

My number: HD/H/GQ/REQ/INFO/-01
Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government,
Independence Square,
Colombo 07.

15.09.2022

Secretaries of Ministries
Chief Secretaries of Provinces
Heads of Departments

Guidelines for selecting suitable staff officers to provide general service quarters in the Colombo district, which are under the purview of the Ministry in charge of the subject of Public Administration

It has been decided to introduce a new procedure regarding the selection of officers who apply for the allocation of Summit Flats at Keppetipola Mawatha, Colombo 05, which are managed by this ministry.

02. Only Staff Officers who satisfy the following criteria have the opportunity to apply for general service quarters in the Colombo District under the purview of the Ministry of Public Administration every year from the 15th of September to the 15th of October.

- i. Should be a public officer who holds a post in Staff Grade mentioned under No.05 of the Public Administration Circular No: 32/2017 dated 07.12.2017
- ii. Should be serving in a workplace in the Colombo district.
- iii. Should not be holding a post for which scheduled quarters are entitled at the time of submitting the application.
- iv. The air fly distance from the place of work to the permanent place of residence measured using Google Maps should be more than 20 km.

03. Accordingly, the documents required for the Staff Officers who wish to apply for general service quarters are given in Annex 01 and Annex 02.

- Annex 01 - Instructions for selecting suitable Staff Officers to provide general service quarters in the Colombo district.
- Annex 02 - Application for government quarters

04. The application in Annex 02 is given to applicants only to get information in advance. Applications should be submitted only through the online system as mentioned in number 4.0 of the instructions given in Annex 01.

Sgd/ M.M.P.K. Mayadunne
Secretary

Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government

Telephone : 0112-695738

Fax : 0112-695279

Email : pubad.secretary@sltnet.lk



**Ministry Public Administration, Home Affairs, Provincial Councils and
Local Government**

**Selecting suitable staff officers to provide general service quarters in the
Colombo district, which are under the purview of the Ministry in charge of the
subject of Public Administration**

Staff Officers, who expect to obtain the general service quarters in the Colombo district, which are under the purview of the Ministry in charge of the subject of Public Administration, should perfect the application as per the instructions indicated in this notice and submit to the Housing and Development Division of the Ministry in charge of the subject of Public Administration on or before 15th of October.

**Set of instructions and provisions on submitting applications for government
quarters**

1.0 Attention should be paid to the following provisions and particulars before perfecting the application.

2.0 Basic qualifications:

- 2.1** Should be a public officer as per the definition in Chapter I of the Establishments Code. Further, the said public officer shall be an officer, who holds posts in Staff Grade mentioned in Public Administration Circular No: 3/2016 dated 25.02.2016 and Public Administration Circular No: 32/2017 dated 07.12.2017
- 2.2** Should be serving in the Colombo district.
- 2.3** Should not be holding a post for which scheduled quarters are entitled at the time of submitting the application.
- 2.4** The air fly distance from the place of work to the permanent place of residence measured using Google map should be more than 20 km.

3.0 Matters to be considered when perfecting the application:

(The following particulars should be perfected by the applicant)

- 3.1** Visit the web page of the Housing and Development Division in the website of the Ministry in charge of the subject of Public Administration and fill the online application through the link <https://forms.gle/jFNAv1zEhFyKkVWe7> to submit the online application.

