

Ministry of Public Administration, Provincial
Councils & Home Affairs,
Independence Square,
Colombo 7.

23rd March 1989.

To: All Secretaries to Ministries
and Heads of Departments.

Expeditious Disposal of Disciplinary Inquiries

Although a number of Circulars were issued on this subject by the Ministry, it is found that there is undue delay in the disposal of disciplinary inquiries. The delay is harmful to the officer and the organisation he serves. This is another form of waste.

2. Therefore it has been decided that the following calendar of action should be strictly observed by Ministries and Departments in dealing with disciplinary cases:

- (a) the Charge Sheet against an officer under interdiction is issued within one month of the date of interdiction
- (b) the Tribunal of Inquiry, when necessary, is appointed within two weeks of receipt of reply to charge sheet and
- (c) the disciplinary inquiry is completed within three months from the date of appointment of the Tribunal

3. If there is a delay in taking action as per calendar set out above the Head of Department should explain the reason for the delay. If the explanation is not satisfactory it would be the responsibility of the Secretary to note this fact in the personal file of the Head of Department and if the lapses on the part of the Head of Department exceed a reasonable number it could be held against him when the payment of his increment is reviewed.

4. It is found that one of the reasons for this delay in taking disciplinary action by Department is due to the documents forming part of Court production. In such cases the Disciplinary Authority should retain certified copies of the document for the departmental proceeding to be instituted concurrently without waiting for the court action to be completed.

5. Your attention is drawn to the following Public Administrative Circulars issued earlier on this subject -

No.77 of 9.11.73

No.125 of 13.1.81

No.83 of 29.4.74

No.218 of 12.4.83

No.133 of 8.2.79

Sgd: Cyril Gamage
Secretary,
Ministry of Public Administration,
Provincial Councils & Home Affairs.