

Public Administration Circular Letter : 04/2000

My No : AR/3/2/6
Ministry of Public Administration,
Home Affairs and Administrative Reforms
Independence Square
Colombo 07.

16 November 2000

Secretaries of All Ministries,
Chief Secretaries of Provincial Councils,
and Heads of Departments

**Issuing of Public Administration Circulars
only through E-mail**

The Ministry of Public Administration, Home Affairs and Administrative Reforms has decided to correspond and issue Public Administration Circulars to Institutes that have E-mail facility only through E-mail from 01.01.2001 in order to achieve the following objectives.

- (1) To speed up the communication processes in the public sector.
- (2) To increase the use of computers for official work.
- (3) To cut down the cost involved with printing circulars and official letters.
- (4) To increase the overall productivity of the public sector.

Therefore, I kindly request you to send me the E-mail addresses of your institution and organizations under the purview of your institution before 30.11.2000 in the following format. (The information can also be sent to the E-mail address of the ministry i.e. pubadcom@sltnet.lk)

E-mail addresses

Name of the Institution	Is E-mail facility available	E-mail address
Main Institution		
Organizations under the purview of your Institution *		
1.		
2.		
3.		

(* Please list down all the organizations under your purview even they do not have E-mail facility.)

02. If your institution or organizations under the purview of your institution do not have E-mail connections please take immediate action to obtain the facility and inform me of the E-mail addresses as soon as possible.

03. Official correspondence and circular instructions will be sent to the institutions that do not have E-mail facility by normal mail as it is done presently. However as the use of E-mail for official communications would reduce delays and the cost involved significantly, such institutions/organizations are requested to obtain the facility as soon as possible and inform me of the necessary details.

04. If you have any difficulty in implementing above, please let me know early.



M. N. Junaid

Secretary

Ministry of Public Administration,

Home Affairs and Administrative Reforms