

No. 543E.447 D.

Ministry of Public Administration,  
Local Government and Home Affairs,  
Torrington Square,  
Colombo 7, 8th November, 1974.

To: All Secretaries and  
Heads of Departments.

Appointment of Inquiry Officers.

Reference is requested to Public Administration Circular No. 83 of 29.4.1974.

2. Some Ministries and Departments have still not furnished lists of Inquiry Officers, particularly with regard to those serving in the outstations. Please take early action to furnish such lists to the Secretary, State Services Disciplinary Board, if it has not been done already.

3. There have been many instances where State Officers appointed to serve as Inquiry Officers have declined to accept such appointment for various reasons which are not urgent or compelling. Please note that every officer so appointed has to hold at least one inquiry every year. Your attention is drawn in this connection to Section 12:6 of Chapter XLVIII of the Establishments Code, Vol. II.

Sgd: D.B.I.P.S. Siriwardhana  
Secretary,  
Ministry of Public Administration,  
Local Government and Home Affairs.