

29.12.2017

Secretaries to Ministries  
Chief Secretaries of Provinces  
Heads of Departments

### **List of Public Administration Circulars issued in 2017**

List of Public Administration Circulars issued during the year 2017 are as follows.

02. Accordingly action may be taken in accordance with the revised provisions, by making necessary entries in the Establishments Code/Circulars.

#### **Public Administration Circulars**

	<b>Circular No</b>	<b>Date</b>	<b>Subject</b>	<b>Reference</b>
01	01/2017	25.01.2017	Sports and Physical Wellness Promotion National Week - February 06-12, 2017	-
02	02/2017	17.02.2017	Reimbursement of paid Ticket Fee for travelling by Expressways	-
03	03/2017	17.02.2017	Public Administration Circulars issued amending the provisions of the Establishments Code - 2016	-
04	04/2017	28.02.2017	Attachment of Trainees to Public Institutions for Practical Training	Public Administration Circular 12/2000 and the provisions of the Public Administration Circulars issued as the revisions to the said circular
05	05/2017	06.03.2017	Revision of Sub Section 26:3, Chapter XLVIII, Volume II of the Establishments Code	Sub Section 26:3, Chapter XLVIII, Volume II of the Establishments Code

	<b>Circular No</b>	<b>Date</b>	<b>Subject</b>	<b>Reference</b>
06	06/2017	08.03.2017	Extension of the Age Limit of Compulsory Retirement of the Officers in Sri Lanka Engineering Service	-
07	07/2017	10.03.2017	No- Pay Leave for Female Public Officers who require to obtain Treatments for Sub Fertility	Section 22, Chapter XII of the Establishments Code
08	08/2017	29.03.2017	Scheduling and Preservation of Public Records under National Archives Law No. 48 of 1973	Public Administration Circular 25/2008
09	09/2017	25.05.2017	Granting of Special Leave during the Ramalan (Ramazan) Season 2017	-
10	10/2017	25.05.2017	Revision of Sub Sections 1:1:1 and 1:1:2, Chapter XLVIII, Volume II of Establishments Code	Sub Sections 1:1:1 and 1:1:2, Chapter XLVIII, Volume II of the Establishments Code
11	11/2017	01.06.2017	Leave for Public Officers who could not Report for Duty Due to Floods, Earth Slips and Obstructions of Roads – May 2017	-
12	12/2017	01.06.2017	Revenue Estimates for year 2018 for Revenue Code 20.02.01.01, rent on Government Buildings	Fiscal Policy Circular 01/2015
13	13/2017	01.06.2017	Submission of report on revenue in arrears for code “20.02.01.01” – Rent on Government Building & Housing as at 30.06.2017	Fiscal Policy Circular 01/2015
14	14/2017	28.06.2017	Granting a Special Loan Advance to the Public Officers who were affected by Flash Flood, Flood and Landslides occurred in 2017	-
15	15/2017	03.07.2017	Annual Transfer Scheme of the Officers in Sri Lanka Planning Service - 2018	-
16	16/2017	05.07.2017	Annual Transfer Procedure of Officers in the Sri Lanka Accountants’ Service	-
17	17/2017	03.07.2017	Annual Transfer Procedure of Officers in Special Grade of Sri Lanka Administrative Service - 2018	-

