

MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE  
AND INSTITUTIONAL REFORMS

31 May 2022

Ministry of Public Service, Administrative and Institutional Reforms  
Circular Note No 21 of 2022  
E/18/75/01 I

**From: Secretary for Public Service**

**To: Supervising Officers-in-charge of Ministries/Departments**

**Ad hoc Allowance and Allowance for performing additional duties to Confidential Secretaries**

The High Powered Committee has, at its meeting held on 05 May 2022, approved that the monthly ad hoc allowance payable to:

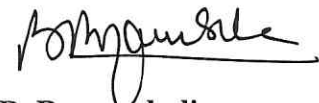
- (i) Confidential Secretaries posted to the office of Minister, Speaker, Leader of Opposition, Chief Government Whip, Parliamentary Private Secretaries and Deputy Speaker, for regularly working over and above their normal working hours be revised to **Rs 2250**, and
- (ii) Confidential Secretaries posted with Supervising Officers at the level of Permanent Secretary and above and who are also Accounting and Responsible Officers of Ministries/Departments and at the Cabinet Office be revised to **Rs 1890**.

The effective date of the revised allowance would be **01 January 2021**.

2. Confidential Secretaries posted with officers at the level of Permanent Secretary and above and who are not Accounting and Responsible Officers may be allowed to claim overtime, subject to a **maximum** of **Rs 1890** monthly.

3. Moreover, in the wake of the 2021 PRB Report, the allowance for performing additional duties payable to Confidential Secretaries should be equivalent to three increments at the point reached in their salary scale (i.e. equal to three times the last increment drawn).

4. In line with provisions made in the 2021 PRB Report at paragraph 40.52 and 40.55, the ad hoc allowance should be approved by this Ministry and the allowance for performing additional duties by the High Powered Committee.
5. Request for the grant of ad hoc allowance and allowance for performing additional duties to Confidential Secretaries should continue to be submitted in the Forms at Annex 1 and Annex II respectively.
6. You may wish to note that the ad hoc allowance recommended at Paragraph 40.52 and the allowance for performing additional duties recommended at Paragraph 40.55 are specific to Confidential Secretaries of the Civil Service as provided in Volume 2 Part 1 of the 2021 PRB Report under the relevant chapter for the Ministry of Public Service, Administrative & Institutional Reforms.
7. As regards Parastatal and other Statutory bodies, it rests upon the Board to look into the advisability of the payment of the ad hoc allowance and allowance for performing additional duties while being guided by the provisions made in the 2021 PRB Report.
8. Supervising Officers of Ministries/Departments are hereby requested to bring the content of this Circular to the attention of all officers concerned of their respective Ministry/Department as well as to Parastatal Bodies falling under their aegis.



**B. Boyramboli**  
**Secretary for Public Service**

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

ANNEX I

**Request for Payment of Ad Hoc Allowance in accordance with paragraph 40.52 of the 2021 PRB Report**

To be filled in by Officer in Charge of the Human Resource Section

**Confirmation by officer authorised by the Supervising Officer**

1. I certify that:-

- i) Mrs/Miss....., Confidential Secretary is posted with effect from..... with the Minister, Parliamentary Private Secretary, Supervising Officer of the level of Permanent Secretary and above who is the Accounting and Responsible Officer\* and at the Cabinet's Office of the Ministry/ Department..... ; and
- i) The Supervising Officer is **personally** fully satisfied that the officer, is regularly working over and above her normal working hours.

2. It is understood that the payment of the allowance should cease in case the above conditions are not satisfied.

Date: .....

Signature.....

Name.....

Designation.....

\*delete as appropriate

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**Decision of the Ministry of Public Service, Administrative and Institutional Reforms**

Grant of ad hoc allowance amounting to Rs.....

.....approved/ not approved\* with effect from.....

Date: .....

Signature.....

Name.....

Designation.....

\*delete as appropriate

**Request for Payment of Allowance for Performing Additional Duties such as General Administrative Work in accordance with paragraph 40.55 of the 2021 PRB Report**

To be filled in by Officer in Charge of the Human Resource Section

**Confirmation by officer authorised by the Supervising Officer**

1. I certify that:-

Mrs/Miss\* .....  
Confidential Secretary is posted

- i) with effect from..... to the office of Minister/  
Parliamentary/ Private Secretary/ Senior Chief Executive\* of Ministry/  
Department.....; and
- ii) The Supervising Officer is **personally** fully satisfied that the officer, in addition to her normal duties, is performing general administrative work, managing the office and meeting deadlines.

2. It is understood that the payment of the allowance should cease in case the above conditions are not satisfied.

Date: .....

Signature.....

Name.....

Designation.....

\*delete as appropriate

**Decision of the Ministry of Public Service, Administrative and Institutional Reforms**

Grant of allowance for performing additional duties amounting to Rs.....  
.....approved/ not approved\* with effect from.....

Date: .....

Signature.....

Name.....

Designation.....

\*delete as appropriate