lic Administration Circular No: 165

My No: 2/9/779(H)
Ministry of Public Administration,
Independence Square,
Colombo 7.
30th June, 1980.

To: All Secretaries of Ministries,
Heads of Departments and Heads
of Public Corporations.

Information to District Ministries

H.E. the President has directed that all District Ministries be furnished with the following information very early and that should be regularly updated.

(i) Subjects and functions of the respective Ministry.
(ii) Subjects and functions of each Department and Corporation under the Ministry.
(iii) Addresses and Telephone Numbers of each Ministry.

(iv) Addresses and Telephone Numbers of each Department and Corporation.

(v) Names of the Secretary and Additional Secretaries to the Ministry and the names of the Heads of Departments and Corporations under the Ministry.

2. Please take necessary action.

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