	<b>Circular No</b>	<b>Date</b>	<b>Subject</b>	<b>Reference</b>
18	18/2017	04.07.2017	Annual Transfer Procedure of Officers in Sri Lanka Administrative Service – 2018	-
19	19/2017	19.07.2017	“Let us step forward with the mission, Let’s start ourselves – Join to eradicate dengue at national level” Combined Media Programme – Phase II (On 21.07.2017)	-
20	20/2017	31.08.2017	Inclusion of New Provisions to Section 11, Chapter XXIV of the Establishments Code	Section 11, Chapter XXIV of the Establishments Code
21	21/2017	25.08.2017	Revision of the Letter of Appointment in relation to the Introduction of New Pension Scheme for Public Officers	-
22	22/2017	06.09.2017	Pilot Project to Implement the Flexible Working Hours of the Government Offices in Battaramulla Area	-
23	23/2017	15.09.2017	Annual Transfers of Officers in Supra Class of Public Management Assistants’ Service - 2018	-
24	24/2017	15.09.2017	Competitive Examination for Promotion to the Supra Grade of Public Management Assistants' Service on Merit – 2017	-
25	25/2017	21.09.2017	A Pensioner’s Entitlement to Railway Warrants as per Section 1, Chapter XVI of the Establishments Code	Section 1, Chapter XVI of the Establishments Code
26	26/2017	2017.10.12	Online Reregistration of former pensioners who were registered under No: 82/83 and M/F Categories for Widow/ Widowers and Orphans Pension Scheme.	-
27	27/2017	13.10.2017	Re-employment of Retired Public Officers	Public Administration Circular 09/2007
28	28/2017	24.10.2017	Revision of Sub Section 24:3:5, Chapter XLVIII, Volume II of the Establishments Code	Sub Section 24:3:5, Chapter XLVIII, Volume II of the Establishments Code.

	<b>Circular No</b>	<b>Date</b>	<b>Subject</b>	<b>Reference</b>
29	29/2017	28.11.2017	Duty Hours of Watchers	Treasury Circular No 309/1/66(ET/CA) 235 and 309/1/66 (ET/CA) 303
30	30/2017	05.12.2017	Payments made for serving as Members of Interview Boards and for Assisting Staff	Public Administration Circular 24/2008
31	31/2017	05.12.2017	Commencement of Work Year – 2018	-
32	32/2017	07.12.2017	Classification of Staff Grade Officers and Non-Staff Grade Officers in the Public Service and the Provincial Public Service	Public Administration Circular 03/2016, instead of the Public Administration Circular 06/2006 and the Public Administration Circulars issued as revisions for the said circular.
33	33/2017	07.12.2017	Posts in Public Service and Provincial Public Service, which belong to the Category of Field Officer	-
34	34/2017	12.12.2017	Submission of report on arrears of revenue for code “20.02.01.01” – Rent on Government Building & Housing as at 31.12.2017	Fiscal Policy Circular 01/2015
35	35/2017	26.12.2017	Special Advance for Public Officers – Year 2018	Public Administration Circular 26/2015

**Revised Public Administration Circulars**

	<b>Circular No</b>	<b>Date</b>	<b>Subject</b>	<b>Reference</b>
36	22/93(VI)	16.10.2017	Compensation for Public Officers who suffer injury whilst on duty	Public Administration Circular 22/93 and the provisions of the Public Administration Circulars issued as the revisions to the said Circular

	<b>Circular No</b>	<b>Date</b>	<b>Subject</b>	<b>Reference</b>
37	22/99 (XXXIII)	07.11.2017	Official Transport Facilities to Public Officers/ Provincial Public Officers/ Judicial Officers	Sub para 1:3 of Public Administration Circular 22/99
38	22/99 (XXXIV)	17.11.2017	Official Transport Facilities for Public Officers/ Provincial Public Officers/ Judicial Officers	Public Administration Circular 22/99 (XV)
39	31/2001(XII)	22.02.2017	List of Names of Disciplinary Inquiry Officers under Sub-Section 19:5, Chapter XLVIII, Volume II of the Establishments Code	Sub-Section 19:5, Chapter XLVIII, Volume II of the Establishments Code, Public Administration Circular 31/2001 and the provisions of the Public Administration Circulars issued as the revisions to the said Circular
40	31/2001 (XIII)	24.10.2017	List of Names of Disciplinary Inquiry Officers under Sub-Section 19:5, Chapter XLVIII, Volume II of the Establishments Code	Sub-Section 19:5, Chapter XLVIII, Volume II of the Establishments Code, Public Administration Circular 31/2001 and the provisions of the Public Administration Circulars issued as the revisions to the said Circular
41	12/2003(IV)	27.02.2017	Revision of Fees for Translations, Interpretations and Typing	Para. 03 of Public Administration Circular 12/2003 (III)
42	12/2005 (VII)	30.10.2017	Establishment of a New Insurance Scheme for Public Officers in Terms of the Budgetary Proposals for 2005 – (Agraphara)	Public Administration Circular 12/2005 (VI)
43	04/2006(II)	27.03.2017	Extension of the period which had been granted by the Public Administration Circular 04/2006(I) dated 31.10.2013 for submission of appeals as per Public Administration Circular 04/2006 dated 16.02.2006	Public Administration Circular 04/2006, 04/2006(I) and Public Administration Circular Letter 04/2013
44	04/2011(III)	17.02.2017	Absorption into Sri Lanka Information and Communication Technology Service	-

