

My Number : EST-1/CIRL/03/0001
Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government
Independence Square
Colombo 07.

11.06.2023

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

Matters that should be referred to the Director General of Establishments and the manner in which such matters should be referred to

Your attention is hereby drawn to Public Administration Circular 12/2012, dated 17.09.2012, on the above matter.

02. Even though the said circular informs about the matters which should be and should not be referred to the Director General of Establishments and the manner in which problems should be referred to the Director General of Establishments, if any, the following instances are observed where no attention has been paid to the above.

- I. Instances where issues are referred to the Director General of Establishments without a proper study of the relevant issue.
- II. Instances where inquiries are made again by the institution on matters for which provisions have been made clearly in the Establishments Code.
- III. Instances where instructions are sought on matters covered by the Procedural Rules of the Public Service Commission as well as in relation to the decisions that have been taken or should be taken by the relevant Ministries/ Departments or the Cabinet of Ministers.
- IV. Instances where inquiries are made regarding issues related to statutory institutions on which inquiries should be made from the Department of Management Services and the Department of Public Enterprises.
- V. Instances where the provisions in Section 5, Chapter XXVIII of the Establishments Code, which indicate the manner in which representations should be made by public officers when letters and appeals are submitted by them, are not adhered to.

03. Non-compliance with the provisions of Public Administration Circular 12/2012 dated 17.09.2012 not only results in the waste of time and resources to be spent on more pressing matters but also inconveniences the public officers who are affected by the relevant issue due to the occurrence of unnecessary delays.

04. Accordingly, please inform the heads of the institutions under your purview to take action, paying attention to the provisions of Public Administration Circular 12/2012 dated 17.09.2012. I also emphasize that the Director General of Establishments shall not be responsible for problematic situations that arise in instances where actions are not taken accordingly.

Sgd/ K.D.N. Ranjith Asoka

Secretary

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