

**MINISTRY OF PUBLIC SERVICE AND ADMINISTRATIVE REFORMS**

**Date: 10 June 2026**

**Ministry of Public Service and Administrative Reforms**

**Circular Note No. 18 of 2026**

**E/18/75/01 I**

**From: Acting Senior Chief Executive, Ministry of Public Service and Administrative Reforms**

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


**Allowances payable to Confidential Secretaries**

In the wake of the implementation of the Pay Research Bureau Report 2026, the High-Powered Committee has, at its meeting held on 08 April 2026, approved that, as from **01 January 2026**, the monthly *ad hoc* allowances payable to Confidential Secretaries be as follows:

- (i) Confidential Secretaries posted to the office of Ministers, Speaker, Leader of the Opposition, Chief Government Whip, Junior Ministers, and Deputy Speaker and who have to regularly work over and above their normal working hours, be revised to **Rs 2,475**;
- (ii) Confidential Secretaries serving Supervising Officers, at the level of Permanent Secretary and above, who are vested with Accounting and Responsible Officers responsibilities for Ministries/Departments, and who have to regularly work over above their normal prescribed working hours in support of such officers, be revised to **Rs 2,100**; and
- (iii) Confidential Secretaries posted at the Cabinet Office and who have to regularly work over above their normal working hours, be revised to **Rs 2,100**.

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2. The High-Powered Committee has also approved that the monthly allowance of three increments, presently payable to Confidential Secretaries posted to the office of Ministers, Speaker, Leader of the Opposition, Chief Government Whip, Junior Ministers, Deputy Speaker and Senior Chief Executives and above and who are required, in addition to their normal duties, to perform general administrative work, manage the office and meet deadlines, be maintained.
3. 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 2,100** monthly.
4. The approval of this Ministry should continue to be sought for the payment of the abovementioned *ad hoc* allowances and allowance for performing additional duties to eligible Confidential Secretaries on the Forms at Annexes I and II respectively.
5. Supervising Officers of Ministries/Departments are hereby requested to bring the contents of this Circular to the attention of all officers concerned of their respective Ministries/Departments.

  
**S.D Gujadhur-Nowbuth (Mrs)**  
**Ag. Senior Chief Executive**

**Request for Payment of Ad Hoc Allowance in accordance with paragraph 39.29 of the 2026 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) Mr/Mrs/Miss.....Confidential Secretary with the Minister/ Speaker / Leader of the Opposition / Chief Government Whip/ Junior Minister/ Deputy Speaker / Supervising Officer of the level of Permanent Secretary and above who is the Accounting and Responsible Officer of the Ministry/Department.....and at the Cabinet Office\* and

ii) The Supervising Officer is **personally** fully satisfied that the officer is regularly working over and above his/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

**Decision of the Ministry of Public Service and Administrative 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 39.32 of the 2026 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:-

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

(i) with effect from.....to the office of  
Minister/ Speaker /Leader of the Opposition/ Chief Government Whip/  
Junior Minister/ Deputy Speaker/ Senior Chief Executive\* of  
Ministry/ Department ..... and

(ii) The Supervising Officer is **personally** fully satisfied that the officer, in addition to his/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 and Administrative Reforms**

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

Date: ..... Signature .....  
Name .....  
Designation.....

\*delete as appropriate