

Public Administration Circular : 20/2023

My No : MPA/HD/8/NP/GAM/ALLOCATION  
Ministry Public Administration, Home Affairs,  
Provincial Councils and Local Government  
Independence Square,  
Colombo 07.

20.09.2023

Secretaries of Ministries  
Chief Secretaries of Provincial Councils  
Heads of Departments

**Guidelines to select suitable officers for "Nila Piyasa" Housing Complex in Gampaha district under the purview of the Ministry of Public Administration**

It has been decided to introduce a methodology in order to select officers who apply to reserve official quarters in the "Nila Piyasa" Housing Complex in Gampaha district which is governed by the Ministry of Public Administration.

02. Only the officers in executive grade who are subjected to the following criteria have the possibility of applying for the government general service quarters from 20<sup>th</sup> of September to 15<sup>th</sup> of October 2023.

- i. Should be a public officer in active service holding an executive grade post as mentioned in Public Administration Circular No: 03/2016 (Salary Reforms) dated 25.02.2016
- ii. Should be serving in Colombo or Gampaha district.
- iii. Should not be holding a post for which scheduled quarters are entitled at the time of submitting the application.
- iv. Non-existence of official quarters reserved in the name of the applicant or the spouse of the applicant at the time of applying.
- v. When both the applicant and the spouse of the applicant are public officers, only one person can apply for quarters.
- vi. The air fly distance from the place of work to the permanent place of residence (as per the particulars of the voters' registration) measured using Google map should be more than 20 km.

03. Accordingly, the documents required for executive officers who wish to apply for government general quarters are mentioned in Annexure 01 and Annexure 02.

Annexure 01 - Set of guidelines to select suitable officers in executive grade who are eligible to be entitled to government general service quarters in Gampaha district.

Annexure 02 - Application for official quarters

04. The application mentioned in Annexure 02 is only for the prior notice of the applicants. Applications should be submitted only through online mode as mentioned in No. 4.0 of the set of instructions in Annexure 01.

05. A hard copy of the application thus submitted should be handed over to the Housing and Development Division located in the second floor of the Ministry before 16.10.2023.

06. In the event of any inconsistency between Sinhala, Tamil and English texts, the Sinhala text shall prevail.

Sgd/ K.D.N.Ranjith Asoka

Secretary

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**Ministry Public Administration, Home Affairs, Provincial Councils and  
Local Government**

**Selection of suitable officers for "Nila Piyasa" Housing Complex in  
Gampaha district under the purview of the Ministry of Public  
Administration**

Executive Grade officers who wish to obtain official quarters under "Nila Piyasa" Housing Complex in Gampaha district under the purview of the Ministry of Public Administration, should fill the application as per the instructions indicated in this notification and submit to the Housing and Development Division of the Ministry of Public Administration on or before 15th of October 2023.

**The set of provisions and guidelines for submission of applications for "Nila Piyasa" Housing Units in Gampaha**

**1.0** Applications are called for 20 housing units in 'Nila Piyasa' Housing Project in Gampaha.

1.1 The following provisions and particulars should be carefully examined before completing the application.

**2.0 Basic Qualifications**

2.1 Being a public officer as defined in the Constitution. Further, the said public officer shall be an public officer in active service holding an Executive Grade post as per Public Administration Circular 03/2016 (Salary Revisions) dated 25.02.2016.

2.2 Working at a service station within Colombo or Gampaha district.

2.3 Not holding a post which is entitled for scheduled official quarters at the time of submitting the application.

2.4 . Non-existence of official quarters reserved in the name of the applicant or the spouse of the applicant at the time of applying.

2.5 When both the applicant and the spouse of the applicant are public officers, only one person can apply for quarters.

2.6 The air fly distance from the place of work to the permanent place of residence (as per the particulars of voters' registration) measured using Google map should be more than 20 km.

- 2.7 The department or ministry to which the workplace of the applicant belongs should not have government official housing scheme projects.
- 2.8 No rental in arrears with regard to any government official quarters as at 15th of October 2023.
- 2.9 Shall have not been convicted for an offence under section 3 of the government quarters act No. 07 of 1969 (Recovery of Possession) revised by act No.45 of 1985, No.08 of 1981, No.40 of 1974 and No.03 of 1971.
- 2.10 If one or more of the documents submitted are found to be false, illegal document or documents, the application will be rejected for the same reason.
- 2.11 If false information has been submitted as mentioned in 2.8, disciplinary action will be taken against the applicant and all other officers who have provided or supported the said false information.

