

Public Administration Circular Letter : 01/2023

My number : EST-3/UNI/04/0022  
Ministry of Public Administration, Home Affairs,  
Provincial Councils and Local Government,  
Independence Square,  
Colombo 07.

09.02.2023

Secretaries of Ministries  
Heads of Departments

**Full time release of public employees for Trade Union/ Trade Union  
Federation work**

Your attention is drawn to Sections 4 and 6, Chapter XXV of the Establishments Code and Public Administration Circular No. 15/97 dated 29.09.1997.

02. Accordingly, it has been observed that there are instances where the release of officers for trade union work is unnecessarily delayed due to reasons such as not properly perfecting the applications submitted for the release of public officers for the work of trade unions and trade union federations, not placing and not properly placing official stamps on the applications, not submitting the reports of meetings containing the resolution for full-time release of the officer and submitting requests after the expiry of the period for applying for release.

03. Therefore, in order to reduce correspondences and regularize the release process, I hereby notify you to inform the officers concerned to accurately perfect the applications without the above-mentioned flaws and including particulars of the officers released for the work of trade unions and trade union federations and submit the same before the expiry of the relevant period of release.

Sgd/ Neel Bandara Hapuhinne  
Secretary  
Ministry of Public Administration, Home Affairs,  
Provincial Councils and Local Government

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