



SUPPLEMENT TO THE
**CEYLON GOVERNMENT
GAZETTE**

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Government Notifications
OVERSEAS SERVICE MINUTE

A Minute to establish the Overseas Service of Ceylon, and to prescribe terms and conditions of appointment to this Service (revised to date) is hereby published.

By Order of the Minister of External Affairs,

K. VAITHIANATHAN,
Permanent Secretary,
Ministry of External Affairs.

Colombo 1, June 15, 1950.

CHAPTER I

Minute on the Overseas Service of Ceylon

- I. (1) This minute may be cited as the Ceylon Overseas Service Minute of 1948.
I. (2) This minute shall apply to all members of the Overseas Service of Ceylon, and shall have effect notwithstanding anything to the contrary contained in any other rule or regulation applicable to the persons to whom this minute applies.
I. (3) In any matter for which no specific provision has been made in this minute, the provisions of the Financial or other Regulations of Government shall apply.

CHAPTER II

Composition of the Overseas Service

II. (1) The Overseas Service of Ceylon shall consist of the following three classes, members of which will be liable to serve in Ceylon or in a diplomatic consular or other post overseas as and when required:—

- (1) Class A—Administrative and higher officers.
- (2) Class B—Clerical and executive officers.
- (3) Class C—Minor employees.

II. (2) Appointments in the Overseas Service will be made in the following manner:—

- (a) in the case of Heads of Missions, by personal selection.
- (b) in the case of other appointments, by recruitment from among the public, by promotion, or by secondment of persons already in the Public Service, in accordance with regulations in force at the time.

II. (3) Promotions from one class or grade to another in the Overseas Service will depend entirely on merit and suitability, and will be conditional on officers passing the prescribed departmental examinations. The mere existence of a vacancy in a higher class or grade will not be entertained as the basis of a claim for promotion.

Promotion from Grade VII to Grade VI of the Overseas Service will be analogous to promotion from Class III to Class II of the Ceylon Civil Service. Such promotions will be considered only in exceptional cases where an officer in Grade VII is specially qualified for a vacant post in Grade VI. The officer who is promoted will in the first instance act for a period of one year from the date of such promotion and will not be confirmed in Grade VI or be entitled to receive any increment in that Grade until he passes the Departmental (First) Examination.

CHAPTER III

III. (1) The grades and rates of pay of members of Class A will be as follows:—

- Grade I—£3,000 per annum
- Grade II—£2,000—£2,500 per annum.

(Note—This is not an incremental scale, but merely a salary range. The salary, in this range, to be paid to a particular officer serving in a Grade II post will be determined by the Ministry of External Affairs, in consultation with the Treasury).

- Grade III—£1,000—£50—£1,550 per annum.
- Grade IV—£760—£40—£1,000—£50—£1,300 per annum (Departmental (Second) Examination).
- Grade V—£500—£40—£700 per annum
- Grade VI—£450—£40—£650 per annum (Departmental (First) Examination).
- Probationers—£400 per annum.
- Grade VII—£250—£25—£500 per annum.

(Note.—Except as otherwise specified, the salary scales provided for each scale will be "time-scales" within the grade itself; but there will be no such "time-scale" relation between the scales in one grade and those in the next higher grade.

III. (2) Probationers will be required during their period of two years' probation and before they can be confirmed in service, to pass the Departmental (First) Examination of scope and standard prescribed in Appendix "A".

Officers in Grade V of the Overseas Service, before they can be eligible for promotion to Grade IV, will be required to pass the Departmental (Second) Examination of scope and standard prescribed in Appendix "A".

III. (3) The following are the posts which will normally be held by officers in each Grade of the Overseas Services, but an officer may be appointed to any post irrespective of the Grade to which he belongs. In addition, the designation of any post will not be a criterion of the grade into which it should fall and it will be open to the Ministry of External Affairs, in consultation with the Treasury, to classify any Overseas Service Post in a grade considered appropriate to it:

Grade I	...	Heads of Major Missions.
Grade II	..	Heads of other Missions and Deputy Heads of Major Missions
Grade III	..	Heads of Minor Missions, Counsellors, Consuls-General, Senior Trade Commissioners, &c.
Grade IV	...	First Secretaries, Trade Commissioners, Consuls, Special Attaches, &c.
Grade V	...	Second Secretaries, Junior Trade Commissioners, Vice-Consuls, Information Officers, &c.
Grade VI	...	Third Secretaries, Personal Attaches, &c.
Grade VII	...	Staff Assistants, &c

III. (4) Public Officers seconded to the Overseas Service and members of the Clerical and Stenographers' services posted overseas will ordinarily receive the salaries of their substantive grade. Rates of pay of members in Class 'C' will be based on the wage scales of the country of assignment.

