

Ministry of Public Administration,  
Independence Square,  
Colombo 7.

14th March, 1964.

To: All Secretaries of Ministries  
and Heads of Departments.

ORDER OF VACATION OF POST

1. An order of vacation of post under Section 7:1 of Chapter V of the Establishments Code can be issued by the Disciplinary Authority or a Staff Officer who is a local Head of Department.

02. The Disciplinary Authority can determine the "reasonable time" for furnishing the explanation referred to in Section 7:3 of that Chapter.

03. The Disciplinary Authority may consider the explanations referred to in Section 7:3, even where such explanations have been rejected by any other officer.

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