



Ministry of Civil Service Affairs and Administrative Reforms

22 July, 2003

Ministry of Civil Service Affairs and Administrative Reforms  
Circular Letter No. 27 of 2003  
735/10/01 V10

From: Secretary for Public Service Affairs

To: Supervising Officers in charge of Ministries/Departments

**Uniforms Allowance for Financial Year 2003/2004**

The Pay Research Bureau has recommended at paragraph 15.12.16 of its 2003 Report that the following allowances be paid to officers eligible for uniforms for financial year 2003/2004 (Annex A):

**Category I**

- (i) A uniforms allowance of Rs 2500 to be paid to eligible officers whose nature of duties warrants a means of identification/authority for the purchase of all items of uniforms and for payment of tailoring fees;

**Category II**

- (ii) a uniforms allowance of Rs 2300 to eligible officers whose nature of duties requires them to wear uniform as and when the need arises; and

**Category III**

- (iii) a Rapid Wear and Tear allowance of Rs 2,200 to eligible officers whose nature of duties causes excessive wear and tear of clothing.

It would be appreciated if:

- (i) from the list of grades on the establishment of your Ministry/Department presently entitled to uniforms, you would determine, in consultation with the parties concerned, which of the grades should fall under one of the above categories;
- (ii) you would ensure that for Categories I & II:
- (a) prior to payment, the patterns, colour and materials of all items of uniforms are agreed upon and the officers concerned give a written undertaking as at Annex B;
- (b) all those eligible officers who fall under Category I wear their uniforms while on duty, and for Category II whenever required;

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