III. (5) All salaries provided in Pounds sterling under this minute will be payable in the currency of the country of assignment according to the current rate of exchange prevailing at the time. Allowances will ordinarily be prescribed in the currency of the country of assignment.

III. (6) If any question arises as to the salary or allowances to be paid to a particular officer and no provision exists either in this minute or in the ordinary Regulations of Government by which this salary or allowance may be determined, the Ministry of External Affairs will determine this salary or allowance in consultation with the Treasury.

CHAPTER IV

Allowances

Frais de Representation and Overseas Allowances

IV. (1) All officers in Classes A & B will receive an allowance when serving abroad, which, in the case of Heads of Missions will be termed "frais de representation", and in the case of other officers "overseas allowance".

IV. (2) The amount of the "frais de representation" or overseas allowance to be paid to an officer will be determined by the Ministry of External Affairs, in consultation with the Treasury, in the light of the conditions of the particular post in which the officer is serving (The allowances will be fixed for a married officer; an unmarried officer will in general draw 75 per cent. of the allowance assigned to a married officer in the same post.) This allowance will take into account, *inter alia*, the following items:—

- (a) local cost of living;
- (b) the equivalent of rent allowance normally paid to Government officers, where no official residence is provided;
- (c) representation expenditure, i.e., expenditure which, while optional to a private individual, is obligatory for a member of the Overseas Service resident abroad by virtue of his official position. This would include, among other things, expenditure on entertainment.

- (d) other expenditure which an officer serving abroad necessarily incurs over and above that of an officer of corresponding grade serving in Ceylon: Provided that where this allowance includes an element equivalent to rent allowance, and accommodation is provided for the officer by Government, a reasonable sum shall be deducted from this allowance as cost of the accommodation so provided.

IV. (3) "Frais de representation" and overseas allowance will not be subject to Ceylon Income Tax.

IV. (4) When an officer to whom an overseas allowance is assigned is absent from his post abroad, such allowance will be paid as prescribed below.

- (a) When an officer is detailed for temporary duty abroad for a period not exceeding 14 days he will retain the allowances of his post and draw subsistence allowance; when the period exceeds 14 days he will retain his allowances or draw the allowances attached to the new post, whichever is higher, but will draw no subsistence allowance. "Temporary duty abroad" will not include duty connected with a Special Mission as a delegate or member of a delegation representing Ceylon.
- (b) When the officer is on leave abroad for periods not exceeding 14 days he will retain his allowance, but will draw no subsistence allowance
- (c) When the leave abroad exceeds 14 days, but does not exceed two months, he will retain 75 per cent. of his allowance, if the officer is married, and 50 per cent. if unmarried.
- (d) When the leave exceeds two months, the proportion of the allowance, which he will retain, if any, will be determined by the Ministry of External Affairs in consultation with the Treasury.
- (e) When the officer is on leave in the country to which he is posted, he will retain his allowance in full for one month; thereafter the proportion of the allowance to be paid to him, if any, will be determined by the Ministry of External Affairs, in consultation with the Treasury.

Home Service Allowances

IV. (5) Officers in Class A of Grade III and above, who are recalled for service in Ceylon after a tour of service abroad, may be paid a Home Service allowance in such circumstances and of such an amount as the Ministry of External Affairs may, in consultation with the Treasury, determine.