### **3.0 Matters to be considered when completing the application**

#### **(Matters to be completed by the applicant)**

To submit the online application form, visit the website of the Housing and Development Division of the Ministry of Public Administration (<https://forms.gle/b9pWzJ1UueoB4oMG6>) and complete the online application form.

- 3.2 The air fly distance from the permanent residence (as per the particulars of voters' registration) to the place of work by the date of sending the application should be measured with the help of Google map and entered in No.07(ii) and 08(ii) of the application For confirmation of permanent residence, it is compulsory to submit the water, electricity and telephone bills related to the house in the name of the applicant or spouse for the period of 05 months before the closing date for submission of application with the application. If the bill is in the name of the spouse, it is compulsory to submit the marriage certificate along with the application.
- 3.3 The applicant must submit with the application form, a certified copy of the appointment letter by which the officer has been appointed to the current Executive Grade.
- 3.4 If the applicant has enjoyed the privilege of occupying a government quarters within the period of service (The definition for government quarters is included in Section I, Chapter XIX of the Establishments Code), it should be mentioned in No 28 and 29 of the application.

3.5 In case where the applicant or spouse is suffering from any lasting disability causing him/her difficulties to walk/ travel or suffering from other serious physical disability or other serious illness or the children/dependents living with the applicant(Children under 18 years of age) are suffering from Down's Syndrome/ Renal Failure/ Spinal Cord Disorders/ serious physical disability or other serious medical condition, it is compulsory to submit a medical report issued within a recent year along with the application in addition to mentioning such particulars in No18 A (iii) and 18 B (ii) of the application.

**(Points to be confirmed and submitted by the Head of the Institution)**

3.6 A written confirmation issued by the Head of the Institution regarding the nature of duties related to the post, responsibility and performance of the applicant within the recent 06 months of the date of submitting applications is compulsory. This written confirmation is compulsory to be submitted along with the application.

3.7 In addition to the point in 3.6 above, the following points should also be reported.

- i. Arrears of rental pertaining to any government quarters, if any (23 of the application)
- ii. Particulars if the officer have been convicted by court for an offence under section 3 of the government quarters act No. 07 of 1969 (Recovery of Possession) revised by act No.45 of 1985, No.08 of 1981, No.40 of 1974 and No.03 of 1971. (24 of the application)
- iii. Particulars of the leave with no-pay after joining the public service, (Except maternity leave with no-pay) (25 of the application)
- iv. Particulars if the applicant has received government general service quarters benefits (27 of the application)
- v. Particulars whether any other housing scheme is available in the Ministry or Department of the applicant.

All the above matters should be verified with the personal file or other written documents and certified by the Head of the Institution and submitted along with the application.

**2.0 Procedure for submission of applications:**

4.1 To submit the online application, visit the web page related to the Housing and Development Division in the website of the Ministry of Public Administration, (<https://forms.gle/b9pWz1UueoB4oMG6>) complete the online application and after completing the sections to be completed by the applicant, download the application.

4.2 The parts of the downloaded application, which are to be completed referring the personal file, should be completed and the written documents, which are prescribed to submit as further information in 3.0 above along with the confirmation of the Head of the Institution

(as per 3.6 and 3.7) should be attached to the application and handed over signing the register for applications, which is maintained at the Housing Division in the Ministry of Public Administration on or before 15th of October 2023

4.3 Requests made after 15th of October 2023 will not be considered for any reason.

## **5.0 Method of selection**

5.1 All applications received by the Ministry of Public Administration on or before 15th of October 2023 will be examined by the Housing Committee and marks will be allocated according to the marking scheme mentioned in 6.0.

5.2 The said mark sheet will be published in the official web page of the Ministry of Public Administration on or before 10th of November 2023.

5.3 Once the mark sheet is published in the official web page of the Ministry of Public Administration, the applicants, who are not satisfied about the given marks when allocating marks for the criteria mentioned therein, can submit their appeals to the Chairman, Housing Committee within 07 days from the date of publication of the said mark sheet.

