

Public Administration Circular No. 05/99

My No. ආ/IV/2/9/361/8(H)1/1  
Ministry of Public Administration, Home  
Affairs and Plantation Industries,  
Independence Square,  
Colombo - 07.

16 February, 1999.

To All Secretaries  
Chief Secretaries of Provincial Councils, and  
Heads of Departments

**List of Names of Disciplinary Inquiry Officers**

The Government has decided that a Public Officer who wishes to serve as a Disciplinary Inquiry Officer and who is competent in this work should be afforded an early opportunity to function as a Disciplinary Inquiry Officer as from the very early stage of his retirement.

02. Accordingly, provision has been made to enable such an officer retiring from the Public Service to be enrolled as a Disciplinary Inquiry Officer on an application made by him and recommended by the Head of Department where he served last and by the Secretary of the Ministry concerned.

03. Please take steps to send me the annexed forms which you will be receiving duly completed together with your recommendations for my consideration.

04. The updated list of Disciplinary Inquiry Officers newly enrolled will be sent to you once in three months.

(K.P.R. Gunatilake)  
Actg. Secretary,  
Ministry of Public Administration, Home  
Affairs and Plantation Industries.

**Enrollment of disciplinary Inquiry Officers**

01. Name with initials :-  
Names denoted by initials :-
02. Postal Address/Private :-
03. Residential District :-
04. Private Telephone No. if available :-
05. Date of Birth :-
06. National Identity Card No. :-
07. Post last held in the Public Service :-
08. (a) The Department served last for the last time :-  
(b) Ministry concerned :-
09. Service and Grade :-  
(Whether S.L.A.S./S.L.Ac.S./G.C.S. Supra Grade)
10. Annual Consolidated Salary last received :-
11. Date of retirement:-
12. Language Medium in which Disciplinary Inquiries can be conducted :-  
(Sinhala/English/Tamil)
13. District/Districts where Disciplinary Inquiries can be held :-
14. Experience in conducting Disciplinary Inquiries :-
15. Whether subjected to any Disciplinary punishment while in service:-

I certify that the information given above is correct. In the event of my being selected as a Disciplinary Inquiry Officer, I undertake not to function as a Prosecuting officer or as a Defending Officer in terms of the conditions laid down in Public Administration Circular No. 14/96, and in terms of the conditions that may be laid down by the Government from time to time. I also undertake to hand over to the Disciplinary Authority within 3 weeks of the completion of the inquiry my report together with all the documents relating to the disciplinary inquiry.

.....  
Signature of Applicant.

Date :-

**Recommendation of the Head of Department**

I certify that the above information is correct, and I recommend the application of Mr./Mrs./Miss. .... who/is due to retire/has retired from the Public Service on ..... 199 /

Date :- .....

.....  
Signature of the Head of Department

**Recommendation of the Secretary of the Ministry concerned**

Secretary/Public Administration

I agree/do not agree with the above recommendation.

.....  
Signature of the Secretary

Ministry :- .....

Date :- .....