

My number : EST-1/RESCH/08/0012-Vol I
Ministry of Public Administration,
Provincial Councils and Local Government
Independence Square
Colombo 07.

22.01.2026

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

List of Public Administration Circulars issued in the Year 2025

The list of Public Administration Circulars issued in the year 2025 is 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	01/2025	06.01.2025	Public Administration Circulars issued revising the Provisions of the Establishments Code - 2024	-
02	02/2025	17.01.2025	List of Public Administration Circulars issued in the Year 2024	-
03	03/2025	20.01.2025	Registration of Public Officers in Widows' / Widowers' and Orphans' Pensions Scheme and verifying the particulars of beneficiaries through a new online information system	Public Administration circular No. 26/2017 dated 12.10.2017 and consequent circulars
04	04/2025	31.01.2025	Leave for Public Officers who could not Report for Duty Due to Floods, Earth Slips and Obstructions of Roads - November 2024	-
05	05/2025	31.01.2025	Granting of Special Leave during the Ramalan (Ramazan) Season 2025	-
06	07/2025	17.03.2025	Payment of allowances to the resource persons, who conduct training programmes, seminars and other similar programmes	-

	Circular No.	Date of Issue	Subject	Reference
07	08/2025	21.02.2025	Revision of sub-section 8:5, Chapter XII, Volume I of the Establishments Code	Section 8, Chapter XII of the Establishments Code
08	09/2025	02.04.2025	Formalizing the waste management process of public institutions	Gazette notification No 2341/30 dated 19 July 2023 issued by the Central Environmental Authority
09	10/2025	25.03.2025	Revision of Salaries of the Public Service as per Budget Proposals 2025	<p>Section 5, Chapter VII of the Establishments Code</p> <p>Section 10, Chapter VIII of the Establishments Code</p> <p>Section 12, Chapter VIII of the Establishments Code</p> <p>Section 5, Chapter XIX of the Establishments Code</p> <p>Public Administration Circular No. 06/2006 (XI) dated 16.07.2014</p> <p>Public Administration Circular No. 03/2016 dated 25.02.2016 and consequent circulars</p> <p>Public Administration Circular No. 03/2018 dated 20.02.2018</p> <p>Public Administration Circular No. 07/2019 dated 08.07.2019</p> <p>Public Administration Circular No. 09/2019 dated 22.04.2019</p> <p>Public Administration Circular No. 03/2022 dated 13.01.2022</p> <p>Public Administration Circular No. 03/2024 dated 10.01.2024</p> <p>Public Administration Circular No. 14/2024 dated 07.08.2024</p>
10	11/2025	11.04.2025	Leave for public officers who could not report for duty due to Floods, Earth Slips and obstructions of Roads - October 2024	-

	Circular No.	Date of Issue	Subject	Reference
11	12/2025	09.05.2025	Section 10, Chapter XXIV of the Establishments Code-Distress Loan	Public Administration Circular 30/2008 dated 31.12.2008 Sub-section 04.4 of Budget Circular No. 01/2025 dated 22.03.2025 Public Administration Circular 10/2025 dated 25.03.2025
12	13/2025	18.06.2025	Submission of report on arrears of revenue for code “20.02.01.01” Rent on Government Buildings & Housing as at 30.06.2025	Circular No. 01/2015 dated 20.07.2015 issued by the Department of Fiscal Policy Financial Regulations No. 113 Financial Regulations No. 128 (2) (c)
13	14/2025	18.06.2025	Revenue Estimates for Year 2026 for Revenue Code 20.02.01.01, Rent on Government Buildings & Housing	Circular No. 01/2015 dated 20.07.2015 issued by the Department of Fiscal Policy Financial Regulations No. 85 (1), (2)
14	15/2025	01.07.2025	Revision of Pension based on the entitled salary for the 01.01.2018, 01.01.2019 and 01.01.2020 as per the 2025 budget proposals	Public Administration Circular 16/2015 dated 25.06.2015 Public Administration Circular 03/2016 dated 25.02.2016 Public Administration Circular 14/2019 dated 31.05.2019 Public Administration Circular 03/2022 dated 13.01.2022 Public Administration Circular 03/2024 dated 10.01.2024 Management Service Circulars 03/2016 dated 29.04.2016 Management Service Circulars 03/2016 (I) dated 22.08.2016