- 3.2** The air fly distance from the temporary/ permanent residence to the work place as at the date of submitting application should be measured using Google map and entered in No. 8 and 9 (ii) of the application.
- 3.3** The date of registration should be noted in No: 13 (i), if the applicant has registered in the waiting list (As indicated in No: 7.0 of this notice). Further, it is compulsory to submit the original or the certified copy of the letter sent by the Ministry in charge of the subject of Public Administration to the effect that the applicant is in the waiting list. (Photo copies are not considered in this regard)
- 3.4** In case where the applicant is suffering from any lasting disability causing him/her difficulties to walk/ travel or suffering from other serious physical disability or other serious illness, it is compulsory to submit a medical report in addition to mentioning such particulars in No: 20 of the application.
- 3.5** In case where the spouse is suffering from any lasting disability causing him/her difficulties to walk/ travel or suffering from other serious physical disability or other serious illness, it is compulsory to submit a medical report in addition to mentioning such particulars in No: 21 (iii) of the application.
- 3.6** In case where the children/ dependents (Sons below the age of 18 years and unmarried daughters) are suffering from Down's Syndrome, it is compulsory to submit a medical report in addition to mentioning such particulars in No: 21 (vi) of the application.
- 3.7** In case where the housing condition of the applicant is not satisfactory/ the officer is facing life threat due to disasters a confirmation obtained from Grama Niladhari in this regard should be submitted in addition to mentioning the same in No: 24 of the application.
- 3.8** In case where the applicant has purchased a land/ house from the property loan of the government, the air fly distance from the land to the work place should be measured using Google map and included in No: 25 (iii) of the application.
- 3.9** In case where the applicant has served/ serves at a popular service station within the period of service, the years of service in which the applicant served/ is serving in such work place should be clearly indicated in No: 30 of the application.
- 3.10** Further, if the applicant has enjoyed the privilege of occupying a government quarters within the period of service (The definition for government quarters is included in Section I, Chapter XVIII of the Establishments Code), it should be mentioned in No: 31 and 32 of the application.
- 3.11** If you have submitted an application through this methodology at a previous occasion and has not received official quarters, but secured at least 40% of marks, it should be mentioned under No: 13 of the application. In addition, a copy of the document indicating your marks (Mark sheet published in the website of the Ministry in charge of the subject of Public Administration) should be attached to this the application.

The officers, who do not attach the mark sheet are treated as the officers, who have not secured at least 40% of marks at the previous occasion. (*This matter is applicable only for the applications submitted after 2022*)

(The following particulars should be submitted after confirmation by the Head of the Institution)

3.12 A written confirmation issued by the Head of the Institution regarding the nature of duties related to the post within 06 months preceding the date of submitting applications is compulsory in connection to the matter in 14 (vii) of the application. Further, the facts such as the necessity to perform duties in addition to the 08 hours on five working days of the week, report to the work place also in weekends and perform duties regularly, constantly or during night and whether duty rosters are available should be included in the written confirmation.

3.13. In addition to 3.12 above, the following particulars should be reported.

- i. Particulars of the service, if the officer has served/ is serving at a popular service station
- ii. Particulars of the property loan, if any.
- iii. Particulars of the leave with no-pay after joining the public service, if leave has been obtained against the provisions of Public Administration Circular No: 14/2022 (Except maternity leave with no-pay)
- iv. Arrears of rental pertaining to any government quarters, if any.
- v. If the officer has been convicted of a charge under section 3 of the Government Quarters (Recovery of Possession) Act No. 07 of 1969 as amended by the Acts No.45 of 1985, No. 08 of 1981, No.40 of 1974 and No.03 of 1971, particulars if the same.

All the written documents obtained from the personal file or any other documents for confirmation should be submitted along with the application after certifying them by the Head of the Institution.

4.0 Method of application:

4.1 The applicant should visit the web page relevant to the Housing and Development Division in the web site of the Ministry in charge of the subject of Public Administration and through the link <https://forms.gle/jFNAv1zEhFyKkVWe7> complete all the parts to be perfected by the applicant in the online application and download the same to submit the online application.

4.2 The parts of the downloaded application, which are to be perfected referring personal file, should be perfected and the written documents, which are prescribed to submit as further information in 3.0 above along with the confirmation of the Head of the Institution (As mentioned in 3.12 and 3.13) should be attached to the application and handed over signing the register for applications, which is maintained at the Housing Division on or before 15th October.

