

My No: EST -7/WARNT/07/1010
Ministry of Public Administration and
Home Affairs
Independence Square
Colombo 07

21.11.2013

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

Revision of Sub - Sections 2:5, 2:6 and 2:7 of Chapter XVI of the Establishments Code

Your attention is drawn to Section 02 of Chapter XVI of the Establishments Code.

02. It has been decided at the meeting of the cabinet ministers held on 03.10.2013 to revise the Sub - Section 2:5, 2:6 and 2:7 of the above chapter in the following manner.

2:5 Each warrant should specify the date of travel; the interval between the date of issue and the date of travel should not exceed 30 days subject to the exception in Sub - Section 2:7.

2:6 A warrant may, however, be utilized within a period of 14 days before or after the “date of travel” specified in the warrant.

2:7 Where accommodation can be reserved in advance (i.e., in a sleeping car, observation saloon, air conditioned coach, etc.) a warrant issued for the returned trip of a journey may specify a date of travel which is not later than the 45th day from the date of issue, to enable the holder to reserve accommodation for the return trip at the time he reserves accommodation for the outward trip.

Sgd/ P.B. Abeykoon

Secretary

Ministry of Public Administration and Home Affairs