

Public Administration Circular Letter : 07/2017

My No: EST-1/CIRL/03/0001
Ministry of Public Administration
and Management
Independence Square
Colombo 07.

11.12.2017

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

**Entrusting of Official Responsibilities and Handing Over of Documents in
Proper Manner**

Reference the observations made in the First Report of the Public Accounts Committee published in Parliamentary Publications 99 of the First Session of the 8th Parliament on the above matter.

02. It has been pointed out by the above observation that the official documents and duties are not handed over properly to the new officers in transferring process of public officers and it has resulted in problematic situations such as the inability to answer for audit queries, the lack of knowledge on the functions of the institutions and the difficulties in rectification of malpractices in the institutions.

03. Further, I have been reported that the inventories and the balances of physical stocks are not handed over properly to new officers at the instances where an officer in charge of the inventory is transferred and there are discrepancies among the inventories and physical stocks.

04. Therefore, it is informed to prepare a proper methodology which is applicable for the relevant institution to hand over the files following the guidelines mentioned below for the purpose of handing over and taking over of official files as well as inventory items whenever an officer is transferred.

- I. Whenever a transferred officer assumes duties after assignment of his/ her duties, such officer should see to receive following files/ reports from the relevant officer in charge of the subject/ head of the branch/ administrative officer in accurate and formal way.
 - Registers on subject files (which are still functioning and old files) along with functioning files
 - Registers on the letters which are received (which are still functioning and old files)
 - Register on the letters to be attended, the letters of which the matters have not been concluded and the letters which are in process

- Register on files which have been sent to the record room
 - Register on the files which were in process at the time of transfer
 - Register on reports which are to be received and sent
 - Register on index cards
 - Subject related reference files (circular file, file on precedence, files on reports, files on instructions)
 - Call up diary
 - Register on updated index (wherever necessary)
 - Register on the items which are under the custody of the officer
- II. The officer in charge of the subject should prepare the list of files and items to be handed over by him/her in triplicate and then one of the copies should be handed over to the Staff Officer in charge of the division/ unit after signing the same to the effect that they are handed over correctly and received by both officers, who hand over and receive them.
- III. The officer who assumes duties/ subject should further maintain the register on subject files and whenever a new file is opened he/ she should continue the series of reference numbers of his predecessor in accordance with the register on files.
- IV. Whenever an officer in charge of the inventory is transferred, he/ she should physically verify the stocks in accordance with the updated inventory under the officer's custody and then it should be handed over in writing to an officer nominated on the approval of the relevant Staff Officer.
- In case where any deficit is observed in the verification, the respective Heads of the Institutions should take action in terms of the relevant Financial Regulations and also to release the officer in charge of the inventory only on completion of relevant handing over and receiving of items in the proper manner.
- V. Whenever, the officer is transferred, such officer should hand over the inventory items issued to such officer and obtained a written confirmation to the effect that they are handed over properly to the stores. Further, action should be taken to receive properly the official stamps/ official identity cards issued to the transferred officer.
05. This circular is issued with the concurrence of the General Treasury.

Sdg:/ J.J. Rathnasiri
Secretary
Ministry of Public Administration and Management