4.3 Requests made after 15th October will not be considered.

5.0 Method of selection:

- 5.1** Housing Committee will examine the applications sent to the Ministry in charge of the subject of Public Administration on or before the 15th October of the relevant year and marks will be allocated following the marking scheme in 6.0. The said marking scheme will be published in the official web page of the Ministry in charge of the subject of Public Administration on the 31st October of the relevant year.
- 5.2** Once the marking scheme is published in the official web page of the Ministry in charge of the subject of Public Administration, if you think that injustice has been caused when allocating marks for the criteria mentioned therein, it is possible to make an appeal to the Chairman, Housing Committee.
- 5.3** Once all the appeals are considered by the Housing Committee, applicants twice the number of vacant quarters out of the applicants, who secure the highest marks, will be called for the interview.
- 5.4** The finalized list of names of the officers selected through the method of selection, who are qualified for the entitlement to quarters within the following year in the order of marks they have secured will be published in the official web page of the Ministry in charge of the subject of Public Administration on or before 10th of December after being approved by the Secretary of the Ministry in charge of the subject of Public Administration.
- 5.5** In case where the applicant fails to submit the documents for confirmation mentioned in 3.0 above, the applicant will not be eligible for the marks allocated for such matters.
- 5.6** Application will be rejected if it is confirmed that at least one of the documents submitted along with the application is proved to be false or illegal.

6.0 Method of allocating marks applied for the selection:

- 6.1** The maximum marks that can be secured by an applicant is 100.
 - 6.1.1 Marks will be allocated to the applicant for the following criteria.
 - i. If the applicant has registered in the waiting list (As mentioned in No: 7.0 of this notice), 1 mark will be allocated for each year of registration.

(Maximum 10 marks).

ii. Marks will be allocated in the following manner for the air fly distance from the permanent place of residence to work place as at the date of application measured using Google Map.

- a) From 21 km to 30 km - 5 marks
- b) From 31 km to 40 km - 10 marks
- c) From 41 km to 50 km - 20 marks
- d) From 51 km to 60 km - 20 marks
- e) From 61 km to 70 km - 25 marks
- f) Over 70 km - 30 marks

(Maximum 30 marks).

iii. Marks for the nature of duty will be allocated in the following manner. (The officers, who should be ready to work regularly, constantly or during the night and required to reside close to the work place depending on the nature of duties)

- a) The necessity to perform duties in addition to the 08 hours of duties on five working days of the week. (5 marks).
- b) The necessity to report for duty even in weekends in addition to the five working days. (5 marks).
- c) The necessity to perform duties during night. (10 marks).

(Maximum 20 marks).

iv. In case where the applicant is suffering from a long-lasting serious physical disability causing difficulties to walk/ travel.

(03 marks)

v. In case where the spouse is suffering from a long-lasting serious physical disability.

(03 marks)

vi. For the sons below the age of 18 years and unmarried daughters; 1 mark will be allocated per child.

(Maximum 06 marks).

vii. Having children below the age of 05 years (Should be confirmed by a birth certificate).

(05 marks).

viii. The children/ dependents living with the applicant (Sons below the age of 18 years and unmarried daughters) suffering from Down's Syndrome/ serious physical disabilities or other disabilities.

(06 marks)

Note:

The total of the marks allocated to the matters in vi, vii and viii mentioned above should not exceed maximum of 10 marks.

Eg:

In case where one of the children of a family, where there are two children in the age of 3 and 6 years, is suffering from Down's Syndrome;

The marks allocated for the matters in vi, vii and viii above are as follows.

For the matters in (vi)	=	02
For the matters in (vii)	=	05
For the matters in (viii)	=	06
Marks	=	<u>13</u>

Since the marks allocated to vi, vii and viii have exceeded 10, only 10 marks will be allocated for the matters in the above numbers of the application.

ix. In case where the spouse is also a male/ female public officer at the time of submitting the application.

(04 marks)

x. An officer, who has submitted an application again as a result of not receiving official quarters, even though he/ she has secured minimum of 40% marks submitting applications within the preceding 02 years will be granted 02 marks per year of applying.

(Maximum 04 marks).

xi. Confirmation by a certificate issued by Grama Niladhari to the effect that housing condition of the applicant is not satisfactory due to disasters (Eg: Disasters such as floods/ landslides)/ the officer is facing life threat.

