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 மொஹான் விஜேவிக்ரம  
 Mohan Wijewickrama  
 නැගෙනහිර පළාත් ආණ්ඩුකාරවර  
 கிழக்கு மாகாண ஆளுநர்  
 Governor of the Eastern Province



G/EPC/A/Memo

2012.11.01

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**Governor's Memorandum - 02 /2012**

**Payment of incentive allowance to the staff who are involved in issuance of motor vehicle revenue licenses attached to the Dept. of Motor Traffic of Eastern Provincial Council and Divisional Secretariats in the Eastern Province**

Following guidelines are set out for the payment of incentive allowance for the officers involved in issuance of motor vehicle revenue licenses attached to the Dept. of Motor Traffic of Eastern Provincial Council and Divisional Secretariats in the Eastern Province.

**1. Purpose**

This memorandum sets out the guidelines and directions in recommending and implementing an incentive payment scheme for public officers attached to Dept. of Motor Traffic (EPC) and Divisional Secretariats (EP) with a view to reward and motivate them in order to discharge their duties in respect of issuance of motor vehicle revenue licenses and related functions which are lawfully delegated to Provincial Councils.

**2. Eligibility**

The following officers/employees are eligible to receive the incentive payment.

1. Commissioner, Dept. of Motor Traffic, EPC
2. Programme Assistants attached to Divisional Secretariats who are under the administrative control of the Commissioner Department of Motor Traffic, EPC who perform the duty of issuing vehicle revenue licenses.
3. Programme Assistants, Management Assistants or other officers under the purview of central government and are involved in issuance of vehicle revenue licenses in Divisional Secretariats under the administrative control of the Divisional Secretary.
4. Officers involved in issuing motor vehicle revenue licenses and connected duties in the Dept. of Motor Traffic, EPC.
5. Chief Management Assistant performing duties related to issuance of motor vehicle revenue license in the Dept. of Motor Traffic, EPC.
6. Office labourers assisting in collecting, filing and storage of office documents related

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 ஆளுநர் செயலகம், உவர் மலை வீதி, திருக்கோணமலை.  
 Governor's Secretariat, Orr's Hill Road, Trincomalee.

කාර්යාලය, දුරකථන අංක  
 அலுவலகத் தொலைபேசி } 026-2222102  
 Office Telephone

ෆැක්ස්  
 பக்ஸ் } 026-2222320  
 Fax

නිල නිවස  
 வதிவிடம் } 026-2220012  
 Residence