

My No : EST-1/RESCH/08/0012-Vol I
Ministry of Public Services,
Provincial Councils and Local Government
Independence Square
Colombo 07.

31.12.2021

Secretaries to Ministries
Secretaries to State Ministries
Chief Secretaries of Provinces
Heads of Departments

List of Public Administration Circulars issued in 2021

List of Public Administration Circulars issued during the year 2021 are as follows.

02. Accordingly, action may be taken in accordance with the revised provisions, by making necessary entries in the Establishments Code/ Circulars.

Public Administration Circulars

	Circular No	Date of Issue	Subject	Reference
01	01/2021	24.02.2021	Public Administration Circulars issued amending the provisions of the Establishments Code - 2020	-
02	02/2021	05.03.2021	Ensuring public service without interruption	Public Administration Circular 20/2020 and Circular PS/GPA/ චක්‍රලේඛ 20/2020 dated 18.04.2020, Circular PS/GPA / චක්‍රලේඛ/ 21/2020 dated 14.05.2020 and Circular PS/GPA චක්‍රලේඛ/ 33/2020 dated 29.10.2020 issued by the Secretary to H.E. the President

	Circular No	Date of Issue	Subject	Reference
03	03/2021	23.12.2021	Transfers to a Post in Development Officers' Service under the Combined Service, on the requests made by the officers who have been appointed to Provincial Public Service under Provincial Development Officers Services as per the Public Service Commission Circular No 04/2020	Public Service Commission Circular 04/2020
04	04/2021	19.03.2021	Establishment of a pool of translators	-
05	06/2021	09.04.2021	Granting of special leave during the Ramalan (Ramazan) season 2021	-
06	07/2021	09.04.2021	Competitive examination for promotion to the Supra Grade of Management Services Officers' Service on Merit – 2019 (2020)	-
07	08/2021	18.05.2021	Declaring 02 special holidays for government offices	-
08	09/2021	21.05.2021	Granting of leave to Graduate Trainees	-
09	10/2021	07.06.2021	Revenue estimates for year 2022 for revenue code "20.02.01.01" rent on government buildings & housing	Fiscal Policy Circular No:1/2015
10	11/2021	07.06.2021	Submission of report on arrears of revenue for code "20.02.01.01" rent on government building & housing as at 30.06.2021	Fiscal Policy Circular No:1/2015
11	12/2021	25.06.2021	Revision of the duty leave granted to the officers entitled to political rights, who have been elected to office at Local Government Elections and appointed as Mayor/ Chairman, Deputy Mayor/ Vice Chairman, Member of Urban Councils/ Municipal Councils/ Pradeshiya Sabhas	Public Administration Circular 13/2007 and Public Administration Circular 32/91(III)

	Circular No	Date of Issue	Subject	Reference
12	13/2021	06.07.2021	Determining the salary that should be made applicable, when appointing an Ex-serviceman	Section 8, Chapter VII, volume I of the Establishments Code
13	14/2021	30.06.2021	Declaring National Sports Day	Public Administration Circular 06/2020
14	15/2021	15.09.2021	Payment of salaries to public officers entitled to political rights, who have contested at the Parliamentary Election 2020	Sub section 2:3:2, Chapter XXXII of the Establishments Code
15	16/2021	13.09.2021	Annual transfer procedure of officers in Special Grade of Sri Lanka Administrative Service	Rule 202, Chapter XVIII, Volume 1 of the Procedural Rules published in the Gazette extraordinary No.1589/30 dated 20.02.2009 by the Public Service Commission
16	17/2021	13.09.2021	Annual transfer Procedure of Officers in Sri Lanka Administrative Service (I, II and III)	Cabinet decision No: CP/11/1090/523/087 dated 11.05.2011 and Cabinet decision No: CP/14/0286/523/007 dated 03.04.2014
17	18/2021	13.09.2021	Annual transfer scheme of the officers in Sri Lanka Planning Service -2022	-
18	19/2021	13.09.2021	Annual transfer procedure of officers in the Sri Lanka Accountants' Service - 2022	-
19	20/2021	06.10.2021	Guidelines on estimating, collecting, supervising and reporting public revenue (rent on Government buildings and housing – 20.02.01.01)	Financial Regulations 127(6) and Financial Regulations 128(2)e

	Circular No	Date of Issue	Subject	Reference
20	21/2021	08.10.2021	Annual transfers of officers in Supra Class of Management Services Officers – 2022	Chapter XVIII, Volume I of Procedural Rules published in the Gazette extraordinary No. 1589/30 dated 20.02.2009 by the Public Service Commission
21	22/2021	22.11.2021	Classification of Staff Grade Officers and Non-Staff Grade Officers in the public service and the Provincial Public Service	Public Administration Circular 03/2016 and Public Administration Circular 32/2017
22	23/2021	05.11.2021	Entering Data of the officers in public institutions and their families to the 'e-Grama Niladhari' system	-
23	24/2021	02.12.2021	Submission of report on arrears of revenue for code "20.02.01.01" rent on government building & housing as at 31.12.2021	Fiscal Policy Circular No:1/2015
24	25/2021	20.12.2021	Commencement of work, year – 2022	-
25	26/2021	24.12.2021	Special advance for public officers – year 2022	Public Administration Circular 26/2015