IV. (6) The period during which this allowance may be paid to an individual will be limited to a maximum of 1 year.

Outfit Allowances

IV. (7) Officers of Classes A, B and C may, on appointment abroad to a temperate climate, be paid outfit allowances on the following scales:—

(The figures given being maxima)

	<i>Married Officer</i>	<i>Unmarried Officer</i>
<i>Class A.</i>		
Grades I and II	£200	£150
Grades III to VII	£150	£100
<i>Class B.</i>		
All grades	£125	£ 75
<i>Class C.</i>		
All grades	£ 75	£ 50

IV. (8) In the case of appointments abroad to non-temperate climates, the maximum allowance payable in each case, as detailed in Clause IV (7) above, will be reduced by 50 per cent.

IV. (9) Payment of this allowance will be subject to the production of a certificate that the sums claimed have actually been expended

IV. (10) An officer will not be paid this allowance more frequently than once during a period of 10 years, except as provided in Clause IV (11).

IV (11) When an officer has drawn the allowance permitted by Clause IV (8) and is, within a period of four years, transferred to a post in a temperate climate, he will draw only 50 per cent. of the allowance permitted by Clause IV (7). When, however, the transfer takes place after four years from the date of the payment of an allowance under Clause IV (8), he may draw the full allowance permitted by Clause IV (7).

IV. (12) For the purpose of Clauses IV (7) and IV (8), " temperate climate " shall be deemed to exist in the following countries:—

- (a) All countries in Europe North of Lat. 40°N.
- (b) All countries in Asia North of Lat. 35°N.
- (c) All countries in North America North of Lat. 35°N.
- (d) All countries in the Southern Hemisphere South of Lat. 30°S.

Subsistence Allowances

IV. (13) Subsistence allowance will be payable to an officer for each night which he spends away from his headquarters while on official duty or while travelling on such duty. In any case in which a married officer on duty in a country outside that to which he is posted is accompanied by his wife and family (if any), he will draw no subsistence allowance in respect of them, unless the express permission of the Ministry of External Affairs has been obtained for their accompanying him.

IV. (14) Subsistence allowance at the approved rates will be payable to an officer only for the first 28 nights spent away from headquarters, subject to an abatement of 25 per cent. after 28 nights' stay in any one place.

IV. (15) All rates of subsistence allowance will be reduced by 30 per cent., if free accommodation is provided; and by 60 per cent. if free messing and accommodation are provided.

IV. (16) Subsistence allowance will be payable to officers in Classes A and B, and to members of their families, where appropriate, at rates which will be prescribed, from time to time, by notifications issued under this clause. In any case in which an officer is entitled to draw subsistence allowance, only he and his wife will draw the full rate appropriate to his class; in respect of any member of his family over the age of 12 months he will draw one-half the full rate, and in respect of a servant one-fourth the full rate.

IV. (17) Officers in Class C will not be entitled to draw subsistence allowance, but will receive reimbursement of actual expenses incurred on such a scale as the Head of the Mission may consider appropriate; this amount will in no way exceed the rate of subsistence allowance drawn by an officer in Class B.

Travelling and Transport Allowances

IV. (18) Whenever an officer makes a journey on the public service, the amount of the fares by rail, ship, aircraft or motor car, as the case may be, for the journey in question by the approved route will be payable to him. The " approved route " means the standard route for the journey or the route approved for the particular journey in question, and includes the mode of transport. An officer travelling by a more expensive route may claim only expenses allowable for the approved route, while an officer travelling by a cheaper route may claim only actual expenses incurred.

IV. (19) A " journey on the public service " will include.

- (a) a journey on a special mission, tour or visit undertaken with the general or special authority of the Ministry of External Affairs;
- (b) a journey on first appointment or transfer; if the officer is on leave in another country at the time of his transfer, a journey not more expensive than a journey from Ceylon to his new post.

IV. (20) The amount of the fares by rail, ship, aircraft or motor car, as the case may be, by an approved route, will be payable to an officer serving overseas:

- (a) if he is proceeding from or returning to his post during leave taken after the completion of four years' service overseas; provided that when the leave is spent out of Ceylon, the special authority of the Ministry of External Affairs will be required for the payment of any expenses, and that in any case, the maximum payable will be limited to the cost of a journey to or from Ceylon by an approved route.
- (b) if he is retiring and is proceeding from his post to his place of retirement. If the journey to his place of retirement is more expensive than a journey to Ceylon, he will not be entitled to claim more than the cost of a journey by the approved route to Ceylon. Provided that if the retirement takes place in circumstances in which the officer is not granted a pension or gratuity, he may forfeit the right to claim any travelling expenses on retirement.

