

Public Administration Circular : 06/2024

My No : HD/07/Summit/Circular-2024  
Ministry Public Administration, Home Affairs,  
Provincial Councils and Local Government  
Independence Square  
Colombo 07.

01.03.2024

Secretaries of Ministries  
Chief Secretaries of Provincial Councils  
Heads of Departments

**Guidelines to select suitable officers for government Summit Flats in Colombo district under the purview of the Ministry in charge of the subject of Public Administration - 2024**

It has been decided to introduce an online method to select officers who apply to reserve government Summit Flats in Colombo district which is governed by this ministry.

02. Only the officers in executive grade who are subjected to the following criteria have the possibility of applying online for the government Summit Flats in Colombo district, which are under the purview of the Ministry of Public Administration from 01<sup>st</sup> to 22<sup>nd</sup> of March this year.

- i. Being a public officer as defined in the Constitution. Further, the said public officer shall be a public officer in active service holding an Executive Grade post as per Public Administration Circular 03/2016 (Salary Revisions) dated 25.02.2016.
- ii. Working at a service station within Colombo district.
- iii. The air fly distance from the place of work to the permanent place of residence (as per the particulars of voters' registration) measured using Google map should be more than 20 km.
- iv. Applicant or spouse of the applicant should not have occupied government Summit Flats at any previous occasion.
- v. Non-existence of official quarters reserved in the name of the applicant or the spouse of the applicant as at the date of applying.
- vi. When both the applicant and the spouse of the applicant are public officers, only one person can apply for quarters.
- vii. The department or ministry to which the workplace of the applicant belongs should not have government official housing scheme projects.

03. Accordingly, the documents required for executive officers who wish to apply for government Summit Flats are mentioned in Annex 01 and Annex 02.

Annex 01 - Set of guidelines to select suitable officers in executive grade who are eligible to be entitled to government Summit Flats in Colombo district.

Annex 02 - Application for official quarters

04. The application mentioned in Annex 02 is only for the prior notice of the applicants. Applications should be submitted only through online mode as mentioned in No. 4.0 of the set of instructions in Annex 01.

05. After downloading the application submitted in the said manner, it should be certified by the Head of the Institution and a single PDF file should be prepared with the inclusion of the scanned copies of the application and the other relevant documents for confirmation and it should be sent to the email address [pubadsummit2024@gmail.com](mailto:pubadsummit2024@gmail.com) of the Housing and Development Division of the ministry in charge of the subject of public administration on or before 28.03.2024.

Sgd/ Pradeep Yasarathne  
Secretary  
Ministry Public Administration, Home Affairs,  
Provincial Councils and Local Government



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

**Selecting suitable staff officers to provide government Summit Flats in the  
Colombo district, which are under the purview of the Ministry in charge of  
the subject of Public Administration – 2024**

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 online application as per the instructions indicated in this notice and submit it on or before 22.03.2024. Further, the downloaded application after perfecting in the said manner, certification of the Head of the Institution and the other relevant documents for confirmation should be scanned and prepared as a single PDF file and it should be sent to the email address [pubadsummit2024@gmail.com](mailto:pubadsummit2024@gmail.com) of the Housing and Development Division of the ministry in charge of the subject of public administration on or before 28.03.2024.

**Provisions and set of instructions for submission of applications for government  
Summit Flats**

**1.0 Calling applications for government Summit Flats**

1.1 The following provisions and particulars should be carefully examined before completing the application.

**2.0 Basic Qualifications**

2.1 Being a public officer as defined in the Constitution. Further, the said public officer shall be a public officer in active service holding an Executive Grade post as per Public Administration Circular 03/2016 (Salary Revisions) dated 25.02.2016.

2.2 Working at a service station within Colombo district.

2.3 Applicant or spouse of the applicant should not have occupied government Summit Flats at any previous occasion.

2.4 Non-existence of official quarters reserved in the name of the applicant or the spouse of the applicant at the time of applying.

