

17.01.2025

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

List of Public Administration Circulars issued in Year 2024

The list of Public Administration Circulars issued in year 2024 is as follows.

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

Public Administration Circulars

	Circular Number	Date of issue	Subject	Reference
01	01/2024	03.01.2024	Public Administration Circulars issued revising the provisions of the Establishments Code - 2023	-
02	02/2024	10.01.2024	List of Public Administration Circulars issued in Year 2023	-
03	03/2024	10.01.2024	Revision of the Cost of Living Allowance and the Recovery of Contributions to the Widows'/ Widowers' and Orphans' Pensions Fund in the Public Service as per Budget Proposals 2024	Public Administration Circular: 37/2013 dated 31.12.2013 Public Administration Circular: 03/2016 dated 25.02.2016
04	04/2024	02.02.2024	Granting of Special Leave during the Ramalan (Ramazan) Season 2024	-
05	05/2024	27.02.2024	Introduction of a Dispute Prevention and Resolution Mechanism in the Public Service	Cabinet decision No: CP/23/2138/605/068 dated 20.11.2023

	Circular Number	Date of issue	Subject	Reference
06	06/2024	01.03.2024	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	Public Administration Circular: 03/2016 dated 25.02.2016
07	07/2024	01.04.2024	Competitive Examination for Recruitment to Grade III of Sri Lanka Administrative Service Under Merit Stream - 2024	-
08	08/2024	05.06.2024	Submission of report on arrears of revenue for code “20.02.01.01” Rent on Government Buildings & Housing as at 30.06.2024	Fiscal Policy Circular No: 01/2015 dated 20.07.2015 and the revisions made to the same Financial Regulations No: 128(2), (c) Financial Regulations No: 113
09	09/2024	05.06.2024	Revenue Estimates for Year 2025 for Revenue Code “20.02.01.01” Rent on Government Buildings and Housing - 2025	Fiscal Policy Circular 01/2015 dated 20.07.2015 and the revisions made to the same Financial Regulations No: 85(1), (2)
10	10/2024	08.11.2024	Promotion to Special Grade of Librarians’ Service as per Minute of Sri Lanka Librarians’ Service published in the Gazette Extra Ordinary No: 2024/35 dated 21.06.2017	Paragraph 10:3 of the Minute of Sri Lanka Librarians’ Service published in the Gazette Extra Ordinary No: 2024/35 dated 21.06.2017 Public Service Commission Circular No: 1/2020 dated 01.01.2020 and the consequent Circulars.
11	11/2024	12.11.2024	Using Unicode Compatible Fonts for Computing in the Government Sector	Circular No: SP/SB/01/07 dated 14.03.2007 issued by the Secretary to H.E. the President Letter of Secretary of the then Ministry of Women, Child Affairs and Social Empowerment No: MWCA&SE/NSPD/Legal CC 1/SC-FR-177-2023 dated 30.08.2024

	Circular Number	Date of issue	Subject	Reference
12	12/2024	23.07.2024	Leave for Public Officers who could not Report for Duty Due to Floods, Earth Slips and Obstructions of Roads May and June 2024	-
13	13/2024	07.08.2024	Annual Transfers of the Officers in Supra Grade of Management Service Officers' Service - 2025	Provisions in Chapter XVIII of (Volume 1) of the Procedural Rules of Public Service Commission published in the Gazette Extra Ordinary No: 2310/29 dated 14.12.2022
14	14/2024	07.08.2024	Payment of an Interim Allowance to all Government Pensioners	Cabinet decision No: CP/24/1453/601/090 dated 24.07.2024
15	15/2024	06.09.2024	Taking action with regard to the officers who are staying abroad beyond the approved period of leave without obtaining proper approval	Public Administration Circular: 14/2022 dated 22.06.2022 and consequent Circulars. Chapter XV of the Procedural Rules of Public Service Commission Section 7, Chapter V, Volume I of the Establishments Code Section 37, Chapter XLVIII, Volume II of the Establishments Code
16	16/2024	13.09.2024	Annual Transfer Procedure of Officers in Special Grade of Sri Lanka Administrative Service - 2025	Provisions in Rule 251, Chapter XVIII, Volume I of the Procedural Rules of Public Service Commission published in the Gazette Extra Ordinary No: 2310/29 dated 14.12.2022
17	17/2024	13.09.2024	Annual Transfer Procedure of Officers in Sri Lanka Administrative Service - 2025 (Grade I, II and III)	Cabinet decision No: CP/11/1090/523/ 087 dated 11.05.2011 Cabinet decision No: CP/14/0286/523/ 007 dated 23.04.2014 Provisions in Rule 257(V) of the Procedural Rules of Public Service Commission.

