

Public Administration Circular Letter: 03/2017

My No: EST-06/OFTIM/07/4021
Ministry of Public Administration
and Management
Independence Square
Colombo 07.

19.04.2017

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments
Heads of State Corporations/ Statutory Boards

Using the Finger Scanners to confirm the Arrival and Departure

Your attention is drawn to Public Administration Circular 09/2009 dated 16.04.2009 and Public Administration Circular 09/2009(I) dated 17.06.2009 issued on the above matter.

02. Even though instructions and provisions have been stipulated in the above Circulars to keep records to confirm the arrival and departure of public officers to and from offices by using finger scanners in all Public Institutions, it has been reported that certain Government Institutions have not yet taken steps to implement the said system.

03. It has also been proposed under number 373 of the budget proposals 2017 presented by Hon. Minister of Finance to use the finger scanners to mark staff attendance at all Government Institutions.

04. Therefore all Government Institutions which have failed to implement the above system so far should take action to keep records to confirm the arrival and departure of officers to and from the office by using finger scanners, in terms of the provisions of the Circulars mentioned in the first paragraph.

Sgd/ J.J.Rathnasiri

Secretary

Ministry of Public Administration and Management