IV. (21) An officer who makes a journey in any of the cases referred to in Clause IV (19) (b) or Clause IV (20) (a) or (b), will be entitled to receive the amount of the fares, by the approved route, for members of his family as defined in Clause IV (22) below. In the case referred to in Clause IV (19) (a), he will only be entitled to receive the amount of the fares in respect of any person who accompanies him, with the express permission of the Ministry of External Affairs.

IV(22) For the purpose of these regulations, the " members of his family " shall include:

- (i) his wife;
- (ii) sons under 18 years of age and unmarried daughters residing with and dependent on their father.

Note.—In suitable cases, by special order of the Ministry of External Affairs, an unmarried or widowed officer may be permitted to take a sister or other near female relative at Government expense, as a member of his family, to act as hostess, where this is necessary for the proper performance of his duties.

IV. (23) When an officer dies abroad on service, leaving his family at his post, the amount of the fares of the members of his family to any other place will be payable up to the amount of the fares from the officer's post to Ceylon, provided the journey is actually undertaken.

IV. (24) An officer who makes a journey in any of the cases referred to in Clause IV (19) (b) or Clause IV (20) (a) or (b) will be entitled to receive the amount of the fares, by the approved route, for servants, within the limits specified in Clause IV (25) below.

IV. (25) The maximum number of servants in respect of whom fares may be claimed will be:

Class A.—Heads of Missions: 2 servants.
Other officers: 1 servant.

Class B.—Nil.

Class C.—Nil.

IV. (26) For the purpose of Clause IV (23) above, the family of the officer will include servants within the limits specified in Clause IV (25) above.

IV. (27) The class of accommodation in respect of which an officer will be entitled to claim fares, under the preceding Clauses, for himself, his family or his servants, will be the equivalent of that laid down in the Financial Regulations of the Ceylon Government.

IV. (28) Necessary expenses (such as taxi fares, fees for registration of luggage, portage, &c.), incidental to the journey in respect of which fares are payable under the preceding Clauses will be payable to an officer on his certificate that those expenses were actually and necessarily incurred.

IV. (29) When an officer is proceeding to his post on first appointment abroad or on transfer, or leaving his post on pension, or when an officer dies while serving abroad, the cost of transporting his personal effects by an approved route will be allowed up to such an amount as the Ministry of External Affairs may consider to be reasonable.

IV. (30) "Personal effects" means heavy luggage as opposed to ordinary travelling luggage, or furniture, and may include such things as clothes, household linen, books and small articles of decoration. It will not include such articles as pianos, radiograms, refrigerators, &c., or motor cars.

IV. (31) (a) When an officer is appointed, or transferred to a post, and is authorised to rent unfurnished accommodation, the cost of transporting his own furniture by an approved route to his post will be allowed, within the following limits:

Class A.—	Grades I—IV:	10 tons or 2,000 cu. ft.
	Grades V—VII.	4 tons or 800 cu. ft.
Class B.—		3 tons or 600 cu. ft.
Class C.—		1 ton or 200 cu. ft.

In all cases, an unmarried officer will be entitled to only 75 per cent. of the amount of furniture permitted to a married officer of corresponding rank.

(b) When an officer is permitted to transport his furniture under (a) above, but cannot immediately secure suitable unfurnished accommodation, he may be reimbursed actual storage charges for the furniture for a period not exceeding three months.

(c) When an officer is provided with an official residence which, though furnished, is not fully equipped, or when he rents a furnished residence which is not fully equipped, he may be allowed the cost of transporting by an approved route any essential articles of furniture which are not provided. The question of essentiality will be decided by the Ministry of External Affairs.

(d) When an officer who has been allowed to transport furniture under Clauses (a) or (c) above, leaves his post on retirement on pension or on appointment to Ceylon, or when an officer serving abroad dies, the cost of transporting his furniture by an approved route to Ceylon or the place of retirement may be allowed up to the limits as to quantity specified in Clause (a) above, and up to the limits as to cost of transport to Ceylon.

