

My No. 543E.595 D.

Establishments Division,
Ministry of Public Administration
and Home Affairs,
Independence Square,
Colombo 7, 17th April, 1979.

To: All Secretaries of Ministries
and Heads of Departments.

Public Officers Reserve.

The Government has decided to set up a Public Officers' Reserve comprising the following categories of officers:-

- A - those redundant to the needs of the individual departments; and
- B - (i) those who on account of such reasons as inefficiency and incompetence, are not effective members of the Department;
(ii) those who on account of engagement in anti-Government activities, are not effective members of the Department.

Such employees will be referred to as Reservists.

2. The Reservists will be subjected to the following conditions:-
 - (i) Reservists in category 'A' will be granted their increments during the Reserve period.

(ii) Reservists in category 'B' will be granted increments only after examination of each case by the Ministry of Public Administration and Home Affairs.

(iii) All Reservists will be placed on compulsory leave.

3. To enable me to implement this decision I shall be glad if, in respect of all officers falling under the categories 'A' and 'B' in para 1 of this Circular, in all Departments under your Ministry, you would forward a Reservist Report as in Annex 1. It should be sent in duplicate to me and with a copy to D.S.F. using half sheets (one side only) in respect of each employee.
4. The Reservist Report should clearly indicate, as provided, whether the Reservist falls under category 'A' or category 'B' (i) or category 'B' (ii).
5. When an officer in category 'A' is transferred to the Reserve, his post will thereafter not be filled except with the authority of the Treasury as funds for such a post will be frozen.
6. In respect of category 'B' Reservists, the transferring Department should forward to this Ministry a full confidential report on the reasons for the request for transfer.
7. In respect of category 'B' Reservists, the reasons for the transfer requests should be clearly indicated in para 12 of Annex 1 i.e. whether on account of such reasons as inefficiency and incompetence on the one hand or on account of engagement in anti-government activities on the other hand.
8. Where under Category 'B' (i) an officer's transfer is requested on account of such reasons as inefficiency and incompetence, the Head of Department should take action under Section 24:1 and 24:2 of Chapter XLVIII of the Establishments Code. Thereafter however, instead of himself taking action in terms of 24:5, he should forward all papers with his observations to reach me within two months of the Reservists Report.
9. Where under Category 'B' (ii) an officer's transfer is requested on account of engagement in anti-government activities, the Head of Department should forward to reach me within one month of the Reservist Report, a draft charge sheet with full particulars of all acts of omission and commission, oral and documentary evidence relied on etc. to be served by me on the Reservist concerned.
10. The Reservist Reports should be sent to reach me by ~~30th~~ **June, 1979.**

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

RESERVIST REPORT

Category 'A'/Category 'B' - (delete inapplicable term)

1. Name in full:
2. Date of Birth:
3. Age as at 31st May, 1979:
4. Designation:
5. Present Ministry:
6. Present Department:
7. Name of Service with Grade and Class:
8. Date of entry into service:
9. Present salary scale:
10. Salary as on 31st May, 1979:
11. Salary particulars as on transfer (i.e. - a facsimile of Reservists May, 1979 Paysheet with all allowances, abatements, etc.):

12. Reasons for transfer to Reserve:

(delete inapplicable terms)

(i) Under 'A' redundant:

(ii) Under 'B' (i) inefficiency and incompetence:

(ii) engagement in anti-Government activities:

Signature and Designation of
Secretary/Head of Department

Date: