

Public Administration Circular No: 10/96

My No. : 1/543E/02D/09  
Ministry of Public Administration,  
Home Affairs, Plantation Industries  
and parliamentary Affairs  
Independence Square  
Colombo 07.

26.03.1996.

All Secretaries of Ministries,

**Representations and enquiries made by various Ministries and Departments in regard to Establishment matters, administrative functions, allowances and various payments.**

I have observed that there is a tendency to refer day to day and after routine personnel administrative and Establishment matters to the Secretary to the Ministry of Public Administration and the Director General of Establishment instead of their resolution by the Ministries in terms of the relevant Acts, Ordinances, Financial Regulations, Establishments Code, and the Ministry Circular which spell out the guidelines in respect of Personnel management, Establishment and Administrative matters in the Public Service.

02. There is another tendency to appoint Committees by various Ministries including the representatives of this Ministry and making requests to nominate such representatives from the Ministry of Public Administration to serve on the Committees.

03. The above tendencies have resulted in many instances that the decision which should be taken by the respective Departments and Ministries within their purview are being delayed or passed on to our Ministry for no reasons or other. This has led to a certain degree of disruptions of activities and services which should essentially be provided by this Ministry.

04. It is emphasized that the authority and responsibility for organising administrative, Establishment and Financial activities in your Ministry and Departments, complying with the provisions in the Acts and Ordinances, Establishment code, Financial regulations and the Circulars issued by this Ministry, have been assigned to you and if you feel any amendment is necessary, within the existing rules and regulations, you may examine such amendments by committees consisting responsible Administrative Officers within your Ministry or Department and re proposals for amendment of provisions in the existing Administrative or Establishment activities to the Ministry of Public Administration, so that this Ministry could action to obtain approval of the Government in order to set Unified Standard in above procedure.

05. You are kindly requested to bring this procedure to the attention of officers as well as Heads of Departments under you to be strictly complied with to follow such procedure as responsible Secretaries of Ministries.

Sgd. Y.B. Pusedeniya  
Actg. Secretary  
Ministry of Public Administration,  
Home Affairs, Plantation Industries  
and Parliamentary Affairs.