Packing Allowances

IV. (32) When an officer is proceeding to his post on first appointment abroad or on transfer, or leaving his post on pension, or when an officer dies while serving abroad, bona fide packing expenses may be claimed subject to the limits shown below:—

Furniture

Quantity of furniture allowed to be transported, Section IV (33)	Maximum No. of packages	Packing allowance
<i>Class "A".</i>		
Grades I to IV..	10 tons or 2,000 cubic feet .. 60 packages	Rs. 3,000 or £225
Grades V to VII	4 tons or 800 cubic feet . 24 do.	Rs. 1,200 or £90
<i>Class "B".</i>		
Clerical and Executive Officers	3 tons or 600 cubic feet . 18 do.	Rs. 900 or £67.10.0
<i>Class "C".</i>		
Minor Employees	1 ton or 200 cubic feet . 6 do.	Rs. 300 or £22.10.0

Payment will be made according to the actual weight of furniture transported at the rate of Rs. 150 or £11.5s. per 100 cu. ft. (equivalent in weight to $\frac{1}{2}$ ton).

	<i>Personal effects</i>	<i>Rs.</i>
<i>Class "A".</i>		
Grades I to IV up to a maximum of $1\frac{1}{2}$ tons		450
Grades V to VII up to a maximum of 1 ton		300
<i>Class "B".</i>		
Clerical and Executive Officers up to a maximum of 10 cwt.		150
<i>Class "C".</i>		
Minor Employees up to a maximum of 5 cwt.		75

Payment will be made only on the officer furnishing a certificate indicating the actual amount spent.

The rates quoted in this section are payable only to married officers. In the case of unmarried officers only 75 per cent. of the amount of packing allowance permitted to a married officer of corresponding rank is payable

IV. (33) (a) When an officer is permitted to transport by sea or air personal effects under Clause IV (29), or furniture under Clause IV (31) (a), (c) or (d), the reasonable cost of insuring during transit will be allowed up to the limits specified in Clause (b) below. This allowance for insurance will only cover the premium for additional risk involved in the removal. It will not provide for insurance in so far as risk is covered by the contract of removal, which is covered by the allowances for removal.

(b) The limits referred to in Clause (a) are.—

(i) in the case of furniture—Clause IV (31) (a)

The total value of the insured property shall not exceed:

	<i>Rs.</i>
<i>Class A.</i> —In the case of the Head of the Mission	30,000
In the case of officers in Grades II-IV	20,000
In the case of officers in Grade V-VII	15,000
<i>Class B.</i> —All officers	10,000
<i>Class C.</i> —All officers	3,000

In all cases the limit for unmarried officers will be 75 per cent. of that allowed for married officers

(ii) in the case of essential furniture—Clause IV (31) (c):

The total value of the insured property shall not exceed

	<i>Rs.</i>
<i>Class A.</i> —In the case of Heads of Missions	20,000
In the case of officers in Grades II-IV	15,000
In the case of officers in Grades V-VII	10,000
<i>Class B.</i> —All officers	7,500
<i>Class C.</i> —All officers	2,500

In all cases the limit for unmarried officers will be 75 per cent. of that allowed for married officers

(iii) in the case of personal effects—Clause IV (29).

The total value of the insured property shall not exceed

	Rs.
<i>Class A</i> —In the case of Heads of Missions	15,000
In the case of officers in grades II-IV	10,000
In the case of officers in grades V-VII	7,500
<i>Class B</i> .—All officers	5,000
<i>Class C</i> .—All officers	1,500

In all cases the limit allowed for unmarried officers will be 75 per cent. of that allowed for married officers.

IV. (34) Where an officer is appointed or transferred to a post at which it is necessary for the proper discharge of his duties that he should have his own motor car, and where the Ministry of External Affairs is satisfied that it is not possible for the officer to purchase a car locally on reasonable conditions, the cost of transporting a car from Ceylon or from his previous post by an approved route will be allowed.

Language Allowance

IV. (35) A language allowance of Rs 50 per month (taxable) will be payable to any officer in Class A of Grade III and below (excluding Heads of Missions) who is certified by a competent authority to have passed an examination in, and to possess a competent knowledge, for ordinary purposes, of any of the following languages:—

French,	Malay,
German,	Hindi and Urdu
Russian,	Gujerati,
Italian,	Burmese,
Spanish,	Chinese,
Dutch,	Japanese.

