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MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT

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 எனது இல. } DMS/CIR/ Allowances/2024
 My No. }

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 உமது இல. }
 Your No. }

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 திகதி } 16.10.2025
 Date }

Management Services Circular No.: 10/2025

Secretaries to All Ministries
 Chief Secretaries of Provincial Councils
 Chairman of Public Corporations, Statutory Boards
 and Fully Government Owned Companies

**Payment of Allowances to Resource Persons conducting Training Programmes,
 Seminars and Capacity Development Programs and other Similar Programmes
 organized by Public Corporations, Statutory Boards and
 Fully Government Owned Companies**

These circular instructions are issued with effect from 01.11.2025 in compliance with the Public Financial Management Act No. 44 of 2024, with the objective of paying allowances to the resource persons for their service at training programmes, seminars and other similar programmes conducted by Public Corporations, Statutory Boards and Fully Government Owned Companies, through a common methodology.

02. Allowances shall be paid as follows to officers of public institutions and to resource persons from the private sector who possess specialized knowledge and render their services as resource persons at the aforesaid programmes conducted by Public Corporations, Statutory Boards, and Fully Government-Owned Companies with due authority.

Category	Resource Persons	Approved Allowance (Per hour)
Category I	I. Senior Professors / Professors of a Recognized University.	Rs. 2,400/-
	II. Special Grade Officers of Sri Lanka Administrative Service and parallel All Island Services / Departmental Posts.	
	III. Officers in the HM 2-3, HM 2-2 and HM 2-1 Salary Groups at Senior Management Level of State Corporations, Statutory Boards and Fully Government Owned Companies.	
	IV. Lecturers from the Private Sector who possess recognized expertise in the relevant field and have not less than ten (10) years of proven professional experience.	Rs. 2,250/-

Category II	I. Senior Lecturers of a Recognized University.	Rs. 2,000/-
	II. Grade I Officers in the executive service category of the Sri Lanka Administrative Service and parallel All Island Services / Combined Services / Departmental Posts.	
	III. Officers in the HM 1-3, HM 1-2 and HM 1-1 Salary Groups Senior Management Level of State Corporations, Statutory Boards and Fully Government Owned Companies and Senior Officers in the AR 2 Salary Group of the Academic Research Service Categories.	
	IV. Lecturers from the Private Sector possessing not less than Ten (10) Years of Continuous Experience in the Relevant Field. (SLQF Level 10 - Master Degree, NVQ Level 7 - Degree)	
Category III	I. Lecturers of a Recognized University.	Rs.1,800/-
	II. Grade II Officers in the executive service category of Sri Lanka Administrative Service and parallel All Island Services / Combined Services / Departmental Posts.	
	III. Grade I in the MM 1-3, MM 1-2 and MM 1-1 Salary Groups at the Middle Management Level of State Corporations, Statutory Boards and Fully Government Owned Companies and Grade I Officers in the AR 1 Salary Group of the Academic Research Service Categories.	
Category IV	I. Probationary Lecturers of a Recognized University.	Rs.1,600/-
	II. Grade III Officers in the executive service category of Sri Lanka Administrative Service and parallel All Island Services / Combined Services / Departmental Posts.	
	III. Grade II Officers in the MM 1-3, MM 1-2 and MM 1-1 Salary Groups at the Middle Management Level of State Corporations, Statutory Boards and Fully Government Owned Companies and Grade II Officers in the AR 1 Salary Group of the Academic Research Service Categories.	
Category V	I. Resource Persons who do not belong to the above Categories but have qualified expertise and experience in the relevant field.	Rs.1,500/-
	II. Grade I/II/III Officers of the Sri Lanka Principals' Service	Rs. 1,400/-
	III. Teacher advisors	
	IV. Grade I Officers of the Sri Lanka Teachers Service	
	V. Graduates from a Recognized University	
	VI. Officers at Junior Level of JM 1-1, JM 2-1 Salary Groups	

03. "A Recognized University" in the above table means, a University recognized by the University Grants Commission.

04. The following conditions shall apply when paying allowances in the above manner.

Conditions

- I. The provisions of this circular shall apply with regard to the Resource Persons who provide resourcefulness in training programs, seminars and other similar programmes, and the provisions of this circular shall not be applied to programs conducted by an institution whose main function is to conduct teaching and training.
 - II. Allowances shall be paid only for a maximum of 03 hours per day for one Resource Person and allowances may be paid beyond the maximum period of 03 hours and up to a maximum of 06 hours only if it is not practical to complete the relevant lecture within the above period due to the group work and practical activities included in the lecture. However, the Head of the Institution must personally satisfy himself that the relevant conditions have been met and the lecture must have been completed within the relevant period.
 - III. When officers of the institution are engaged as Resource Persons, the above-mentioned allowances shall be payable only in respect of work that does not fall within their normal duties, and only if such work is performed outside their regular working hours.
 - IV. Where an institution conducts a training programme for its own officers during normal working hours, no resource allowance shall be paid to the officers of that institution serving as Internal Resource Persons. However, where such training programmes are conducted outside normal working hours, or where they are conducted for officers who are not attached to the said institution, the officers of that institution may be paid the prescribed resource allowance.
 - V. In deploying officers as Resource Persons, prior approval of the Head of the relevant institution shall be obtained, and such deployment shall be arranged in a manner that does not hinder the discharge of their normal official duties.
 - VI. No additional allowances shall be paid in respect of the above-mentioned tasks.
05. In the conduct of residential training programmes, seminars, and other similar programmes, where accommodation and meals are provided to participants, no fixed allowances shall be paid to such officers. However, where transport facilities are not provided, officers shall be entitled to claim travelling expenses in accordance with the prevailing provisions.
06. It shall be the responsibility of the Head of the Institution to obtain the necessary approval from the relevant competent authority for the conduct of training programmes, seminars, and other such activities, and for the engagement of suitable lecturers for the said purposes, and to ensure that such activities are carried out in a manner conducive to the effective functioning of the Government.

07. The approvals already granted for the payment of resource allowances shall remain valid only up to 31.10.2025 and action shall be taken strictly in accordance with the provisions of this Circular from 01.11.2025.
08. Any clarification or inquiry relating to the allowances referred to in this Circular, or to any other matter connected therewith, may be obtained from the Department of Management Services Telephone no. 011 – 2484757.

Sgd. / Dr. Harshana Suriyaperuma
Secretary to the Treasury and Ministry of
Finance, Planning and Economic Development

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