

Ministry of Public Administration,
Independence Square,
Colombo 7.

16th December, 1986.

To: All Secretaries of Ministries
and Heads of Departments.

Index of Circulars and Circular Letters.

Please follow the procedure given below for the maintenance of circulars, circular letters and indexes and also have any public Corporation/Statutory body under the Ministry, take the same action.

- (a) All Ministries and Departments including Regional/District/Divisional offices should maintain up to date files containing Treasury Circulars and Public Administration Circulars and their own circulars and/circular letters.
- (b) With regard to Departmental Circulars and Circular letters the Ministry or Department which issued such Circulars and Circular letters should prepare a numerical index and an alphabetical index twice a year to be issued on 1st January and 1st July each year, covering the respective preceding six month period. For this index all current circulars and circular letters should be reviewed with the view to cancelling the obsolete and simplifying, unifying and updating others.
- (c) Each Ministry should forward two copies of this index to the General Treasury.
- (d) A schedule of the principal and subsidiary legislation pertaining to their functions enacted during this period should also be annexed to this index.

02. Please initiate action to issue, before the end of January 1987, one index (numerical and alphabetical) in respect of all circulars and circular letters issued up to December 31, 1986 incorporating the schedule of relevant principal and subsidiary legislation enacted up to that date.

03. This circular is issued with the concurrence of the Deputy Secretary to the Treasury.

Sgd: D.B.I.P.S. Siriwardhana
Secretary