	<b>Circular No</b>	<b>Date</b>	<b>Subject</b>	<b>Reference</b>
45	29/2011(II)	07.02.2017	Imposing Punishments under Sub Section 24:3, Chapter XLVIII, Volume II of the Establishments Code when the Officer is found Guilty at the Formal Disciplinary Inquiry	Public Administration Circular 29/2011 and 29/2011(I)
46	05/2012 (II)	11.09.2017	Eligibility Test for Exemption from the Requirement of satisfying the Professional Qualifications for Absorption into Grade III, Class 3 of Sri Lanka Information and Communication Technology Service - 2017	-
47	10/2012 (III)	14.08.2017	Implementation of Development Officers' Service Minute	Public Administration Circular 10/2012, 10/2012(I) and 10/2012(II)
48	01/2014 (IV)	30.05.2017	Implementation of the Official Languages Policy	Public Administration Circular 01/2014 and provisions of the Public Administration Circulars issued as the revisions to the said circular
49	03/2016 (II)	28.02.2017	Revision of Salaries in Public Service – 2016	Para. 05 of Public Administration Circular 03/2016
50	19/2016(I)	25.04.2017	Reinstatement of Officers, who are not entitled to the exercise of political rights and have resigned from the Public Service to contest at elections	Public Administration Circular 19/2016
51	04/2017 (I)	10.08.2017	Attachment of Trainees to Public Institutions for Practical Training	Para 11 of Public Administration Circular 04/2017
52	19/2017 (I)	01.11.2017	“Let us begin by ourselves and join with the national effort to eradicate the menace of Dengue” Joint Programme held on 09.11.2017 and 10.11.2017	Public Administration Circular 19/2017
53	22/2017(I)	01.11.2017	Pilot Project to Implement the Flexible Working Hours of the Government Offices in Battaramulla Area	Public Administration Circular 22/2017

	<b>Circular No</b>	<b>Date</b>	<b>Subject</b>	<b>Reference</b>
54	22/2017(II)	15.12.2017	Pilot Project to Implement the Flexible Working Hours of the Government Offices in Battaramulla Area	Public Administration Circular 22/2017 and 22/2017(I)
55	24/2017(I)	2017.11.30	Competitive Examination of Promotion to Supra Grade of Public Management Assistants' Service on Merit Basis - 2017	Public Administration Circular 24/2017

**Public Administration Circular Letters**

	<b>Circular Letter No</b>	<b>Date</b>	<b>Subject</b>	<b>Reference</b>
56	01/2017	08.03.2017	Payment of Incentive Allowances to Public Officers proficient in more than one language	Public Administration Circular 29/98, 29/98(I), 03/2007, 07/2007 and 01/2014
57	02/2017	09.03.2017	Revision of Salaries in Public Service – 2016	Public Administration Circular 03/2016(II)
58	03/2017	19.04.2017	Using the Finger Scanners to confirm the Arrival and Departure	Public Administration Circular 09/2009 and 09/2009(I)
59	04/2017	27.06.2017	Granting Concessions for Officers in Sri Lanka Administrative Service to Pass the First and Second Efficiency Bar Examinations	-
60	05/2017	2017.09.25	Preparation of Salary of the Officers who are appointed from One Service or Post to another Service or Post in Public Service	-
61	06/2017	17.10.2017	Implementation of the Official Languages Policy	Public Administration Circular letter 07/2014
62	07/2017	11.12.2017	Entrusting of Official Responsibilities and Handing Over of Documents in Proper Manner	-

Sgd./ J.J. Rathnasiri

Secretary

Ministry of Public Administration and Management