

Public Administration
Circular No: 41/94

My No. HA/DA/2/4/93/94

Ministry of Public Administration,
Home Affairs, Parliamentary Affairs,
and Plantation Industries,
Torrington Square,
Colombo 07.

27th December, 1994.

To: All Secretaries
Chief Secretaries/ to the Governors,
Heads of Departments
District Secretaries/ Government Agents
Divisional Secretaries.

STREAMLINING OF DIVISIONAL ADMINISTRATION

The following decisions taken by the Government for streamlining of the Divisional Administration will be implemented with effect from 01st January, 1995.

- (1) Activities carried out through the Divisional Secretaries in respect of all Ministries and Departments will be Co-ordinated by the District Secretaries/Government Agents.
- (2) All Government funds allocated for District development will be utilised by the District Secretary/ Government Agent with the assistance of the Divisional Secretaries. The present District Co-ordinating Committee will be strengthened and deployed to implement the District Development Programme. While the Divisional Development Plan at Divisional level will continue to be in force, the District Plan will be a combination of Divisional Plans.
- (3) Administrative supervision and Co-ordination of the Divisional Secretaries will be vested with the District Secretaries/Government Agents.

The Government Agents are empowered with the following functions connected with the Divisional Secretaries:

- (i) Approval of the Advance Programme.
- (ii) Recommendation of Increments.
- (iii) Approval of leave.
- (iv) Approval for working on holidays.

- (4) District Secretaries/Government Agents will function as appellate authorities to review and take necessary steps regarding decisions taken by the Divisional Secretaries.
- (5) The Divisional Secretaries are entrusted with the supervision of day to day work of Grama Niladharis. The transfers of Grama Niladharis within the Division will be effected by the Divisional Secretaries. However, the transfers of Grama Niladharis at District level will be decided by the District Secretaries/Government Agents. The appeals forwarded by the G.NN. will be decided by the District Secretaries.
- (6) An Internal Audit Unit functioning under each District Secretary/Government Agent will be engaged to audit all Divisional Secretariats.

Sgd: R.S. Jayaratne,
Secretary,
Ministry of Public Administration, Home Affairs,
Parliamentary Affairs and Plantation Industries.