5.4 Once the finalized list of names of the officers who are qualified for the entitlement to quarters within the following year on the order of marks obtained under the method of selection is selected by the Housing Committee, it will be certified by the Secretary of the Ministry and will be published in the web page of the Ministry of Public Administration on 27<sup>th</sup> of November.

5.5 In case where the applicant fails to submit the documents for confirmation mentioned in 3.0 above at the time of submitting the application, the applicant will not be eligible for the marks allocated for such matters. Appeals submitted by the applicant to the Housing Committee or to the Secretary in-charge of Public Administration after losing marks due to failure to submit the said documents with the application will not be considered for any reason.

## **6.0 Method of allocating marks applied for the selection**

6.1 The maximum marks that can be secured by an applicant is 50 marks.

6.1.1. Marks will be allocated to the applicant for the following criteria.

i. Marks will be allocated in the following manner for the air fly distance from the permanent place of residence as per the particulars of voters' registration to work place as at the date of application measured using Google Map.

(a) From 21km to 40km - 05 marks

(b) From 41km to 60km - 10 marks

- (c) From 61km to 80km - 15 marks
- (d) Above 81km - 20 marks

(Maximum 20 marks)

ii. Grade to which the post of the applicant belongs

- (a) Grade III - 10 marks
- (b) Grade II - 10 marks
- (c) Grade I - 15 marks
- (d) Special Grade - 20 marks

(Maximum 20 marks)

iii. In case where the children/dependents living with the applicant(Children under 18 years of age) are suffering from Down's Syndrome/ Renal Failure/ Spinal Cord Disorders/ serious physical disability or other serious medical condition/ In case where the applicant is suffering from any lasting disability causing him/her difficulties to walk/ travel / In case where the spouse is suffering from any lasting disability (it is compulsory to submit the medical reports as at the closing date of the application along with the application.)

(Maximum 04 marks)

iv. For the sons below the age of 18 years and unmarried daughters;  
1 mark will be allocated per child. (Maximum 06 marks)

6.1.2. Marks will be deducted from the applicant for the following criteria.

- i. If no pay leave has been obtained (Except maternity leave with no-pay) within a service period of immediately preceding 05 years in public service, 05 marks will be deducted if the officer has obtained no pay leave less than 05 days, 10 marks will be deducted if the officer has obtained no pay leave more than 05 days, (Maximum minus marks 10)
- ii. Marks will be deducted as follows if government general service housing privilege is availed within a period of immediately preceding 05 years of the date of applying, in Colombo, Kotte, Dehiwala urban limits in Colombo district, Gampaha, Minuwangoda, Attanagalla, Katana, Ja-Ala, Wattala, Ragama, Kelaniya, Peliyagoda, Biyagama, Mahara, Dompe, urban limits in Gampaha district.
  - (a) Up to 01 year - 02 marks
  - (b) Above 01 year - Up to 02 years - 04 marks
  - (c) Above 02 years – Up to 03 years - 06 marks

- (d) Above 03 years - Up to 04 years  
- 08 marks
- (e) Above 04 years - Below 05  
years - 10 marks

(Maximum minus marks 10)

iii. Marks will be deducted as follows if government general service housing privilege is availed within a period of immediately preceding 05 years of the date of applying, in the name of the applicant's spouse in Colombo, Kotte, Dehiwala urban limits in Colombo district, Gampaha, Minuwangoda, Attanagalla, Katana, Ja-Ala, Wattala, Ragama, Kelaniya, Peliyagoda, Biyagama, Mahara, Dompe, urban limits in Gampaha district.

- (a) Up to 01 year - 02 marks
- (b) Above 01 year - Up to 02 years -  
04 marks
- (c) Above 02 years – Up to 03 years  
- 06 marks
- (d) Above 03 years - Up to 04 years  
- 08 marks
- (e) Above 04 years - Below 05  
years - 10 marks

(Maximum minus marks 10)

iv. Officers, who are serving at a popular service station at the time of submitting the application. (Maximum minus marks 10)

6.1.3. In cases where several officers get equal number of marks, seniority will be considered.

6.2 Marks will be allocated strictly subjected to all the provisions existing in the Establishments Code.

**8.0** The Secretary, Ministry of Public Administration reserves the right to make the final decision regarding any matter mentioned in this notice. .

**Secretary**

**Ministry Public Administration, Home Affairs, Provincial Councils and  
Local Government**