(08 marks)

6.1.2 Marks will be deducted from the applicant for the following criteria.

i. Being an officer serving at a popular service station at the time of submitting the applications.

(Minus marks 05)

- ii. If leave with no-pay has been obtained after joining the public service (Except maternity leave with no-pay), marks will be deducted for such cases in the following manner.
- a) Less than 01 year - (03) marks
 - b) Between 01 and 03 years - (05) marks
 - c) More than 03 years - (07) marks
- (Maximum minus marks 07).
- iii. Having arrears of house rent pertaining to a government quarters, if any.
- (Minus marks 15)
- iv. Having been convicted of a charge under section 3 of the Government Quarters (Recovery of Possession) Act No. 07 of 1969 as amended by the Acts No.45 of 1985, No. 08 of 1981, No.40 of 1974 and No.03 of 1971.
- (Minus marks 25)
- v. Having purchased a land from the property loan of the government by the applicant within the limit of Colombo Municipal Council and/ or within 20 km from the work place.
- (Minus marks 5)
- vi. Having obtained leave with no-pay to be spent out of Sri Lanka obtained for personal purposes except the service requirements against the provisions of Circular No: 14/2022 after joining the public service.
- (a) Less than 01 year = 01 mark
 - (b) Between 01 and 03 years = 02 marks
 - (c) Over 03 years = 03 marks
- (Maximum minus marks 07)
- vii. In case where the applicant has enjoyed the privilege of occupying general service quarters within the preceding 10 years 01 mark will be deducted per year of occupying the quarters.
- (Maximum minus marks 10)
- viii. In case where the applicant has enjoyed the privilege of occupying general service quarters within the preceding 10 years in the name of the spouse, 01 mark will be deducted per year of occupying the quarters.
- (Maximum minus marks 10)

6.1.3 The final decision will be taken based on the seniority, when several officers secure similar marks.

6.2 Marks will be allocated strictly subjected to all the provisions existing in the Establishments Code.

7.0 Waiting list

- 7.1** All the applications for official quarters, which have been submitted before 15th September 2022 will be registered in the new waiting list. In case where an applicant registered in the old waiting list submits requests for official quarters again on or after 15th October 2022, his/ her particulars will be included in the new waiting list.
- 7.2** If there are officers still in the old waiting list with the requirement of general service quarters under the purview of the Ministry in charge of the subject of Public Administration, they should submit applications within the period from 15th September 2022 to 15th October 2022 and the old waiting list will be invalid as at 15th October 2022.
- 7.3** However, if only an officer in the old waiting list submits an application within the period from 15th September 2022 to 15th October 2022, such officer will be allocated the prescribed marks in relation to the matter mentioned in 3.4 above.
- 8.0** Disciplinary action will be taken against the applicant as well as all the other relevant officers, if it is found that false information has been submitted.
- 9.0** Calling for the interview as mentioned in 5.3 above will not be considered as satisfying the qualifications for the entitlement for official quarters.
- 10.0** The Secretary, Ministry in charge of the subject of Public Administration reserves the right to make the final decision regarding any matter mentioned in this notice.

Secretary

Ministry Public Administration, Home Affairs, Provincial Councils and Local Government

Application for general service quarters in Colombo district which are under the purview of the Ministry of Public Administration

For office use only

-
- (01) Full name :
:
- (02) Name with initials :
(E.g.: B. S. P. Perera)
- (03) Gender : Female Male
- (04) National Identity Card Number :
- (05) Date of birth : Year : Month : Date :
- (07) Due date for retirement : Year : Month : Date :
- (08) i. Permanent address :
:
- ii. Distance between permanent address and workplace (km) :
- (09) i. Temporary address :
:
- ii. Distance between temporary address and workplace :
- (10) Mobile number :
- (11) Fixed telephone number :
- (12) Email address :

(13) Are you registered on the waiting list? : Yes No

i. If registered, since when? : Year : Month : Date :

(14) Particulars of the current employment

i. Workplace :

ii. Address :
.....