	Circular Number	Date of issue	Subject	Reference
18	18/2024	13.09.2024	Annual Transfer Procedure of Officers in Sri Lanka Planning Service - 2025	Transfer Procedure revised on 24.11.2022 and approved on 12.06.2018 by the Public Service Commission.
19	19/2024	13.09.2024	Annual Transfers of Officers in Sri Lanka Accountants' Service - 2025 (Grade I, II and III)	-
20	20/2024	18.12.2024	Submission of report on arrears of revenue for code "02.02.01.01" Rent on Government Buildings & Housing as at 31.12.2024	Fiscal Policy Circular No: 01/2015 dated 20.07.2015 and revisions made to the same Financial Regulations No: 113
21	21/2024	24.12.2024	Special Advance for Public Officers - Year 2025	Public Administration Circular: 26/2015 dated 29.12.2015
22	22/2024	30.12.2024	Commencement of Work of the Year 2025 along with the National Programme "Clean Sri Lanka"	-

Revised Public Administration Circulars

	Circular Number	Date of issue	Subject	Reference
01	03/2019(V)	09.02.2024	List of Disciplinary Inquiry Officers under Sub- section 19:5, Chapter XLVIII, Volume II of the Establishments Code	List of Disciplinary Inquiry Officers under Sub- sections 19:5 and 19:14 Chapter XLVIII, Volume II of the Establishments Code Public Administration Circular: 03/2019 dated 20.02.2019 and consequent Circulars.

	Circular Number	Date of issue	Subject	Reference
02	22/99(XL)	25.04.2024	Official Transport Facilities to Public Officers/ Provincial Public Officers/ Judicial Officers	Public Administration Circular 22/99 dated 08.10.1999 and consequent Circulars. Public Administration Circular 02/2022 dated 06.01.2022 Public Administration Circular: 19/2022 dated 14.09.2022 Cabinet decision No: CP/24/0433/605/016 dated 19.03.2024
03	02/2021(IX)	07.05.2024	Taking Further Action on Public Officers Who Were Abroad During the Period of COVID – 19 Pandemic and Unable to Report for Duty Due to the Existed Situation	Chapter XII, Volume I of the Establishments Code
04	14/2022(IV)	07.06.2024	Granting Leave with No-Pay to be Spent in or out of the Island to Public Officers without causing any Prejudice to the Seniority and Pension	Public Administration Circular 14/2022 dated 22.06.2022 and consequent Circulars Chapter XII, Volume I of the Establishments Code
05	18/2015(V)	27.06.2024	Payment of a Special Allowance for Officers Holding Posts of the Executive Service Category in the Public Service	Public Administration Circular: 18/2015 dated 26.06.2015 and consequent Circulars. Public Administration Circular: 28/2011 dated 12.12.2011 Public Administration Circular: 23/2013 dated 12.11.2013 Cabinet decision No: 41.07 of CP/13/1466/533/016 made on 31.10.2013
06	18/2011(I)	29.11.2024	Correct Display of National Flag	Public Administration Circular: 18/2011 dated 17.10.2011

Public Administration Circular Letters

	Circular Letter Number	Date of issue	Subject	Reference
01	01/2024	16.04.2024	Granting the Pension to employees whose appointment has been confirmed after the age of 45 years Public Administration Circulars: 25/2014, 25/2014 (I) and 29/2019	Cabinet decision No: CP/23/0136/620/003-I dated 11.03.2024 Public Administration Circular: 25/2014 dated 12.11.2024 Public Administration Circular: 25/2014 (I) dated 29.12.2014 Public Administration Circular: 29/2019 (I) dated 18.09.2019
02	02/2024	14.08.2024	Payment of an Interim Allowance to all Government Pensioners	Public Administration Circular: 14/2024 dated 07.08.2024 Cabinet decision No: CP/24/1608/605/058 dated 13.08.2023

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