

Ministry of Public Administration,
Provincial Councils & Home Affairs,
Independence Square,
Colombo 7.

08th August, 1989.

To: All Secretaries to Ministries,
Heads of Departments and
Chairmen of Public Corporations.

Inquiries made by Members of Parliament/Provincial
Councils

Representations have been made that replies to Members of Parliament/Provincial Councils to the letters where inquiries made from Ministries, Govt. Departments and Public Corporations have not been provided adequately and promptly. Action should therefore be taken with regard to such matters in the manner as set out below.

1. When a letter regarding a matter coming within the purview of the respective Institution is received from a Member of Parliament/Provincial Councils such letter should be given priority and replied promptly.
11. When in instances, where such replies cannot be promptly sent, arrangements should be made to send an interim reply. Thereafter facts should be collected along with the data that might become necessary and action taken to send the reply immediately on receipt of such information.
111. Such letter should be referred to the person immediately to whom it is addressed to, and the reply sent either under his signature or using the device of counter-signature.
(e.g. when a letter is addressed to a Hon. Minister/to a Hon. State Minister, the matter should be referred to him for his attention, who will send replies direct. When a letter is received by a Secretary, a Head of Department, Chairman of a Corporation or other officer the letter should be replied by him or sent using the device of counter-signature.)
- 1V. A separate register should be maintained to record the receipt of letters from Members of Parliament/Provincial Councils, When such a letter is received the matter should be recorded, giving details of the date of receipt of the letter, date of interim reply sent, date on which the final reply sent and relevant File No. etc.

02. Please, bring the contents of this Circular to the notice of all officers in your office, for compliance.

~~(Cyril Gamage),~~
~~Secretary,~~
Ministry of Public Administration,
Provincial Councils & Home Affairs.