

Public Administration Circular 22/93 (V) My No.EST/8/COMPT/02/3000/7
Ministry of Public Administration
and Home Affairs,
Independence Square,
Colombo 07
29th July, 2011

Secretaries to Ministries,
Chief Secretaries of Provincial Councils and
Heads of Departments

**Payment of compensation for Public Officers who suffer
injuries whilst on duty**

Your attention is drawn to Public Administration Circular No.22/93 dated 21.09.1993 on the above subject.

2. It has been decided to appoint an Appeal Board consisting of the following Officers to consider the appeals submitted regarding requests rejected by the Compensation Board which was appointed to decide on payment of compensation for Public Officers who suffer injuries as mentioned in Para 5 of the above Circular.

- i. Secretary, Ministry of Public Administration & Home Affairs (Chairman)
- ii. Director General of Pensions (Member)
- iii. Director General of Public Finance (Member)

3. The investigation report of the department which should be submitted as per provisions of Para 5 of the Circular mentioned in Para 1 one above shall be prepared by a Committee comprising of three Members and chaired by a Staff Officers.

4. In case where the accident has occurred whilst the officer was on his way to office or on his returning home after work, the following particulars should be included in the above report.

- a) The normal duty hours of the officer and the actual time of arrival and departure.
- b). The address from which the officer normally comes to office, the distance to the place where the accident has occurred, the way of traveling, the distance traveled and the time taken.(If the accident has occurred outside the normal route further clarifications thereto is necessary)
- c). Observations on the contents of the statements of the officer and the witnesses of the accident where possible.
- d). Whether prior approval has been obtained for working during the week end or on a Public Holiday if the accident has occurred on such a day.
- e). If the accident has occurred while driving a motor vehicle/other vehicle/ or riding a motor cycle whether the Driving /Riding License, Revenue License and Insurance Cover are available?

If the accident has occurred while the officer was on duty the following particulars should be included in the above report.

- a) Normal office hours of the officer and the time of his arrival
- b) Whether the accident has occurred while the officer was performing his routine work or engaged on a special duty assigned to him.
- c). Observations on the contents of the statements of the officer and the witnesses of the accident where possible.
- d). Whether prior approval has been obtained for working during the week end or on a Public Holiday if the accident has occurred on such a day.
- e). If the accident has occurred while driving a motor vehicle/other vehicle/or riding a Motor Cycle whether the Driving /Riding License, Revenue License and Insurance Cover are available?

Note: At such instances copies of the Attendance Register, Driving /Revenue License and Insurance Cover should be attached.

6. In the application submitted for compensation for accident, after Item No.01 of the application where the name of the applicant is to be written the National Identity Card of the applicant shall be written under No.01.01
7. The relevant application for compensation should be submitted to the Director General of Establishments within one year of the date of the accident. In case where the application for compensation is submitted beyond the prescribed period, a report from the Secretary of the Ministry should be submitted if the reasons for the delay can be justified and is personally satisfied with them.

Sgd./ P.B.Abeykoon,
Secretary
Ministry of Public Administration
and Home Affairs