iii. Office telephone number :

iv. Post :

v. Service (E.g.: Sri Lanka Administrative Service) :

vi. Grade :

vii. Nature of the employment :
.....
.....
.....

viii. Do you belong to a transferable service? : Yes No

(15) Salary particulars

i. Annual salary :

ii. Salary scale :

iii. Date of salary increment :

(16) Date of appointment to the public service : Year : Month : Date :

Year : Month : Date :

(17) Date of appointment to the Staff Grade :

(18) Officer in the probation period			Officer confirmed in the service		
--------------------------------------	--	--	----------------------------------	--	--

(19) Date of appointment/transfer to Colombo district : Year : Month : Date :

(20) If you are suffering from any physical disability causing you difficulties in walking/ travelling or suffering from another serious physical disability or other serious illness, particulars of the same

.....

.....

.....

.....

(21) Marital status : Married Unmarried | |

If married,
Particulars of the spouse

- i. Name :
- ii. Workplace :
- iii. If your spouse is suffering from any physical disability causing him or her difficulties in walking/ travelling or suffering from another serious physical disability or other serious illness, particulars of the same :

Particulars of the children

iv. Number of children :

v. Names and ages of the children :

Name	Age

vi. If they are suffering from Down's Syndrome/ serious physical disabilities or other disabilities, particulars of the same :

.....

.....

.....

(22) If you receive one of the official quarters, do you expect to live in that house with your family? : Yes No

(23) Do you, your spouse or your children have a house or houses within a 20 km radius of your workplace? : Yes No

(24) Has there been an unsatisfactory housing condition or a life threat during the preceding 2 years? : Yes No

If yes, particulars of the same :.....

(25) Have you obtained a housing/ property loan? : Yes No

If you have obtained a housing/ property loan;

- i. Date of receiving the loan :
- ii. Address of the house/ property :
- iii. Distance from the current workplace (km) :

(26) Are there arrears of rental pertaining to any official quarters? : Yes No

If any,

Relevant department	Arrears (Rs.)	The period that applies to the arrears

(27) Have you been convicted of a charge under section 3 of the Government Quarters (Recovery of Possession) Act No. 07 of 1969 as amended by the Acts No.45 of 1985, No. 08 of 1981, No.40 of 1974 and No.03 of 1971? : Yes No

If yes, particulars of the same :
.....
.....

(28) Have you obtained no pay leave after joining the public service (except maternity leave with no pay) : Yes No

If yes, particulars of the same

Year in which no pay leave was obtained	Number of days of no pay leave

(29)

Have you gone abroad for personal : Yes No

purposes other than service requirements after joining the public service?
(deviating from the provisions of Circular No.14/2022)

If yes, particulars of the same

Year in which leave was obtained	Period	With/ without pay

(30) Have you served or are you currently serving at a popular service station? : Yes No

If yes, particulars of the same:

Workplace	Date on which you assumed duties at the workplace	Service period

(31) Have you used government quarters facilities? : Yes No

If yes, particulars of the same.

Post	Ministry	Years of occupancy

(32) Has your spouse used government quarters facilities? : Yes No

If yes, particulars of the same.

Post	Ministry	Years of occupancy

(33) If you are an officer who has applied for official quarters in the preceding 02 years and secured at least 40% of the marks, but has not received an official quarters and has submitted an application again, information about the same*

Year	Marks (%)

I hereby declare that the information given here is true and correct, and I bear all responsibility for the same. Further, I declare that I will be subjected to the deprivation of the entitlement to official quarters and any disciplinary inquiry imposed by the Secretary in charge of the subject of Public Administration if the above information is found to be false.

.....
Date

.....
Signature of the applicant

Confirmation by the Head of the Administration division of the institution

I hereby certify that the information provided by the applicant from No. 25 to 31 above is accurate as per the personal file.

.....
Date

.....
Signature and official frank

Confirmation by the Head of the institution

I hereby confirm that all the information provided by the applicant is accurate.

.....
Date

.....
Signature and official frank of the Head of the Institution