



தலைமைச் செயலாளர் செயலகம், கிழக்கு மாகாணம்
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Secretariat of the Chief Secretary, Eastern Province

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Provincial Treasury Circular No- PT/01/2015

All Secretaries,
Deputy Chief Secretaries,
Heads of Departments,
Eastern Province.

Provision of Communication Facilities for the Public Officer and Government Institutions and Settlement of Bills.

Your attention is drawn to the Public Finance Circular No. 03/2014 dated 30.12.2014

1. In terms of the Public Finance Circular No. 3/2014 of 30.12.2014, the limits of Telephone charges and Internet facilities within the revised maximum expenditure limit specified in the following table for the purpose of utilizing new trends in information and communication technology in performing their duties.

2. Accordingly, only official telephone bills of the officers within the maximum expenditure limits mentioned as per III (a) in the following table will be paid by the Provincial Council and a monthly allowance with the salary will be paid in accordance with the III (b) as per following table for the settlement of charges of official residential telephone, mobile phone and expenses related to internet communication by the officers on his own.

| I Category No | II Officers Category | III Maximum expenditure limits (inclusive of rental and all taxes) Rs. | |
|---------------------|--|---|--|
| | | (a) Official Telephone | (b) Allowance payable to the officer for Official Residential Telephone/ mobile Phone and Internet Connection |
| I | Chief Secretary | 5,000.00 | 10,000.00 |
| II | Secretaries and Deputy Chief Secretaries | 3,500.00 | 7,000.00 |
| III | Provincial Heads of Department and Officers in similar status (Eg. Director/ Chief Accountant in Class I post) | 2,500.00 | 5,000.00 |

| | | | |
|-----|--|----------|----------|
| IV | Local Heads of Departments and Officers of similar status (ZDE, RDHS, ACLG, Deputy Director, Chief Engineer etc) | 2,000.00 | 4,000.00 |
| V | Accountant, Assistant Director, Assistant Secretary, Assistant Commissioner and Officers in similar status | 2,000.00 | 2,000.00 |
| VI | Administrative Officer | 1,000.00 | 1,000.00 |
| VII | Non staff Officer in charge of divisions (as only approved by the Chief Secretary accordance with the service requirement) | 1,000.00 | No |

03. Instruction for Telephone facilities

- i. The measure should be taken to provide direct and internal telephone connections and fax facilities to a number of officers by using a telephone system instead of providing them separate telephones facilities is large in number. Following this system, the action can be taken to obtained discounts through making the payment by a single bill and settling the bills on capacity basis. The telephone system should be so arranged that charges for telephone calls taken by officers could be identified separately. Introduction of adequate control measure for the prevention of misuse of telephones is a responsibility of the Secretary/ Head of the Department as the Accounting Officer.
- ii. International Direct telephone facilities should only be provided to the Chief Secretary of Eastern Province on duty requirements.
- iii. In addition to the direct line facilities given to an officer, if calls have been obtained by him/ her through the Telephone Operator, the charges for such calls should also be included in the official expenditure limit of the officer as indicated in 02 III (a) of this circular.
- iv. All Heads of Ministries and Departments should take actions to transfer official residential telephones, which were provided under Government expenditure in terms of FR845, in the names of officers and a period of three months will be given for this purpose from the date of issue of this circular. After transferring the telephones in the name of officers, the settlement of such telephone bills should be personally made by relevant officers subject to the provisions of this circular. Actions should be taken as (v) below until the official residential telephone is transferred in the name of the officer concern.
- v. The bills are paid by the Government within the limit equal to 40% of an allowance related to each category of officers under above 02 III (b) for the bills of official residences provided and telephone expenses exceeding that limits should be recovered from the monthly salary of the officer. Accordingly, such officers are entitle to an amount equal to 60% of allowance allocated for the official residential telephone/ mobile phone and internet connection.

- vi. If an officer has taken leave in the Island or leave out of the Island with pay or no pay for a period more than one month, an allowance for residential and mobile telephones/ internet facility should not be paid within that period. However if an officer who has taken leave in the Island with pay for a period more than one month and actively participated in the duties, the Head of Department as the Accounting Officer can decide the payment of that officer's allowances for residential and mobile phone/ internet facility.
- vii. With the recommendation of the of the Secretary / Head of the Department, Chief Secretary can decide the payment of official telephone expenses related to a post of an officer who had been appointed as acting of another post in addition to his permanent post or an officer appointed for covering up duties. However when an officer is provided with an allowance under above 2 III (b), it should be paid under monthly maximum consolidated expenditure limits related to one post only.
- viii. The cost for purchasing equipment and accessories required for obtaining residential telephone, private mobile phone or internet facilities should be personally borne by the officer. These expenses should not be reimbursed by the Provincial Council.
- ix. Whenever possible, the usage of official e-mail address for every duty is a responsibility of the officers who belongs to paragraph 02 above. Residential and mobile phone numbers and one personal e-mail address of the officers who received allowance for telephone expenses should be given to the Heads of the Institute to put on the internet web page of the organization and such officers should maintain active telephone connections, and they should also use their own residential/ mobile phone and internet facilities adequately for the duties as per the requirement of duties. As an Accounting Officer, the Secretary/ Head of the Department should ensure that such officers use their telephone and internet facilities for carrying out the duties as required.
- x. The settlement of monthly official telephone bills should be made within the monthly communication facility limits allocated for the officers and if there is saving after monthly settlement of relevant bills, such savings could be used to settle the telephones expenses which exceed the stipulated limits within the same financial year. Such savings are not allowed to carry forward to next financial year.

04. General Instructions

- i. All officers are responsible for proper utilization of these facilities for performing duties for the purpose of carrying out the Government's responsibilities efficiently, effectively and diligently, since the expenses in relation to the telephone and internet facilities are incurred by the Government under this circular.

- ii. The post of “similar status” or “higher status” referred to I paragraph 02 of this circular should be interpreted according to the interpretations mentioned in the first chapter of the Establishment Code.
- iii. If an issue arises on determining ‘similar status” or “higher status” post for the purpose of this circular, it should be referred to the National Salaries and Cadre Commission.

The Ministries and Departments should manage the expenditure within the provision made available in the Annual Financial Statement and no additional funds will be provided. All Secretaries and Heads of Departments should comply with this circular instruction strictly from January-2015.

The Provincial Treasury Circular No. PT/20/2010 dated 29.12.2010 on this subject hereby cancelled and new telephone limits are effective from 01.01.2015.

S - W - D. M. S. Abeyagunawardena

D.M.S. Abeyagunawardena,
Chief Secretary,
Eastern Province

Copy to: Secretary to the Hon. Governor, EP.
Secretary to the Hon. Chief Minister- EP.
Chief Internal Auditor, EP
Assistant Auditor General, EP.