

My No: 11/719E 25/1)
 Ministry of Public Administration,
 Home Affairs & Plantation Industries,
 Independence Square,
 Colombo 07.

03 August, 1999.

To Secretaries of all Ministries and
 Chief Secretaries of Provincial Councils and
 Heads of Departments

Payments for Disciplinary Inquiries

Public Administration Circulars Nos. 365 of 06/05/1981, 205 of 21/07/1982, 283 of 29/03/1985, 297 of 26/06/1985, 355 of 04/12/1986, 377 of 14/08/1987, 42/88 of 29/11/1988, 6/93 of 05/04/1993 and 6/93(1) of 29/08/1995 are hereby repealed.

02. Payments for holding of disciplinary inquiries should be as follows with effect from 01/07/1999.

	Holding of inquiries allowance per hour	Reimbursement of expenses incurred on clerical/typing assistance and postage etc.	Preparation of the final report and summing up
(1) <u>Officer holding inquiries</u>			
i. <u>Retired Inquiry Officer</u>			
(a) Inquiry against a Staff Officer	R s . 1 2 5 / -	R s . 5 0 0 / -	R s . 1 5 0 0 / -
(b) Inquiry against a Subordinate Officer	R s . 1 0 0 / -	R s . 5 0 0 / -	R s . 1 2 5 0 / -
(c) Inquiry against a Minor Employee	R s . 1 0 0 / -	R s . 5 0 0 / -	R s . 1 0 0 0 / -
ii <u>Officer in Service</u>			
(a) Inquiry against a Staff Officer	R s . 1 2 5 / -	-	R s . 1 5 0 0 / -
(b) Inquiry against a Subordinate Officer	R s . 1 0 0 / -	-	R s . 1 2 5 0 / -
(c) Inquiry against a Minor Employee	R s . 1 0 0 / -	-	R s . 1 0 0 0 / -

(2) Prosecuting Officer			
(a) Inquiry against a Staff Officer	R s . 1 0 0 /-	-	R s . 6 0 0 /-
(b) Inquiry against a Subordinate Officer	R s . 7 5 /-	-	R s . 4 5 0 /-
(c) Inquiry against a Minor Employee	R s . 7 5 /-	-	R s . 3 0 0 /-
(3) Payments to a typist/stenographer engaged in the inquiry - Per hour of inquiry	R s . 7 5 /-	-	-

03. In addition to the above allowances retired officers and officers in service are entitled to receive travelling and Combined Allowances in terms of the Establishments Code based on the post held at the time of retirement in the case of retired officers, and based on their present posts in the case of officers in service.

04. Where an Inquiry Officer attends a place of inquiry on the date and at the time fixed for inquiry, and he is compelled, for reasons beyond his control, to postpone the inquiry to another date, he should be paid one half the fee payable to him for a full inquiry session.

This Circular is issued with the concurrence of the General Treasury.

Sgd: P.A. Senaratne,
Secretary
Ministry of Public Administration,
Home Affairs & Plantation Industries.