2.5 When both the applicant and the spouse of the applicant are public officers, only one person can apply for quarters.

- 2.6 The air fly distance from the place of work to the permanent place of residence (as per the particulars of voters' registration) measured using Google map should be more than 20 km.
- 2.7 The department or ministry to which the workplace of the applicant belongs should not have government official housing scheme projects.
- 2.8 No rental in arrears with regard to any government official quarters as at 01.03.2024.
- 2.9 Shall have not been convicted for an offence under section 3 of the government quarters act No. 07 of 1969 (Recovery of Possession) revised by act No.45 of 1985, No.08 of 1981, No.40 of 1974 and No.03 of 1971.
- 2.10 If one or more of the documents submitted are found to be false, illegal document or documents, the application will be rejected for the same reason.
- 2.11 If false information has been submitted as mentioned in 2.8, disciplinary action will be taken under the existing laws and regulations against the applicant and all other officers who have provided or supported the said false information.

### **3.0 Matters to be considered when completing the application**

#### **(Particulars to be completed by the applicant)**

- 3.1 To submit the online application form, visit the website of the Housing and Development Division of the Ministry of Public Administration <https://forms.gle/9AABndiFJ7w8perm9>. and complete the online application form.
- 3.2 The air fly distance from the permanent residence (as per the particulars of voters' registration) to the place of work by the date of sending the application should be measured with the help of Google map and entered in No.12 (iii) of the application. For confirmation of permanent residence, it is compulsory to submit the water, electricity and telephone bills related to the house in the name of the applicant or spouse for the period of 03 months before the closing date for submission of the certificate issued by Grama Niladhari and the application. If the bill is in the name of the spouse, it is compulsory to submit the marriage certificate along with the application.
- 3.3 The applicant must submit with the application form, a certified copy of the appointment letter by which the officer has been appointed to the current Executive Grade.

3.4 If the applicant or the spouse has enjoyed the privilege of occupying government quarters within the period of service of the applicant (The definition for government quarters is included in Section I, Chapter XIX of the Establishments Code), it should be mentioned in No 31 and 32 of the application.

3.5 In cases where the applicant or 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 or the children/dependents living with the applicant(Children under 18 years of age) are suffering from Down's Syndrome/ Renal Failure/ Spinal Cord Disorders/ serious physical disability or other serious medical condition, it is compulsory to submit a medical report issued within a recent year along with the application in addition to mentioning such particulars in No 19, 21 (iv) and 22 (iii) of the application.

It is compulsory to submit a medical report issued by a Medical Officer registered in Sri Lanka Medical Board along with the application.

**(Points to be confirmed and submitted by the Head of the Institution)**

3.6 A written confirmation issued by the Head of the Institution regarding the nature of duties related to the post, responsibility and performance of the applicant within the recent 06 months of the date of submitting applications is compulsory. This written confirmation is compulsory to be submitted along with the application.

3.7 In addition to the point in 3.5 above, the following points should also be reported.

- i. Arrears of rental pertaining to any government quarters, if any (27 of the application)
- ii. Particulars if the officer have been convicted by court for an offence under section 3 of the government quarters act No. 07 of 1969 (Recovery of Possession) revised by act No.45 of 1985, No.08 of 1981, No.40 of 1974 and No.03 of 1971. (28 of the application)
- iii. Particulars of the leave with no-pay after joining the public service, (Except maternity leave with no-pay) (29 of the application)
- iv. Particulars if the applicant has received government quarters benefits (31, 32 of the application)
- v. Particulars on whether any other housing scheme is available in the Ministry or Department where the applicant or spouse is serving (12.xi, 21.v of the application)

All the above matters should be verified with the personal file or other written documents and certified by the Head of the Institution and submitted along with the application.

**4.0 Procedure for submission of applications:**

4.1 To submit the online application, visit the web page related to the Housing and Development Division in the website of the Ministry of Public Administration,

<https://forms.gle/9AABndiFJ7w8perm9> complete the online application and after completing the sections to be completed by the applicant, download the application.

4.2 After the parts of the downloaded application, which are to be completed referring the personal file, are perfected, the certification of the Head of the Institution (As per 3.6 and 3.7) as well as the other documents that are required to be submitted under 3.0 above and other documents for confirmation should be scanned and prepared as a single PDF file and sent to the e-mail address [pubadsummit2024@gmail.com](mailto:pubadsummit2024@gmail.com) of the Housing and Development Division of the ministry in charge of the subject of public administration. It is compulsory to indicate the subject of the e-mail as **name of the applicant with initials \_Summit**.

