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Ministry of Civil Service Affairs and Administrative Reforms

27 September 2004

Circular Letter No. 51 of 2004
E/235/10/01 V10

From: Senior Chief Executive
To: Supervising Officers in charge of Ministries/Departments

Uniforms Allowance for Financial Year 2004/2005

It has been decided that the cash allowance to be paid for financial year 2004/2005, to each eligible officer, should be as follows:-

(i) **Category I**

A uniforms allowance (including cardigan) of Rs 2970 to be paid to eligible officers whose nature of duties warrants a means of identification/authority;

(ii) **Category II**

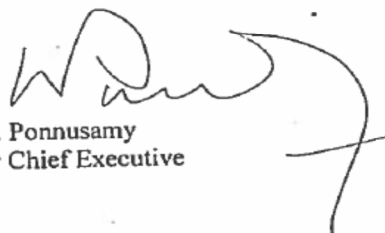
A uniforms allowance (including cardigan) of Rs 2760 to eligible officers whose nature of duties requires them to wear uniform as and when the need arises; and

(iii) **Category III**

A Rapid Wear and Tear allowance (including cardigan) of Rs 2660 to eligible officers whose nature of duties causes excessive wear and tear of clothing.

2. It would be appreciated if you would take appropriate action accordingly and ensure that for categories I and II, all those eligible officers who fall under Category I wear their uniforms while on duty, and for Category II whenever required. In this connection, an undertaking as at Annex should be signed by eligible officers prior to payment of the cash allowance.

3. As regards items of protective clothing/equipment, these should continue to be issued, where applicable. However, it should be ascertained that officers who are provided with protective clothing/equipment make use of same in the performance of their duties. The attention of the officers should be drawn to the need to wear the protective clothing/equipment provided to them and that cases of non compliance may be liable to disciplinary action.


K. Ponnusamy
Senior Chief Executive

Copy to: Secretary to Cabinet and Head of the Civil Service

Annex to Ministry of Civil Service Affairs and Administrative Reforms
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Category I/Category II*

I,

holding the post of

in the Ministry/Department

hereby request for the payment of an amount of Rs 2970/Rs 2760* as uniforms allowance for financial year 2004/2005 for the purchase of all items of uniforms and for tailoring fees for the making of my uniforms in accordance with the approved patterns, colour and materials.

2. I undertake to wear the uniforms while on duty/whenever required* failing which I may render myself liable to disciplinary action.

.....
Signature of officer

.....
Signature of Witness

Date:

*Delete where appropriate