IV. (36) Members in Class A of the Overseas Service will be expected, whenever possible, to learn the language of the country in which they are posted.

IV. (37) Language allowance will be payable only while the officer holds a post in a country where the language, in respect of which he has been granted the allowance, is in current use.

Hotel Allowance

IV. (38) When an officer appointed to an overseas post is unable to secure private accommodation, and is compelled to live in an hotel, he may be paid an "Hotel Allowance", for a period not exceeding one month, on the following basis:

- (a) In the case of an officer entitled to free accommodation, the "lodging" portion of his hotel bill:
- (b) In the case of an officer not entitled to free accommodation, the difference between the "lodging" portion of his hotel bill and the normal rent he would pay for private accommodation. The "normal rent" for private accommodation will be determined by the Permanent Secretary to the Ministry of Defence and External Affairs, having regard to the officer's status and the cost of private accommodation.
- (c) No "Hotel allowance" is payable for any period during which an officer draws subsistence allowance.

Medical Allowance

IV (39) A Medical Aid Allowance up to a maximum of £100 per annum will be payable to an officer of the Overseas Service to meet the cost of medical expenses he may have to incur in respect of himself or any member of his family as defined in Clause IV (22): provided that the allowance will be paid only on production of a certificate from a duly qualified medical practitioner that the medical treatment was essential, and a certificate by the officer, counter-signed by the Head of the Mission, that the expenditure was actually incurred.

IV. (40) *General*.—(i) Except in the case of language allowances and travelling allowances, all other allowances payable under this Chapter will be subject to review periodically with a view to adjustment in terms of current cost of living.

(ii) All travelling allowances and outfit allowances provided for in this Chapter are payable on the general understanding that the officer completes a tour of service of 4 years in an overseas post. When the service in any particular post falls short of 4 years, for reasons personal to the officer, these allowances may be correspondingly reduced, each case being judged on its individual merits.

CHAPTER V

Leave

V. (1) The grant of leave to officers of the Overseas Service will be governed by the provisions of the relevant Financial Regulations of the Ceylon Government.

V. (2) Leave will be granted by the following authorities:—

(a) the Head of the Mission may grant officers in his Mission local leave for periods not exceeding 14 days.

(b) The Ministry of External Affairs, in all other cases.

V. (3) *Local leave*.—Officers serving abroad will be allowed casual or vacation leave to be spent locally up to the limits permitted by the Financial Regulations in their individual cases.

V. (4) *Overseas leave*.—The grant of leave to officers serving in Overseas posts to be spent in a country other than that to which they are posted, will be governed by the provisions of the Financial Regulations relating to the grant of leave to be spent out of the Island to officers serving in Ceylon.

V. (5) *Sick leave*.—The grant of leave on medical grounds is subject, in all cases, to the Ministry of External Affairs being satisfied that the officer to whom it is granted has a reasonable prospect of recovery, and is conditional on the production of a certificate by a duly qualified medical practitioner indicating the nature of the illness and the period estimated to be required for recovery.

CHAPTER VI

Discipline and Control

VI. (1) In all matters relating to the discipline, control, or conduct of members of the Overseas Service, the provisions of the Public Service Regulations, the Manual of Procedure and other regulations of the Ceylon Government shall apply.

VI. (2) The Ministry of External Affairs may, from time to time, make departmental orders to regulate the conduct of members of the Overseas Service in regard to any matter which is not provided for in this Minute.

VI. (3) No member of the Overseas Service may at any time engage in any activity which would in any way impair his usefulness as a member of the Service, or bring the Service into disrepute.

CHAPTER VII

Marriage and Divorce

VII. (1) Any officer of the Overseas Service who proposes to marry a person of a nationality other than his own, must notify the Ministry of External Affairs of his intention to do so. The Government of Ceylon reserves the right to inform the officer concerned, whenever the circumstances in their view necessitate this course, that he will have to resign, or, if the officer is a seconded officer, to revert to his substantive post.

