

To: All Secretaries and Heads
of Departments.

Appointment of Inquiry Officers

Reference is requested to paragraph 2:12 of Public Administration Circular No. 130 dated 18th October, 1978, in terms of which, any Public Officer aggrieved by any order of transfer or dismissal or any other order relating to a disciplinary matter made by a Public Officers to whom the Public Service Commission has delegated its powers shall have a right of appeal to the Public Service Commission.

2. The Public Service Commission is an appellate body. Accordingly it will not deal with the subject of appointing Tribunal of Inquiry which was a function handled earlier by the State Services Disciplinary Board.

3. Each Ministry should therefore maintain its own panel of Inquiry Officers selected from those serving in the Ministry and Departments under it. Before an officer is selected to the Panel his Personal File should be examined to ensure that he has not been subject to any punishment under the Rules of Disciplinary Procedure. The integrity of the officer selected for the Panel must be beyond question. Such a Panel should be updated as and when necessary.

4. Where a Ministry finds it difficult to appoint a Tribunal of Inquiry from the Panel thus maintained, it should obtain a list of names of the Panel of retired/non-serving Inquiry Officers which was maintained earlier by the State Services Disciplinary Board and which is now available with the Secretary, Public Service Commission.

5. Each Ministry can add further names to such list from among retired/non-serving officers after obtaining a report from the Secretary of the Ministry in which such officers served last regarding the suitability of appointing them as Inquiry Officers.

6. Please treat Public Administration Circular No. 83 of 29th April, 1974 as cancelled.

Sgd: D.B.I.P.S. Siriwardhana.
Secretary,
Ministry of Public Administration
and Home Affairs.