	Circular No.	Date of Issue	Subject	Reference
				Management Service Circulars 01/2018 dated 19.02.2018 Management Service Circulars 02/2018 dated 02.04.2018 Pension Circular No. 03/2016 dated 27.04.2016 Pension Circular No. 01/2022 dated 20.01.2022 Cabinet Decision No. අංඡ/17/2936/755/035 dated 19.12.2017 Cabinet Decision No. අංඡ/24/1992/704/007 dated 14.10.2024
15	16/2025	11.07.2025	Competitive Examination for Promotion to the Supra Grade of the Management Services Officers' Service on Merit – 2025	Gazette Extraordinary No. 1840/34 dated 11.12.2013 Public Administration Circular No: 10/2025 dated 25.03.2025
16	17/2025	15.07.2025	Annual Transfer Procedure of Officers of the Sri Lanka Planning Service - 2026	-
17	18/2025	14.07.2025	Annual Transfer Procedure of Officers in the Sri Lanka Administrative Service - 2026 (Grade I, II and III)	Cabinet Decision No. අංඡ 11/1090/523/087 dated 11.05.2011 Cabinet Decision No. අංඡ /14/0286/523/007 dated 23.04.2014
18	19/2025	14.07.2025	Annual Transfer Procedure of Officers in Special Grade of the Sri Lanka Administrative Service - 2026	Rule No. 251 Chapter XVIII, Volume I of the Procedural Rules of the Public Service Commission published in the Gazette Extraordinary No. 2310/29 dated 14.12.2022
19	20/2025	15.07.2025	Annual Transfer Procedure of Officers of the Sri Lanka Accountants' Service – 2026 (Grade I,II and III)	-

	Circular No.	Date of Issue	Subject	Reference
20	21/2025	03.09.2025	Absorption of officers in the Railway Clerical Service and Railway Timekeeping Clerical Service of the Department of Railways into the Public Management Assistants' Service	Cabinet decision taken on 04.07.2022 in response to Cabinet Memorandum No. 22/0874/510/016. Public Administration Circular No. dated 6/2006 dated 25.04.2006
21	22/2025	18.08.2025	Implementing the “Seiri Week” to maintain public institutions in a well-organized manner parallel to the “Clean Sri Lanka” national programme	Section 9.2, Chapter XXVIII of the Establishments Code Section 9.2.1 included by Public Administration Circular No. 6/2019 dated 27.02.2019 in Chapter XXVIII of the Establishments Code Right to Information Act No. 12 of 2016 Guidelines of the Secretary of the Commission to Investigate Allegations of Bribery or Corruption No. BC/PRV/15/2024 dated 21.10.2024 issued for the conservation and disposal of files Assets Management Circular No. 5/2020 dated 02.10.2020 Assets Management Circular No. 5/2024 dated 18.12.2024 Financial Regulations No. 770 Financial Regulations No. 772 Financial Regulations No. 756 Financial Regulations No. 770(4) 770 (6) and 767 (1) revised by Public Finance Circular No. 1/2020 dated 28.08.2020

	Circular No.	Date of Issue	Subject	Reference
22	23/2025	21.08.2025	Annual Transfers of Officers in Supra Grade of the Management Service Officers' Service- 2026	Rule No. 251 and 254, Chapter XVIII, Volume 1 of the Procedural Rules of the Public Service Commission published in the Gazette Extraordinary No. 2310/29 dated 14.12.2022
23	24/2025	03.10.2025	Rates for Holiday Bungalows under the purview of the Ministry of Public Administration, Provincial Councils and Local Government	Subsection 6:1, Chapter XX of Volume I and Appendix 19 of the Establishments Code
24	25/2025	26.09.2025	Providing Relief to Public Officers entitled to the exercise of Political Rights who submitted Nominations to contest for the Local Authorities Election, 2023	Subsection 2:3:2, Chapter XXXII of the Establishments Code
25	26/2025	24.10.2025	Payment for Preliminary Investigations	Public Administration Circular No. 14/2014 dated 30.05.2014 Section 13, Chapter XLVIII, Volume II of the Establishments Code
26	27/2025	24.10.2025	Payment for Disciplinary Inquiries	Public Administration Circular No. 18/2018 dated 31.07.2018 Sub-Sections 28:6 and 29:8, Chapter XIV of the Establishments Code Sub-Section 19:7, Chapter XLVIII of the Establishments Code Public Administration Circular No 12/2003 dated 11.12.2003
27	28/2025	24.10.2025	Payments made for serving as Members of Interview Boards and for Assisting Staff	Public Administration Circular No. 30/2017 dated 05.12.2017
28	29/2025	26.11.2025	Establishing Collectives/Circles at the institutional level in line with the "Ratama Ekata National Mission" programme for Eradicating Dangerous Drugs	Cabinet Decision No. ୭୦୯/୨୫/୧୯୩୭/୮୦୧/୦୨୬ dated 13.10.2025 Circular No. PS/ADA/Circular/13/2025

