

Annex A

Annex to Ministry of Public Service and Administrative Reforms

Circular Letter No. 79 of 2025

Undertaking to Wear Uniforms

Category I/Category II*

I,

NIC No.:

Holding the post of

in the Ministry/Department

hereby request for the payment of an amount of **Rs 5,770/ Rs 5,405*** as uniform allowance (excluding allowance for cardigan) for period January to December 2026 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.

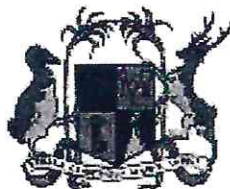
2. I undertake to wear the uniforms while on duty/whenever required* failing which I may render myself liable to disciplinary action as specified at paragraph 3.6.5(2) of the Human Resource Management Manual.

.....

Signature of officer

Date:

*Delete where appropriate



Annex B

Annex to Ministry of Public Service and Administrative Reforms

Circular Letter No. 79 of 2025

Undertaking to Wear Protective Clothing/Equipment

I,

NIC No.:

Holding the post of

in the Ministry/Department

acknowledge receipt of the following items of protective clothing/equipment:-

<u>Items</u>	<u>Type</u>	<u>Scale of issue</u>
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.....

2. I undertake to wear the above items of protective clothing/equipment while on duty, failing which I may render myself liable to disciplinary action as specified at paragraph 3.7.4 of the Human Resource Management Manual.

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Signature of officer

Date: