

My No : EST-6/03/LEA/1060
Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government
Independence Square
Colombo 07.

17.06.2022

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

Restricting the Calling of Officers to Government Offices

It has been decided to restrict calling of officers to the government offices during other working days for two weeks with effect from 20.06.2022, in addition to the Fridays, for which instructions have already been given to close the offices by the Public Administration Circular 15/2022 dated 15.06.2022, in consideration with the situation, where it has become difficult to satisfy transport requirements with the help of public transport services and further the difficulties in using personal transport modes.

02. Accordingly powers to take the decision on calling the minimum staff, which is necessary to ensure the service delivery without interruption and attaching an officer of the Ministry/ Department/ Institution to another service station under the Ministry/ Department/ Institution located close to the residence of the respective officer are vested in the Secretary of the relevant Ministry/ Head of the Department/ Institution.

03. However, even where such minimum staff is called, work shift method or any other appropriate method should be followed.

04. If an officer does not report for duty on a day, on which he/ she should report after making such work shift or other appropriate method, such day should strictly be deducted from the personal leave of the officer.

05. However, officers should be ready to perform their duties online even on days, on which they are not called for duty either under work shift method or other appropriate method.

06. Attention should be paid to direct respective heads of institutions to conduct discussions with Sri Lanka Transport Board to obtain buses to transport officers in that area.

07. It is hereby informed to instruct the officers to use public transport at every instance and further to provide transport facilities to the officers, who are residing permanently or temporarily at the places close to the offices, using the pool vehicles of the institute whilst managing strictly the cost.

08. The Judicial Service Commission will provide necessary instructions for calling of officers for duty to institutions in the judiciary.

09. It should be communicated with Secretary of the Ministry of Finance for the purpose of applying provisions of this circular to the Public Enterprises and accordingly action should be taken following the instructions issued in this regard.

10. Further, this should not be an obstacle for the maintenance of essential services of the government.

Sgd/ M.M.P.K. Mayadunne
Secretary
Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government