



Ministry of Civil Service and Administrative Reforms

05 September, 2006

Circular Letter No. 30 of 2006

E/235/10/01 V11

From: Supervising Officer, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c of Ministries/Departments

Uniforms Allowances for Financial Year 2006/2007

It has been decided that the cash allowance to be paid to officers eligible for uniforms for financial year 2006/2007 should be as follows:-

(i) Category I

A uniforms allowance (including cardigan) of Rs 3080 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 2870 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 2770 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 Category I all eligible officers wear their uniforms while on duty and for Category II the eligible officers do so whenever required. In that respect, an undertaking as per proforma at Annex should be signed by eligible officers prior to the payment of the cash allowance to them.

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

4. Please note that any additional expenditure involved in the payment of the above allowances should be contained within the allocated ceiling of your Ministry/ Department for financial year 2006/2007.


(P. Thugroo)
Supervising Officer

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

Annex to Ministry of Civil Service 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 3080/ Rs 2870* as uniforms allowance for financial year 2006/2007 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