

Public Administration Circular No. 21/95 (1)

My No: IV/2/3/9/40(H) 95

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

26 October , 1995

All Secretaries of Ministries
Chief Secretaries
Secretaries of Governors
Heads of Departments
Chairman of Corporations and
Competent Authorities

**Summoning of officers on office days (Wednesday) for
discussion**

Your attention is invited to Public Administration Circular No. 21/95 of 09.06.1995.

02. The Secretary to the President has brought to my notice that the summoning of officers for normal discussions and seminars on office days (Wednesday) are being continued in spite of the instructions that all officers should remain in office on Wednesdays according to the above Circular.

03. Therefore it is again emphasized that the public who come to these offices from distant places to get their requirements attended to by meeting officers at these offices face severe difficulties due to the non availability of officers.

04. It is hereby informed that officers should not be summoned on Wednesdays or duties outside the office except on special instances such as a flood or other disastrous situation where provision of relief cannot be postponed.

Sgd : R.S. Jayaratne

Secretary

Ministry of Public Administration,
Home Affairs, Plantation Industries
and Parliamentary Affairs.