

My Number: EST-3/DICIP/06/0244
Ministry of Public Administration &
Disaster Management
Independence Square
Colombo 07.

27.02.2019

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

**Revision of the Sections in Volume I of the Establishments Code in
accordance with the Provisions of the Right to Information Act No.12 of 2016**

Your attention is drawn to sub section 2:9:6 of Chapter VI, sub section 4, sub section 9:2 of Chapter XXVIII and sub section 3:2 of Chapter XXXI of Volume I of Establishments Code.

02. It has been decided at the meeting of the Cabinet of Ministers held on 31.01.2017 to revise the above sections as follow in accordance with the provisions of Right to Information Act No 12 of 2016.

I. Revision of sub section 2:9:6 of Chapter VI

2:9:6 A history sheet should not be accessible to any Officer other than a Staff Officer, the Head Clerk/ Chief Management Assistant or other person specifically authorized by the Head of the Department. On a formal request made by an Officer, he should be allowed to see his own history sheet in the presence of a Staff Officer so authorized. A certificate should be obtained from the Officer after each scrutiny to the effect that the particulars therein are correct.

II. Addition of sub section 4:4 as a new sub section after 4:3 of Chapter XXVIII

4:4 At such occasions where the information mentioned in sub section 4:1, 4:2 and 4:3 above are requested, the relevant Authority should take action to provide the requested information subject to the provisions mentioned in the Right to Information Act No.12 of 2016.

III. Addition of a new sub section 9:2:1 after sub section 9:2 of Chapter XXVIII

9:2:1 Provisions mentioned in the sub section 9:2 above should be implemented subject to the provisions mentioned in the Right to Information Act No.12 of 2016.

IV. Revision of sub section 3:2 of Chapter XXXI

3:2 Such a Public Officer should not use the mass media to publicize the matters in the Section 5 of the Right to Information Act No.12 of 2016 with regard to instances where it is possible to reject the right to access to any information and also to criticize the Government or Government Department or to publicize the grievances whether or not of an official nature. (E.g. criticism or complain regarding lack of staff to carry out his functions, criticism of the treasury for failure to provide extra funds etc.)

For the purpose of sub section 3:2, the term “mass media”, refers to “any communication task carried out in audio, visual or written form by any person, group or an institution using electronic, printed or chemical technology which can be accessed by General Public or group of persons.”

Sgd/ J.J.Rathnasiri
Secretary
Ministry of Public Administration &
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