Revised Public Administration Circulars

	Circular No	Date of Issue	Subject	Reference
26	12/2005(VIII)	29.10.2021	Extending the benefits under Agrahara Insurance Scheme, which is implemented for the retired public officers	Public Administration Circular 12/2005(VI) and Public Administration Circular 12/2005(VII)

	Circular No	Date of Issue	Subject	Reference
27	12/2005(IX)	09.11.2021	Extending the benefits under Agrahara Insurance Scheme, which is implemented for the retired public officers	Public Administration Circular 12/2005(VIII)
28	13/2008(VI)	29.12.2021	Supply of fuel for official vehicles and payment of overtime and combined allowance to drivers of such vehicles	Public Administration Circular 13/2008(V)
29	08/2010(I)	29.12.2021	Management of Public Finance	Public Administration Circular 08/2010
30	07/2017(I)	05.02.2021	No pay leave for public officers who require to obtain treatments for sub fertility	Public Administration Circular 07/2017
31	26/2017(V)	10.02.2021	Re-registration of old members of Widows/Widowers' and Orphans' pension registered under earlier Batch Nos.82/83 and M/F, through the online system	Public Administration Circular 26/2017, Public Administration Circular 26/2017(I), Public Administration Circular 26/2017(II), Public Administration Circular 26/2017(III) and Public Administration Circular 26/2017(IV)

	Circular No	Date of Issue	Subject	Reference
32	26/2017(VI)	05.08.2021	Re-registration of Old Members of Widows/Widowers' and Orphans' pension scheme registered under earlier Batch No.82/83 and M/F, through the online system	Public Administration Circular 26/2017, Public Administration Circular 26/2017(I), Public Administration Circular 26/2017(II), Public Administration Circular 26/2017(III), Public Administration Circular 26/2017(IV) and Public Administration Circular 26/2017(V)
33	26/2017(VII)	10.08.2021	Online registration of former pensioners who were registered under old No: 82/83 and M/F categories for Window/Widowers and orphans pension scheme	Public Administration Circular 26/2017, Public Administration Circular 26/2017(I), Public Administration Circular 26/2017(II), Public Administration Circular 26/2017(III), Public Administration Circular 26/2017(IV), Public Administration Circular 26/2017(V) and Public Administration Circular 26/2017(VI)

	Circular No	Date of Issue	Subject	Reference
34	03/2019(II)	16.02.2021	List of names of disciplinary Inquiry Officers under sub section 19:5, Chapter XLVIII, Volume II of Establishments Code	Public Administration Circular 03/2019 and Public Administration Circular 03/2019(I)
35	02/2021(I)	27.04.2021	Ensuring public service without interruption	Public Administration Circular 02/2021
36	02/2021(II)	10.05.2021	Ensuring public service without interruption	Public Administration Circular 02/2021 and Public Administration Circular 02/2021(I)
37	02/2021(III)	30.07.2021	Maintaining the public service under normalcy	The letter of the Secretary to H.E. the President No PS/RD-A1/07/06/02 dated 29.07 2021
38	02/2021(IV)	06.08.2021	Maintaining the public service under normalcy	Public Administration Circular 02/2021(III)
39	02/2021(V)	01.10.2021	Maintaining the public service under normalcy	Public Administration Circular 02/2021(III) and Public Administration Circular 02/2021(IV)
40	02/2021(VI)	30.12.2021	Maintaining the public service under normalcy	Public Administration Circular 02/2021(V)
41	07/2021(I)	06.05.2021	Competitive examination for promotion to the Supra Grade of Management Services Officers' Service on Merit – 2019 (2020)	Public Administration Circular 07/2017
42	07/2021(II)	22.06.2021	Competitive examination for promotion to the Super Grade of Management Service Officers' Service on Merit – 2019 (2020)	Public Administration Circular 07/2021 and Public Administration Circular 07/2021(I)

Public Administration Circular Letters

	Circular Letter No	Date of Issue	Subject	Reference
43	01/2021	27.04.2021	Implementation of the Official Languages Policy	Public Administration Circular 18/2020
44	02/2021	22.10.2021	Payment of claims under Agrahara Insurance Scheme for public officers tested positive for COVID -19	-

Sgd/ J.J. Rathnasiri
Secretary
Ministry of Public Services,
Provincial Councils and Local Government