

**Public Administration Circular: 15/2001**

My No: E/111/4/40  
Ministry of Public Administration, Home  
Affairs, and Administrative Reforms  
Independence Square  
Colombo 07.

07<sup>th</sup> August, 2001.

Secretaries of Ministeries  
Chief Secretaries of Provincial Councils  
and Head of Departments

**Installation of Time Recording Machines**

Your attention is drawn to Public Administration Circulars 37/89 dated 20/06/1989 and 1/90 dated 03/01/1990.

02. Since the attendance and departure to and from office could be recorded and maintained in a more orderly manner by the use of Time Recording Machines, it has been decided that those machines should be installed in every office irrespective of the size of the cadre.

03. Necessary steps should be taken to purchase the machines within the available financial provisions.

04. This Circular is being issued with the concurrence of the Treasury.

Sgd.M.N. Junaid  
Secretary  
Ministry of Public Administration, Home  
Affairs and Administrative Reforms