

My No. : EST-1/MISCL/06/0032

Ministry Public Administration

and Management

Independence Square

Colombo 07.

24.11.2015

Secretaries to Ministries

Chief Secretaries of Provinces

Heads of Departments

Forwarding Representations of Public Officers to the Higher Authority

Your attention is drawn to the Section 5 and 6, of the Chapter XXVIII of the Establishments Code.

02. It has been observed that there is a trend of making appeals by public officers directly to the Higher Authority deviating from the provisions of the Establishments Code, without the knowledge of the respective Head of the Department or other relevant Authority that it is a very dissatisfying situation.

Eg: An Assistant Divisional Secretary making appeals directly to me without the knowledge of the Divisional Secretary or the District Secretary or the Secretary to the Ministry of Home Affairs.

03. In case where a certain officer makes his/ her representation to an Authority without following the Section 5 and 6, of the Chapter XXVIII of the Establishments Code, the grounds for such submission shall be examined and disciplinary actions shall be taken against the respective officer if any reasonable ground for such act is not revealed.

04. Further, you are requested to issue instructions to the Supervisory Officers at every level to follow the Section 5.1 paying attention to the section 5 of the Chapter XXVIII of the Establishments Code subjected to the other sections therein. Also disciplinary actions shall be taken against a Supervisory Officer who does not forward a request or an appeal properly forwarded by a certain officer, to the relevant Authority as mentioned in 03 above.

Sgd/J. Dadallage

Secretary

Ministry of Public Administration and Management