

**Public Administration Circular 2/2001(1)**

My No:E/IV/2/9/361/8(H)III/III  
Ministry of Public Administration, Home  
Affairs, Provincial Councils, Local Government  
and Southern Development  
Independence Square  
Colombo 07

11<sup>th</sup> October, 2001.

Secretaries of Ministries  
Chief Secretaries of Provincial Councils  
and Heads of Departments

**List of names of Disciplinary Inquiry Officers  
under Sub Section 19:5 Chapter XLVIII of the  
Establishments Code**

Officers who retire from the Public Service can serve as Disciplinary Inquiry Officers after getting their names included in the pool of Disciplinary Inquiry Officers maintained by the Secretary to the Ministry in charge of the subject of Public Administration in terms of Sub Section 19:5 Chapter XLVIII of the Establishments Code, provided they are qualified to serve in such capacity.

02. In terms of the Establishments Code, retired Public Officers who have served for ten years or more as staff grade officers are eligible to apply. Those who are interested should make their applications in the attached format and forward to me through the Head of the Departments where they have served last, along with the recommendations of the Secretary to the relevant Ministry/Chief Secretary.

03. Officers who intend to get registered in this pool after retirement may be informed to make their applications in the enclosed form.

04. The list of names of qualified Disciplinary Inquiry Officers will be issued by me from time to time after scrutinizing the relevant applications.

**Sgd./M.N. Junaid**  
**Secretary**  
**Ministry of Public Administration, Home Affairs,**  
**Provincial Councils, Local Govt. & Southern Development**

**Application for the Panel of Disciplinary  
Inquiry Officer**

01. Name with initials :- .....
- Names denoted by initials :-.....
02. Private Address :- .....
03. Residential District :- .....
04. Private Telephone No.(if on the telephone) :- .....
05. Date of Birth :-.....
06. National Identity Card No :-.....
07. The last post held in the Public Service :-.....
08. (a) The Department where the officer served for the last time :-.....
- (b) The relevant Ministry :-.....
- (c) The period of Service as a Staff Officer :-.....  
(a period of 10 years service as a staff officer is required)
- | <u>Post</u>     | <u>Period</u> | <u>Month</u> |
|-----------------|---------------|--------------|
|                 | <u>Year</u>   |              |
| 1. ....         | .....         | .....        |
| 2. ....         | .....         | .....        |
| 3. ....         | .....         | .....        |
| 4. ....         | .....         | .....        |
| 5. Total period | .....         | .....        |
09. The Service Grade to which the officer belonged:-.....  
such as SLAS/S.L.Accts/GCS Supra Grade)
10. The annual consolidated salary drawn for the last time :-.....
11. Date of retirement :-.....
12. The Language Medium in which Disciplinary Inquires can be conducted  
(Sinhala/English/Tamil) :- .....
13. The District/Districts where Disciplinary Inquires can be conducted:-.....
14. Experience in conducting Disciplinary Inquires :-.....
15. Whether any Disciplinary punishment has been imposed during the service:.....

I certify that the above particulars are correct.

I promise that in the event of my selection as a Disciplinary Inquiry Officer, I will abide by the conditions laid down in Part II of the Establishments Code which came into force from 01<sup>st</sup> November, 1999 and other conditions that may be laid down by the Government from time to time. I further undertake to hand over to the relevant Disciplinary authority my report together with all the documents relating to the Disciplinary Inquiry within 03 weeks of the conclusion of the Disciplinary Inquiry.

Date:.....

.....  
Signature of applicant

**Recommendations of the Head of the Department**

I hereby certify that the particulars given in the above application submitted by Mr./Mrs/Miss ..... are correct that the applicant has completed/ not completed 10 years service as a staff officer, and that he/she is due to retire/has retired from the Public Service on..... I recommend and forward the application of Mr/Mrs/Miss.....

Date:-

.....

**Signature of the Head of the Department**

**Recommendations of the Secretary of the Relevant Ministry**

Secretary  
Ministry of Public Administration, Home Affairs,  
Provincial Councils, Local Government &  
Southern Development.

I concur/do not concur with the above recommendations.

Date: .....

.....

**Signature of the Secretary**

**Ministry :-** .....

.....

.....