VII. (2) If an officer of the Overseas Service becomes involved in a matrimonial suit which may, in the opinion of the Government of Ceylon, bring discredit upon him, or upon the Service, he may be called upon to resign, or if he is a seconded officer, be reverted to his substantive post.

CHAPTER VIII

Dress and Foreign Decorations

VIII. (1) The uniform to be worn by members in Class A of the Overseas Service will be laid down by the Permanent Secretary, Ministry of External Affairs, in the form of a departmental order.

VIII. (2) Members of the Overseas Service may not, without the special permission of the Government of Ceylon, accept or wear foreign medals or decorations. Such permission will not normally be given, except in the case of decorations conferred for distinguished service in the saving of human life.

VIII. (3) If the Head of a Foreign State presents a member with a decoration without having given any previous notice of the intention to do so, and the recipient cannot decline it without giving offence, he should make it clear that he will not be able to wear it without the permission of the Government of Ceylon. The grant of this permission must not be anticipated, and if it is refused, the most that the recipient may expect is permission to retain the decoration as a souvenir, not to be worn.

VIII. (4) In any case in which a member of the Overseas Service learns that the bestowal of a Foreign decoration on him is contemplated, the informant should be reminded of the desire of the Government of Ceylon to be consulted through the diplomatic channel before any decision is taken.

VIII. (5) The provisions of the above clauses in regard to the acceptance of Foreign medals or decorations will apply equally to the wives of members of the Overseas Service.

CHAPTER IX

Official Secrets and the Custody of Official Documents

IX (1) It is the duty of every officer of the Overseas Service to acquaint himself with the provisions of the laws at any time in force in Ceylon, relating to Official Secrets.

IX (2) Any offence under that law, when committed by a member of the Overseas Service, will be treated as a departmental offence, for which the member may be subjected to suitable penalties, irrespective of whether he is prosecuted criminally for the offence or not.

IX. (3) Negligence by a member of the Overseas Service in the custody, disposal or handling, of official documents, or in communicating confidential or secret information is a departmental offence.

IX. (4) Whether any particular information or a document is official and confidential (or secret) or not, will be decided by the Government of Ceylon.

IX. (5) Members of the Overseas Service shall, on the outbreak of war or other emergency, destroy official documents which are in their possession or custody in accordance with the instructions in force for such an eventuality. Except in cases of grave emergency, original or sale copies of documents should not be destroyed, without the authority of the Government of Ceylon, unless such documents cease to have any particular value or interest. Departmental orders will be issued from time to time regarding the destruction of documents.

IX. (6) Even after retirement, members of the Overseas Service remain subject to the law relating to Official Secrets, as regards all information and documents which were available to them while in service.

CHAPTER X

Confidential Reports on Officers

X. (1) Confidential reports in the form of Appendix ' B ' will be furnished annually to the Ministry of External Affairs on the work and character of all officers serving in Overseas Service posts by the Head of each Mission. This report should be forwarded to reach the Ministry not later than January 31 of the year succeeding that in respect of which the report is made.

X. (2) The reports will be prepared—

- (a) in the case of officers in Missions abroad, by the Head of the Mission;
- (b) in the case of officers of the Service, serving in Ceylon, by the Permanent Secretary himself

X. (3) The contents of these reports will not normally be divulged to the officer concerned unless the report is an adverse one; in which case the fact that such a communication has been made should be recorded.

APPENDIX ' A '

EXAMINATION FOR PROBATIONERS BEFORE PROMOTION OVER THE FIRST EFFICIENCY BAR
AND FOR OFFICERS IN GRADE V BEFORE THE SECOND EFFICIENCY BAR

1. First Examination

The examination will consist of two parts, and officers may sit for both parts together or for either part separately :

PART I—An examination, which will be the same as the quarterly examination for Cadets in the Ceylon Civil Service before promotion over their First Efficiency Bar, in the following subjects :—

- (i) Accounts
- (ii) History and Geography of Ceylon.

Full details of this Examination appear in the Minute on the Ceylon Civil Service.

PART II—Special papers on.—

- (i) Elementary Constitutional Law, International Law and Diplomatic Practice.
- (ii) World Affairs
- (iii) The Ceylon Overseas Service Minute, Codes, Cyphers, Security and office procedure.

