any incentives based on attendance, performance or any other form of incentives.	Rs.15,000/-
Government Corporations and Fully Government Owned Companies which have earned profits during the relevant financial year and pay/ have paid incentives based on attendance, performance or any other form of incentives.	Rs.13,500/-
Government Corporations and Fully Government Owned Companies which have recorded a loss during the relevant financial year but, reduce the loss compared to the last financial year.	Rs. 5,000/-
Government Corporations and Fully Government Owned Companies which have recorded a loss during the previous financial year and failed to reduce the loss compared to the last financial year, on sympathetic grounds towards the staff of such institutions.	Rs. 2,000/-

02. Concurrence of the General Treasury

- 2.1 The concurrence of the General Treasury should be obtained prior to the payment of bonus to the employees of Government Corporations and Fully Government Owned Companies which have recorded a loss during the relevant financial year and the requests in this regard must be forwarded to the Department of Public Enterprises/ Department of National Budget along with recommendation of the Secretary of the respective Ministry.

03. The Procedure to be followed

- 3.1 When a mid- term allowance which can be considered as a bonus has been paid by any institution to its employees, it should be considered as an advance of the annual bonus paid at the end of the year unless the Cabinet of Ministers has granted a special approval to consider such payment as an additional bonus.
- 3.2. Approval of the Board of Directors or the Board of Management should be obtained, prior to the payment of annual bonus based on this circular. All the Government Corporations and Fully Government Owned Companies should be responsible to pay all the payments such as E.P.F (Employees Provident Fund), E.T.F. (Employees Trust Fund), Gratuity and PAYE (Pay As You Earn) under the relevant statutory provisions.
- 3.3. In order to make the payment of bonus as mentioned above, the annual accounts of the Government Corporations and Fully Government Owned Companies should have been submitted to the Auditor General on or before the due date as per the provision No. 6.5 of the Public Enterprises guidelines for good governance issued with the Circular No. PED 12 dated 2nd June 2003 by the Department of Public Enterprises and other instructions related to good governance of Public Enterprises, should have been dully adhered to.

04. Special Matters

- 4.1. Funds for the payment of bonus are not provided by the General Treasury.
- 4.2. The provisions of this circular shall not apply to the Government Corporations and Fully Government Owned Companies which pay salaries and other allowances under the collective agreements or any other similar memoranda of understanding.
- 4.3. Institutions which have deviated from the normal procedure with the relevant approval for the payment of bonus in previous years and intend to follow the same procedure this year too, should obtain prior approval of the General Treasury for the payment of such bonus for the year 2016.
- 4.4. Based on the criteria followed by each institution with regard to the payment of bonus in the previous year, bonus can be paid for the current year as well.

05. Clarifications.

If any further clarification is required with regard to the circular you are kindly informed to contact the Department of Public Enterprises.



R.H.S. Samaratunga
Secretary to the Treasury and
Secretary of Ministry of Finance

Copies:

1. Secretary to the President
2. Secretary to the Prime Minister
3. Secretary to the Cabinet of Ministers
4. Auditor General
5. Co-Chairmen, National Pay commission
6. Director General, Department of Management Services
7. Director General, Department of National Budget