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මොහුරාන් විජේවික්‍රම  
Mohan Wijewickrama  
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கிழக்கு மாகாண ஆளுநர்  
Governor of the Eastern Province



My No: G/EPC/A/Memo

21.03.2014

Chief Secretary, EP  
All Secretaries, EP  
All Deputy Chief Secretaries, EP  
All Heads of Departments, EP

### Governor's Memorandum 02/2014

#### Payment of Incentive to Legal Officers of the Eastern Provincial Council

With the view to motivate and utilize the Legal Officers' attached to Eastern Provincial Council to make appearances in Court Cases on behalf of the Eastern Provincial Council, an incentive plan has been introduced effective from 01.01.2014 in the Eastern Provincial Council.

Followings are the guidelines, which the officers involved in the process of payment shall comply with;

- 1) A Legal Officer must obtain written permission in the format **Annexure I** as prescribed from the respective Heads of Institution of the Legal Officer before he or she proceed with such appearances in Court cases.
- 2) At the end of every such appearance the Head of Institution must be reported the brief on the proceedings by the Legal Officer in the format **Annexure II** as prescribed.
- 3) The incentive payment shall be Rs. 3500.00 and Rs. 2000.00 to senior and Junior Legal Officers respectively for an appearance. The incentive payment entitled to be paid to a Legal Officer is however limited to a maximum of five (5) appearances per month.
- 4) The payment of Incentive shall be from the Votes of the Chief Secretary's Office and the payment be made by the Deputy Chief Secretary (Finance).
- 5) All claims for such payments shall be requested by the respective Legal Officers by way of duly furnished voucher and copy on the **Annexure I** and **II** attached hereto and submitted to Chief Secretary for his payment approval with the recommendation of the Head of Institution on whose behalf the appearances were made.

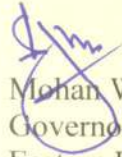
ආණ්ඩුකාර කාර්යාලය, ඕර්ස්හිල් පාර, ත්‍රිකුණාමලය  
ஆளுநர் செயலகம், உவர் மலை வீதி, திருகோணமலை.  
Governor's Secretariat, Orr's Hill Road, Trincomalee.

කාර්යාලය දුරකථන අංක  
அலுவலகத் தொலைபேசி } 026-2222102  
Office Telephone

ෆැක්ස්  
பக்ஸ் } 026-2222320  
Fax

හිල කිවය  
வதிவிடம் } 026-2220012  
Residence

- 6) The Incentive payments shall exclude the reimbursement of expenditure entitled by a Legal Officer in the form of travelling / subsistence.



Mohan Wijewickrama  
Governor  
Eastern Province

**MOHAN WIJEWICKRAMA**  
Governor  
Eastern Province

**Annexure I**

From:

Institution : .....

Name of Officer: .....

Date: .....

To: .....

.....

**Duty and Station Leave for Appearances in Court Cases**

Please be good enough to grant me duty and station leave for ..... days from .....to .....to enable me to make appearances in the following Court Cases;

S. No.	Date of Appearances	Name of Court & Case No. (s)	Whose behalf appearances are made Department / Ministry/Institution	For what
01.				
02.				
03.				

I will be back for duty on .....

.....

Legal Officer's Signature

My No.: .....

Approved / Not Approved

.....  
(Head of Institution)

**Copy to:**

01. Chief Secretary, Chief Secretary's Secretariat, EP
02. Respondents / Parties concerned

To be reported to: **Head of Institution**

Brief on the proceedings of a Court Case

<b>Case No. &amp; Court</b>		<b>Date of Proceedings</b>	
<b>Previously fixed for</b>			
<b>Brief on Proceedings of this date</b>			
<b>Next Step</b>			
<b>Next Date</b>			
<b>Observations</b>			

Date:.....

Signature: .....