Each paper on this part will be of two hours' duration and candidates will be required to obtain a minimum of 40 per cent of the total marks for a pass.

Note 1 —Questions on Constitutional Law will be confined to the principles of Parliamentary Government of the British model with particular reference to Ceylon's Constitution, and the Commonwealth of Nations, its origin and growth. Those on international Law will deal mainly with inter-state relationships and the rights and duties of States.

Note 2.—In regard to Codes, Cyphers and security, generally, candidates will be required to have a practical knowledge of the Codes and Cyphers in use in the Ministry and of the general principles of security in relation to classified documents and their treatment.

2. Second Examination

This examination will also consist of 2 parts, and Officers may sit for both parts together or for either part separately.

PART I—The examination, which will be the same as the quarterly examination for officers in Class II of the Ceylon Civil Service before promotion over the Second Efficiency Bar, in the following subjects :

- (i) Accounts
- (ii) The Manual of Procedure and the Public Service Regulations of the Ceylon Government.

Full details of this examination appear in the Minute on the Ceylon Civil Service.

PART II—An examination in the same subjects as in Part II of the First Examination, but of a higher standard.

Each of the three papers will be of two hours' duration and candidates will be required to obtain a minimum of 40 per cent in each paper and 50 per cent of the total marks for a pass.

3 Candidates desiring to sit for Part II of either the First or Second examination should notify the Ministry of External Affairs of their intention to do so at least two months before the examination which will be held quarterly (if there are candidates desiring to sit) at the same time as the Quarterly Civil Service Examination.

APPENDIX ' B '

FORM OF CONFIDENTIAL REPORT ON OFFICERS OF THE OVERSEAS SERVICE

Confidential Report on

Name of Officer: _____
 Present appointment: _____
 Date submitted: _____
 Period served under the Reporting Officer: _____
 Tact: _____
 Temper: _____
 Judgment: _____
 Self Reliance (This can be exaggerated to a fault): _____
 State of health: _____
 Sociability (Is he a " good mixer "): _____
 Linguistic ability. (Apart from foreign languages in which he has passed a formal examination, does he pick up foreign languages readily and use them freely): _____
 Discretion (ability to keep secrets): _____
 Personality (does he inspire respect): _____
 Industry: _____
 General ability (particularly in his work): _____

In the case of a married officer whose wife accompanies him, an indication should be given of any aspect of the wife's personality or behaviour which materially affects, favourably or unfavourably, the officer's value as a member of the Overseas Service: _____

General remarks, including, in the case of an officer who is due for promotion to a higher grade, an estimate of his fitness for such promotion: _____

NOTIFICATION ISSUED UNDER CLAUSE IV (16) OF THE CEYLON OVERSEAS SERVICE MINUTE

The following rates of subsistence allowance will be payable to Officers in Overseas Missions in the under-mentioned countries with effect from September 1, 1949:—

Grade of Officer	Europe (£)	U. K. (£)	U. S. A. \$	India (Rs. c.)	Australia (£ (A))
1. Head of Mission ..	3	2.10	15	25	2.10
2. £2,000-2,500 (Grade II O.S.)	2.10	2	15	25	2
3. £1,400-1,550 (Upper segment of Grade III)	2	1.10	12.50	22.50 25 (New Delhi)	1.10
4. £1,000-1,350 (Lower segment of Grade III and upper segment of Grade IV)	1 13.6	1.3.6	10	15	1.3.6
5. £250-960 (Lower segment of Grade IV and Grades V-VII)	1.10	1 0	10	15	1.0
6. Clerical Officers	1.5.0	15s	7.50	10	15s
7. Minor Employees: Reasonable expenses					

No Subsistence Allowance will be payable during a sea voyage or an air voyage.

Notes:

1. *Europe* includes Denmark, France, Holland, Italy, Norway, Sweden, Switzerland.
2. *U. S. A.* includes Canada.
3. *India* includes Pakistan.
4. *Australia* includes New Zealand.

POL.4/1/26,
 Senate Building,
 Colombo 1, August 22, 1949.

N. J. L. JANSZ,
 for Permanent Secretary,
 Ministry of Defence and External Affairs.