

Public Administration Circular : 16/2022(I)

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

26.06.2022

Secretaries to Ministries  
Chief Secretaries of Provinces  
Heads of Departments

### **Restricting the Calling of Officers to Government Offices**

Your attention is hereby drawn to the Public Administration Circular 16/2022 dated 17.06.2022.

02. In view of the difficulties faced by the public in getting the day-to-day transport facilities provided, it is informed to give priority until further notice to call only the minimum staff essential to carry out the daily duties of the institution without interruption to the service stations and to allow officers to stay at home at all times possible by obtaining their services online, when the decision is made to call the officers to service stations by the Secretaries to Ministries/ Chief Secretaries of Provinces/ Heads of Departments/ Heads of Institutions.

03. Relevant Heads of Institutions/ Divisional Heads should ensure that decisions regarding the calling of officers to institutions that deal directly with the public are made with the advice and close supervision of the relevant Secretaries to Ministries/ Chief Secretaries of Provinces.

04. Accordingly, travelling of the officers should be restricted to ensure maximum efficiency in fuel consumption during this period and actions should be taken to conduct all meetings and discussions online.

05. 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