	Circular No.	Date of Issue	Subject	Reference
				dated 14.11.2025 issued by the Secretary to the President Section 2 of Chapter XLVII, Volume II of the Establishments Code
29	30/2025	27.11.2025	Declaring a Special Holiday for Government Offices	-
30	31/2025	10.12.2025	Special Advance to Public Officers	Section 3, Chapter XXIV of the Establishments Code Financial Regulation No: 238
31	32/2025	15.12.2025	Special leave for public officers who could not Report for Duty Due to Floods, Earth Slips and Obstructions of roads - November 2025	-
32	33/2025	15.12.2025	Submission of report on arrears of revenue for code "20.02.01.01" - Rent on Government Buildings & Housing as at 31.12.2025	Circular No. 01/2015 dated 20.07.2015 issued by the Department of Fiscal Policy Financial Regulation No. 128 (2) (c) Financial Regulation No. 113
33	34/2025	30.12.2025	Commencement of Work, Year - 2026	-

Revised Public Administration Circulars

	Circular No.	Date of Issue	Subject	Reference
01	03/2019(VI)	17.01.2025	List of Disciplinary Inquiry Officers under Sub-section 19:5, Chapter XLVIII, Volume II of the Establishments Code	Public Administration Circular 03/2019 dated 20.02.2019 and consequent circulars Sub-section 19:14, Chapter XLVIII, Volume II of the Establishments Code
02	20/2011 (I)	29.01.2025	Fees that should be charged when providing photo copies for disciplinary inquiries	Sub Section 14:11 of Chapter XLVIII of Volume II of the Establishments Code Public Administration Circular No. 20/2011 dated 25.10.2011

	Circular No.	Date of Issue	Subject	Reference
03	18/2020 (II)	26.05.2025	Implementation of Official Language Policy	Public Administration Circular 18/2020 dated 16.10.2020 Public Administration Circular 18/2020 (I) dated 28.10.2022
04	04/2017 (II)	04.06.2025	Attachment of Trainees to Public Institutions for Practical Training	Public Administration Circular 04/2017 dated 28.02.2017 Public Administration Circular 04/2017(I) dated 10.08.2017
05	02/2016(I)	20.08.2025	Revision to Appendix 1 of the Establishments Code	Public Administration Circular 02/2016 dated 16.06.2016
06	05/2008(II)	01.09.2025	Introduction of the Citizen/ Client Charter	Public Administration Circular No. 05/2008 dated 06.02.2008 and consequent circulars Section 4.0 (viii) of the circular No: PS/SB/Circular/ 2/2025 dated 18.02.2025 issued by the Secretary to the President
07	15/2025 (I)	14.11.2025	Revision of pensions based on the entitled salary for 01.01.2018, 01.01.2019 and 01.01.2020 as per the 2025 budget proposals	Public Administration Circular 15/2025 dated 01.07.2025
08	03/2025(I)	17.11.2025	Registration of public officers in the Widows' / Widowers' and Orphans' pension scheme and verifying the particulars of beneficiaries' through a new online information system	Public Administration Circular No. 03/2025 dated 20.01.2025
09	14/2022 (v)	05.12.2025	Granting No-Pay Leave to be Spent in or out of Sri Lanka to Public Officers Without Causing any Prejudice to the Seniority and Pension	Public Administration Circular 14/2022 dated 22.06.2022 and consequent circulars

Public Administration Circular Letters

	Circular Letter No.	Date of Issue	Subject	Reference
01	01/2025	06.03.2025	Granting the entitlement to benefits to the members of Police or Special Task Force as per the Cabinet Approval No. CP/19/2618/103/069 - I dated 24.09.2019	Circular of the Ministry of Defense No: MOD/01/2020 dated 15.07.2020 Sections 2:17 and 14 of the Pensions Minute
02	02/2025	26.03.2025	Revision of Salaries of the Public Service 2025 - Preparing Letters of Salary Conversion by using salary2025 Software	Public Administration Circular 10/2025 dated 25.03.2025
03	03/2025	07.04.2025	Payment of Salaries as per Public Administration Circular 10/2025	Public Administration Circular 10/2025, dated 25.03.2025
04	04/2025	30.06.2025	Dealing with documents delivered by hand to public institutions	-
05	05/2025	27.06.2025	Revision of Salaries of the Public Service as per Budget Proposals 2025	Public Administration Circular 10/2025 dated 25.03.2025 Provisions of Section 12, Chapter VII of the Establishments Code
06	06/2025	16.10.2025	Seeking the advice or opinion of the Attorney General by public institutions and public officers	Section I, Chapter XXXIII, Volume I of the Establishments Code

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