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அரசாங்க நிர்வாக மற்றும் முகாமைத்துவ அமைச்சு
Ministry of Public Administration and Management
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Investigation, Research and Monitoring Unit
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திகதி: } 2016.03.09
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Secretaries of Ministries

Chief Provincial Secretaries

Heads of Departments

“Well-disciplined Public Service – Good Governance for the General Public”

The Investigation Unit established under the Ministry of Public Administration intends to provide the services relating to investigations to the public institutions.

Accordingly, proper and long term training on the investigation process has been provided to the Investigation Officers serving at this division and they have gained a wide experience on investigations due to their involvement in the investigations in different fields. This division is competent to examine the complaints and allegations made against the public officers in many fields of subjects such as land, weaknesses in offices, financial and procurement malpractices, misconduct, etc.

Therefore, it is a pleasure to inform you that we have the capacity to provide investigation services required by your institution efficiently and in accordance with accepted standards with the contribution of a professional staff.

Following measures are to be taken in this regard.

1. Making a written request to this Ministry by the Secretary of the relevant Ministry/Head of the Department for investigation on the petitions, complaints received by a certain public institution or on any other incident for which it seems an investigation is required. (As per Annex 1)
2. Accordingly, an officer/ a group of officers will be nominated to conduct preliminary inquiry in response to the request. The Secretary of the relevant Ministry/Head of the Institution should issue a Letter of Appointment empowering properly the officer/officers for the investigation. (As per Annex 2)

3. The relevant Ministry should take action to provide transport facilities, accommodation and other required facilities to the Investigation Officers during the period of investigation.
4. The Investigation Officers will submit the report of the investigation to the Secretary of the relevant Ministry/Head of Department after concluding the investigation within the agreed period.
5. The relevant Ministry should provide traveling allowance, combined allowance and other allowances to the Investigation Officers subjected to the provisions of the Establishments Code and Financial Regulations.

For further details you may contact.

Additional Secretary (Investigations)	011 2676433
Senior Assistant Secretary (Investigations)	011 2684223
Assistant Secretary (Investigations)	011 3091265
Assistant Secretary (Investigations) Tamil Medium	011 5657857

We purely believe that you will be keen to take maximum advantages from this opportunity made by the Investigation Unit established under the Ministry of Public Administration and Management in order to ensure a service delivery with higher standards safeguarding the discipline of the Public Service.



J. Dadallage
Secretary
Ministry of Public Administration and Management