

Public Administration Circular: 30/2017

My No: EST-7/ALOWN/06/0719/21 (VII)
Ministry of Public Administration
and Management
Independence Square
Colombo 07.

05.12.2017

Secretaries to 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 the Public Administration Circular 24/2008 dated 22.12.2008 issued with regard to the above matter. The payments stipulated in the said circular are amended as shown below with effect from 01.01.2018

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|-----|---|---|---|
| I | To each member of an interview board held to select candidates for appointment to Staff Grade Posts. | - | Rs.75.00 (seventy five) 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.55.00 (fifty five) 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.30.00 (thirty) 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.15.00 (fifteen) in respect of each candidate interviewed. |

02. 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.750.00 when payments are made on the basis of piece- rate mentioned above, a payment of Rs.750.00 per day could be paid to each member without making payments on piece-rate basis.

03. 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 Public Administration Circular 21/2013 dated 09.10.2013, could also be paid in addition to the payment made on the basis of piece- rate mentioned in first paragraph.

04. The members of interview boards entitled to the allowance mentioned in paragraph 03 above are not entitled to receive the allowance mentioned in paragraph 02.

05. Allowances for the staff assisting the interview board.

An allowance could 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.

	Category of Officers	Maximum number of assisting staff to be included in an interview board	Maximum allowance per day
I.	Staff Officers	01	The holiday pay in terms of the provisions of PA circular 21/2013 dated 09.10.2013 or Rs.1400/- (thousand four hundred)
II.	Public Management Assistants' Service or Parallel Grades	02	Rs.800/- (eight hundred)
III.	Office Employees' Service	01	Rs.500/- (five hundred)
IV.	Drivers	01	Rs.500/- (five hundred)

06. This circular is issued with the concurrence of the General Treasury.

Sgd/ J.J. Rathnasiri

Secretary

Ministry of Public Administration and Management