

Public Administration Circular No. 01/2004

My No: E/III/2/3-3
Ministry of Public Administration,
Management and Reforms
Independence Square
Colombo 07.
27th February, 2004

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

**Personnel for the Conducting of the Parliamentary Elections
and North-Western Provincial Council Elections - 2004**

It is essential that the Commissioner of Elections and the Returning Officers have the services of the entirety of the Public Service including the Provincial Public Service available to them for the conducting of the Parliamentary Elections to be held on 2nd April 2004. Besides the officers initially identified for election duty, other officers should also stand by for deployment in the event of their services being required.

02. The officials identified for duties of the North-Western Provincial Council Elections to be held at the end of April 2004 should also stand by for deployment.

03. Therefore the following steps have to be taken.

- (a) Leave should not be granted to any officer in the Public Service including the Provincial Public Service during the period from 08.03.2004 to 06.04.2004. Any leave already granted for this period stands cancelled. The Secretary to the relevant Ministry or the Chief Secretary to the Provincial Council should personally decide on granting of leave in very exceptional and personal circumstances such as illness.
- (b) Above restrictions will be applicable upto 30.04.2004 in respect of officers identified for duties of the North-Western Provincial Council Elections.
- (c) All Ministries and Provincial Councils should ensure that all official engagements including negotiations with visiting Foreign Missions, seminars, conferences and training programmes are scheduled in such a way that it does not disturb the deployment of officers on election duty during the above-mentioned period.
- (d) Where leave for a short period such as one or two days is required for a very essential personal matter such leave can be approved by the Head of the Department at his discretion in such a way that it will not stand in the way of receiving election appointment letters, postal voting and participating in instruction classes.
- (e) Transfers of public officers should be suspended for the period from 08.03.2004 to 30.04.2004.

04. This Circular is issued in consultation with the Commissioner of Elections.

Sgd./ **S.C.Mannapperuma**
Secretary
Ministry of Public Administration,
Management & Reforms