

Ministry of Public Administration,
Provincial Councils & Home Affairs,
Independence Square,
Colombo 7.
10th August, 1989.

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

Early departure from office

Further to the Public Administration Circular No.162
dated 1st April, 1980.

2. It has been brought to the notice of the Government that on account of the general disturbances in the country officers are in the habit of leaving office at various times without even informing their superiors.

3. The Government has decided that no officer should leave office early without obtaining approval of his/her superior. For example, a clerical officer should not leave office without obtaining permission of the sectional head/the staff officer in charge of the Section. The Staff Officer in charge of the Section should in turn obtain approval from the State Secretary/Additional Secretary. The State Secretary/Additional Secretary should keep the Secretary and the Hon.Minister/State Ministers informed of the action taken.

4. In cases where public transport system has been badly affected, officers authorised to approve early departure of the officers should make inquiries and verify for themselves the situation in regard to the public transport and the distance the officer has to travel to office from home and take appropriate decisions.

5. Please bring the contents of this circular to the notice of all officers in your Ministry/Department/Corporation for compliance.

Sgd: Cyril Gamage
Secretary,
Ministry of Public Administration,
Provincial Councils & Home Affairs.