Eg: B.A.Perera\_Summit

4.3 Requests made after 28.03.2024 will not be considered for any reason.

## **5.0 Method of selection**

5.1 All applications received by the ministry in charge of the subject of public administration on or before 28.03.2024 will be examined by the Housing Committee and marks will be allocated according to the marking scheme mentioned in 6.0.

5.2 The said mark sheet will be published in the official web page of the ministry in charge of the subject of public administration on or before 21<sup>st</sup> of April 2024.

5.3 Once the mark sheet is published in the official web page of the Ministry of Public Administration, the applicants, who are not satisfied about the given marks when allocating marks for the criteria mentioned therein, can submit their appeals to the Chairman, Housing Committee within 10 days from the date of publication of the said mark sheet.

5.4 After considering the appeals, the priority list of the officers, who satisfy the qualifications to obtain government Summit Flats for 2024, is due to be published in the official web page of the ministry on 17.05.2024.

5.5 In cases where the applicant fails to submit the documents for confirmation mentioned in 3.0 above at the time of submitting the application, the applicant will not be eligible for the marks allocated for such matters. Appeals submitted by the applicant to the Housing Committee or to the Secretary in-charge of Public Administration after losing marks due to failure to submit the said documents with the application will not be considered for any reason.

5.6 The dates indicated in 5.2, 5.3, 5.4 above can be changed on reasons related to management.

## **6.0 Method of allocating marks applied for the selection**

6.1 The maximum marks that can be secured by an applicant is 50 marks.

6.1.1. Marks will be allocated to the applicant for the following criteria.

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

- (a) From 21km to 40km - 05 marks
- (b) From 41km to 60km - 10 marks
- (c) From 61km to 80km - 15 marks
- (d) Above 81km - 20 marks

(Maximum 20 marks)

ii. Grade to which the post of the applicant belongs

- (a) Grade III - 05 marks
- (b) Grade II - 05 marks
- (c) Grade I - 10 marks
- (d) Special Grade - 15 marks

(Maximum 15 marks)

iii. In cases where the children (Children under 18 years of age)/dependents living with the applicant are suffering from Down's Syndrome/ Renal Failure/ Spinal Cord Disorders/ serious physical disability or other serious medical condition/ in cases where the applicant is suffering from any lasting disability causing him/her difficulties to walk/ travel / in case where the spouse is suffering from any lasting disability (It is compulsory to submit the medical reports related to the above as at the closing date of the application along with this)

(Maximum 04 marks)

iv. Marks will be allocated for children below 18 years of age and unmarried daughters;

(Birth certificate should be furnished and an affidavit should also be furnished to prove the marital status)

(Maximum 03 marks)

v. For married applicants

(08 marks)

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

i. If no pay leave has been obtained (Except maternity leave with no-pay) within a service period of immediately preceding 05 years in public service as at

22.03.2024 without adhering to the provisions of the Establishments Code and the relevant Public Administration Circulars, 05 marks will be deducted if the officer has obtained no pay leave less than 05 days, 10 marks will be deducted if the officer has obtained no pay leave more than 05 days.

(Maximum minus marks 10)

ii. Marks will be deducted as follows if government general service housing privilege is availed within a period of immediately preceding 05 years as at 22.03.2024, in Colombo, Kotte, Dehiwala urban limits in Colombo district.

- (a) Up to 01 year - 02 marks
- (b) Above 01 year - Up to 02 years - 04 marks
- (c) Above 02 years – Up to 03 years - 06 marks
- (d) Above 03 years - Up to 04 years - 08 marks
- (e) Above 04 years - Below 05 years - 10 marks

(Maximum minus marks 10)

iii. Marks will be deducted as follows if government general service housing privilege is availed within a period of immediately preceding 05 years as at 22.03.2024, in the name of the applicant's spouse in Colombo, Kotte, Dehiwala urban limits in Colombo district.

