

Public Administration Circular No. 22/90

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

30 March 1990

To : All Secretaries to Ministries,
Chief Secretaries to Provincial Councils and
Heads of Departments.

Correspondence with the Public Service Commission
Disciplinary Matters.

Sections 8:1:1 and 8:2 of Chapter XLVIII of Part II of the Establishments Code is amended with effect from 14.02.1990 to read as follows:

“8:1:1 All important correspondence with the Commission or a Committee thereof should be signed by the Secretary in the case of a Ministry and by the Head of Department in the case of a Department. However, in cases where a Secretary to the State Minister has been appointed, the Secretary can authorize such a Secretary to the State Minister to sign such documents on behalf of the Secretary. In the case of the Ministry of Finance the Secretary can authorize the deputy Secretary to the Treasury to sign such documents on behalf of the Secretary”

“8:2 Where a Secretary or Head of Department is invited to attend a meeting of the Public Service Commission or Committee thereof, he should do so in person wherever possible. However in cases where a Secretary to the State Minister has been appointed, the Secretary can authorize such a Secretary to the State Minister to attend such a meeting on behalf of the Secretary. In the case of the Ministry of Finance the Secretary can authorize the Deputy Secretary to the Treasury to attend such a meeting on behalf of the Secretary.”

Sgd. P.N.M. Fernando
Secretary
Ministry of Public Administration,
Provincial Councils & Home Affairs,