



රාජ්‍ය පරිපාලන, ස්වදේශ කටයුතු, පළාත් සභා හා පළාත් පාලන අමාත්‍යාංශය  
பொது நிர்வாக, உள்ளாட்டலுவல்கள், மாகாண சபைகள் மற்றும் உள்ளூராட்சி அமைச்சு  
**Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government**

නිදහස් වතුරගම, කොළඹ 07, ශ්‍රී ලංකාව.  
சுதந்திர சதுக்கம், கொழும்பு 07, இலங்கை.  
Independence Square, Colombo 07, Sri Lanka.

මගේ අංකය  
எனது இல  
My No

CS/SLAS/සංචිතයට  
අනුයුක්ත කිරීම

ඔබේ අංකය  
உமது இல  
Your No

දිනය  
திகதி  
Date

27.10.2022

Secretaries of Ministries  
Chief Secretaries of Provinces  
Secretaries of Commissions  
Heads of Departments

**Closing the Pool of Officers maintained under the  
Ministry of Public Administration**

It has been observed that certain officers, who are attached to the pool of the Ministry of Public Administration on various grounds remain in the pool for a long period without performing any duty. Since the relevant officers personally face difficulties as they do not perform a specific role in the pool, a financial loss occurs due to payment of salary without obtaining productive service from these officers and it is necessary to obtain maximum service from all the officers in this current situation of the country, it has been suggested that this system should be changed without delay. Accordingly, it has been decided to close the pool of officers maintained at this Ministry at present.

02. Therefore, you are kindly informed not to attach officers to the pool of officers at the Ministry of Public Administration in future and in case where an officer is required to be attached to the Internal Administration Division of this Ministry on an essential matter, it should be done on prior approval of this Ministry.

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03. Further, it has been decided to assign the tasks of maintaining the personal files of the officers, who are participating in long-term foreign scholarships/trainings, to the relevant divisions of this Ministry, which perform tasks of the relevant services and accordingly, the files of the concerned officers should be forwarded to the respective service divisions. (Since no successor is provided for the officers for whom leave to be spent out of Sri Lanka is granted under the provisions of Public Administration Circular: 14/2022, the personal files of those officers should not be forwarded to this Ministry)

04. In case where an officer is recommended to be transferred out of the current service station on a disciplinary matter/ investigation report, action should be taken to make recommendations so as to be able to make a transfer to an appropriate service station. If it is required to make a transfer with immediate effect on practical grounds, it is advisable to temporarily attach the officer to the respective Ministry/ Department until an appropriate service station is given and forward the request for transfer to this Ministry.

05. If the officers are released from the Provincial Public Service, you are kindly informed to forward the said request to this Ministry so as to provide sufficient time to transfer the officers to other appropriate service stations. Accordingly, action will be taken to transfer the said officers to appropriate service stations with immediate effect.

06. Your cooperation in this regard is highly appreciated.

Sgd/ M.M.P.K. Mayadunne

Secretary

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