

Public Administration Circular Letter:- 08/2012

My Number: EST-9/DICIP/06/0199
Ministry of Public Administration
and Home Affairs,
Independence Square,
Colombo 07
10.12.2012

Chief Secretaries of Provincial Councils,

**Reports to be furnished for inclusion in the Dismissal Memorandum in terms of Sub – Section 8:1
of Chapter V of the Establishments Code.**

Your attention is drawn to Establishments Circular Letter No: 216, dated 01.09.1976 issued on the above subject.

02. Details of officers should be prepared according to the format attached herewith and submitted to Director General of Establishments, Ministry of Public Administration and Home Affairs, for black listing.
03. Details should be submitted for blacklisting the officer, only after the closing date given for the officer for making appeal against the disciplinary order.
04. Action should be taken to inform all Secretaries of Ministries/ Heads of Departments/ Heads of Institutions who belong to your Provincial Council, regarding aforesaid information.
05. The Establishments Circular Letter No: 216 dated 01.09.1976 is hereby repealed.

Sgd./ P.B. Abeykoon,
Secretary,
Ministry of Public Administration
and Home Affairs

Report for blacklisting, under Paragraph 8:1 of Chapter V of the Establishments Code.

- I. Ministry/ Department/ Service Station:-
- II. Name with Initials:-
- III. Name denoted by initials:-
- IV. National Identity Card Number:-
- V. Private Address:-
- VI. Post:-
- VII. Service:-
- VIII. Class:-
- IX. Grade:-
- X. Date of Appointment:-
- XI. For Blacklisting:-

	Reason	Mark \sqrt against the relevant cage	Date (From Which Date)
i.	Whether sent on retirement due to inefficiency		
ii.	Whether sent on retirement on sympathetic grounds, instead of dismissal from service.		
iii.	Whether dismissed from service		
iv.	Whether terminated the service		
v.	Whether vacated the post		

XII. If Dismissed from Service/ Terminated the Service, reasons for dismissal/termination:-

XIII. Whether, an officer of Provincial Public Service/ Central Government? :-

Prepared by:

Checked by:

Signature :-

Signature :-

Name:-

Name:-

Post:-

Post:-

Date:-

Date:-

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(Head of Department/ Institution)

Date:-

Official Seal:-