- (a) Up to 01 year - 02 marks
- (b) Above 01 year - Up to 02 years - 04 marks
- (c) Above 02 years – Up to 03 years - 06 marks
- (d) Above 03 years - Up to 04 years - 08 marks
- (e) Above 04 years - Below 05 years - 10 marks

(Maximum minus marks 10)

iv. Officers, who are serving at a popular service station at the time of submitting the application. (Maximum minus marks 10)

6.1.3. In cases where several officers get equal number of marks, seniority of the said officers will be considered.

6.2 Marks will be allocated in accordance with the guidelines stipulated in the Establishments Code and laws and regulations imposed from time to time within the period during which this circular is implemented.

7.0 The Secretary, Ministry 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 reserving a housing unit in general service quarters complex in  
Colombo district under the Ministry of Public Administration.

2024

For Official Use

- 1) Title : Mr/Mrs/Miss
  
- 2) Name in full : .....  
.....
  
- 3) Name with Initials :  
(Example: B.S.P.Perera) : .....
  
- 4) Gender Female  Male
  
- 5) National Identity Card Number : .....
  
- 6) Date of Birth :
  
- 7) Mobile number : .....
  
- 8) Fixed telephone number : .....
  
- 9) E-mail address : .....
- 10) Permanent Address : .....

(as per the particulars of voters' registration)

- 11) Temporary address : .....
  
- 12) Particulars of the current employment
  - i. Place of work : .....
  - ii. Address : .....
  - iii. Distance from the permanent address to the place of work (km) :.....
  - iv. Distance from the temporary address to the place of work (km) :.....
  - v. Office phone number: .....

vi. Post : .....

vii. Service (Ex: Sri Lanka : .....

Administrative Service/Accountants' Service)

viii. Grade : .....

ix. Nature of the employment : .....

x. Do you belong to a transferable service? Yes  No

xi. Is there a different housing scheme under your Ministry/Department?

Yes  No

13 Due date for retirement 

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 :

14) Salary Particulars

i. Annual Salary : .....

ii. Salary Scale : .....

iii. Date of Increment : .....

15) Date of Appointment to Public Service 

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16) Date of Appointment to Executive Grade 

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17) Status of the employment : Permanent

Probation

18) Date on which appointment/transfer to Colombo district : 

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19) Particulars if the applicant has a difficulty in walking/ travel or any other serious physical disability or other serious medical condition,

20) Marital status : Married  Unmarried

21) If married,

(A) Details of the spouse

i. Name : .....

ii. Place of work : .....

iii. Post : .....

iv. Particulars if the applicant has a difficulty in walking/ travel or any other serious physical disability or other serious medical condition,

.....

.....

v. Is there a different housing scheme under your Ministry/Department?

Yes

No

22) Details of children

i. Number of children : .....

ii. Details of children

Name	Age	If the children are schooling the name of the school	If the children have left school, their marital status

iii. Particulars of Down's syndrome/ serious physical disabilities or other disabilities, if any

.....

.....

23) If you received the ownership of an official quarter, do you wish to occupy the quarters with your family?

Yes

No

24) Do you/ spouse/ children have house/houses within the radius of 20km from your place of work?

Yes  No

25) Has there been an unsatisfactory housing condition or a life threat within the period of the immediately preceding 2 years?

If yes, particulars of the same:

.....  
.....

26) Have you obtained a housing/ property loan? Yes  No

If you have obtained a housing/ property loan;

i. Date of obtaining loan :

ii. Address of the house/property :  
.....

iii. Distance (km) from the current place of work :

27) Are there arrears of rental pertaining to any official quarters?  
If yes, particulars of the same: Yes  No

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

28) Have you been convicted for an offence under section 3 of the government quarters act No. 07 of 1969 (Recovery of Possession) revised by act 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:  
.....  
.....

29) 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	Reason for which no pay leave was obtained	Number of days of no pay leave	Approval received (Circular No.)

30) Have you served or are you currently serving at a popular service station?

Yes  No

If yes, particulars of the same:

Place of work	Date of assumption of duties at the service station	Period of service

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?

Ye  No

If yes, particulars of the same:

Post	Ministry	Years of occupancy (Mention specifically)

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 of Public Administration if the above information is found to be false.

.....  
Date

.....  
Signature of the applicant

Confirmation of the Head of the Administration Division of the Institution

I hereby certify that the information provided by the applicant from No. 23 to 29 above is accurate as per the personal file.

.....  
Date

.....  
Signature and official stamp

Confirmation of the Head of the Institution

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

.....  
Date

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