

My number: EST-7/UNIFO/06/V
Ministry of Public Administration and
Disaster Management
Independence Square
Colombo 07.

29.05.2019

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

Ensuring security in the office premises of the government

This Circular is issued so as to be applicable to all the public officers in addition to the Public Administration Circular No. 8/89 dated 01.02.1989.

02. Action should be taken to ensure that officers in all the institutions under your purview pay special attention to the matters mentioned in the gazettes extraordinary No.2121/1 dated 29.04.2019 and No. 2123/4 dated 13.05.2019 and strictly adhere to the orders stipulated in the same.

03. Similarly, the following provisions should be followed concerning the official attire of the public officers and outfits and clothing items of the recipients who visit the office premises, due to the security measures existing in the country at present.

- I. When public officers arrive at their office premises during the office hours, male officers should be wearing trouser and shirt or national dress whilst female officers should be wearing saree or *Osari*.
- II. The officers who are already receiving a uniform/ uniform allowance should engage in their duties wearing his/her approved uniform.
Ex: Driver, KKS, Grama Niladhari etc.
- III. The female officers in the public service may, during the pregnancy, wear attire which is appropriate and convenient for them.
- IV. If there are officers who have arranged their clothing according to certain religious customs, such officers should be attired in the manner indicated in I above and further they may wear an additional clothing item to keep their religious identity but so as to expose their full face ensuring their clear identification.
- V. It is the responsibility of all Heads of Institutions to make provisions to the effect that every individual should be wearing an outfit which ensures his/ her clear identification when entering premises of government institutions as a recipient or coming to obtain services rendered by the government.

Sgd/ J.J. Rathnasiri
Secretary
Ministry of Public Administration and
Disaster Management