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Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government
Independence Square
Colombo 07.

10.01.2024

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

List of Public Administration Circulars issued in 2023

List of Public Administration Circulars issued during the year 2023 are as follows.

02. Accordingly, action may be taken in accordance with the revised provisions, by making necessary entries in the Establishments Code/ Circulars.

Public Administration Circulars

	Circular No	Date of issue	Subject	Reference
01	01/2023	12.01.2023	Public Administration Circulars issued revising the provisions of the Establishments Code - 2022	-
02	02/2023	12.01.2023	List of Public Administration Circulars issued in 2022	-
03	03/2023	23.03.2023	Annual Transfer Procedure of Officers in Special Grade of Sri Lanka Administrative Service - 2023	Provisions in Rule 251, Chapter XVIII, Volume 1 of Procedural Rules of the Public Service Commission.
04	04/2023	02.03.2023	Granting of Special Leave during the Ramalan (Ramazan) Season 2023	-
05	06/2023	06.04.2023	Payment of Salaries to the Public Officers, who are entitled to exercise Political Rights and have submitted Nominations for Local Government Election 2023	Report of the meeting of the Cabinet of Ministers No. CP/23/0621/605/029, dated 03.04.2023 Provisions of Sub-Section 2:3:2, Chapter XXXII of the Establishments Code

	Circular No	Date of issue	Subject	Reference
06	07/2023	08.05.2023	Providing relief to the public officers entitled to political rights who have submitted nominations for the Local Government Election 2023	Report of the meeting of the Cabinet of Ministers No. CP/23/0814/605/029-I, dated 02.05.2023 Provisions of Sub-Section 2:3:2, Chapter XXXII of the Establishments Code
07	08/2023	14.05.2023	Implementation of Recommendations of the Cabinet Sub Committee on National Energy Potentials, Strategies and the Roadmap	Cabinet decision No: CP/22/2048/602/019 dated 09.01.2023 Public Administration Circular 04/2022 dated 08.03.2022
08	09/2023	05.06.2023	Revenue Estimates for Year 2024 for Revenue Code 20.02.01.01, Rent on Government Buildings & Housing	Department of Fiscal Policy Circular 01/2015 dated 20.07.2015 and revisions made to the same Financial Regulations No. 85(1), (2)
09	10/2023	05.06.2023	Submission of report on arrears of revenue for code "20.02.01.01" – Rent on Government Buildings & Housing as at 30.06.2023	Department of Fiscal Policy Circular 01/2015 dated 20.07.2015 and revisions made to the same Financial Regulations No. 128 (2), (C) Financial Regulations No. 113
10	11/2023	30.06.2023	Annual Transfer Procedure of Officers in Special Grade of Sri Lanka Administrative Service - 2024	Provisions in Rule 251, Chapter XVIII, Volume 1 of Procedural Rules of the Public Service Commission.
11	12/2023	30.06.2023	Annual Transfer Procedure of Officers in the Sri Lanka Administrative Service -2024 (Grade I,II and III)	Cabinet Decision No. CP/11/1090/523/087 dated 11.05.2011 Cabinet Decision No: CP/14/0286/523/007 dated 23.04.2014

	Circular No	Date of issue	Subject	Reference
12	13/2023	30.06.2023	Annual Transfer Procedure of Officers of the Sri Lanka Planning Service -2024	-
13	14/2023	13.07.2023	Annual Transfer Procedure of Officers in the Sri Lanka Administrative Service -2024 (Grade I,II and III)	Public Administration Circular 12/2023 dated 30.06.2023 Cabinet Decision No. CP/11/1090/523/087 dated 11.05.2011 Cabinet Decision No: CP/14/0286/523/007 dated 23.04.2014
14	15/2023	31.07.2023	Documents to be Submitted for Obtaining the Approval on the Payment of Pensions to the Public Officers/ Judicial Officers, who have been sent on Retirement under Section 2:12 and 2:15 of the Pension Minute	Section 24:8, Chapter XLVIII of the Establishments Code Section 33:6, Chapter XLVIII of the Establishments Code Section 33:3, Chapter XLVIII of the Establishments Code Public Administration Circular 12/2011 dated 28.06.2011 Sections 2:12 and 2:15 of the Pensions Minute
15	16/2023	06.09.2023	Granting Leave for a Public Officer for Adoption of a Child	Section 18 of Chapter XII of the Establishments Code Report of the meeting of the Cabinet of Ministers held on 26.06.2023 No. අමප/23/1135/605/040
16	17/2023	17.10.2023	The new procedure to be followed when submitting issues related to salaries to the Director General of Establishments	Public Administration Circular Letter 03/2015 dated 20.07.2015 Public Administration Circular Letter 02/2014 dated 06.05.2014

	Circular No	Date of issue	Subject	Reference
17	18/2023	04.09.2023	Annual Transfer Procedure of Officers in the Sri Lanka Accountants' Service -2024 (Grade I,II and III)	Rule 217 of the Procedural Rules of the Public Service Commission Administrative Appeals Tribunal Act, No. 04 of 2002
18	19/2023	06.09.2023	Annual Transfers of Officers in Supra Grade of the Management Service Officers' Service - 2024	Provisions in Chapter XVIII of Procedural Rules of the Public Service Commission
19	20/2023	20.09.2023	Guidelines to select suitable officers for "Nila Piyasa" Housing Complex in Gampaha district under the purview of the Ministry of Public Administration	Public Administration Circular 03/2016 dated 25.02.2016
20	21/2023	19.10.2023	Conducting Meetings Online	-
21	22/2023	07.12.2023	Special Advance for Public Officers – Year 2024	Public Administration Circular 26/2015 dated 29.12.2015
22	23/2023	21.12.2023	Leave for Public Officers who could not Report for Duty Due to Floods, Earth Slips and Obstructions of Roads September, October, November and December 2023	-
23	24/2023	18.12.2023	Submission of reports on arrears of revenue for code “20.02.01.01” Rent on Government Buildings & Housing as at 31.12.2023	Circular No. 01/2015 dated 20.07.2015 issued by the Department of Fiscal Policy
24	25/2023	15.12.2023	Commencement of Work, Year – 2024	-
25	26/2023	22.12.2023	Providing Relief to the Public Officers, Who are Entitled to Exercise Political Rights and Submitted Nominations as Candidates for the Local Government Election	Public Administration Circular 06/2023 dated 06.04.2023 and Public Administration Circular 07/2023 dated 08.05.2023

	Circular No	Date of issue	Subject	Reference
26	27/2023	29.12.2023	The responsibility of public officers towards an “Open and Accountable Government”	Chapter XXVIII of the Establishments Code Chapter XLVII, Volume II of the Establishments Code Public Administration Circular 03/2010 dated 01.09.2010

Revised Public Administration Circulars

	Circular No	Date of issue	Subject	Reference
01	23/2022(I)	26.01.2023	Promotion to Special Class of Librarians’ Service as per Minute of Sri Lanka Librarians’ Service published in the Gazette Extraordinary No : 1620/22 dated 24.09.2009	Public Administration Circular 23/2022 dated 28.12.2022
02	31/2022(I)	03.03.2023	Special Advance for Public Officers – Year 2023	Public Administration Circular 31/2022 dated 30.12.2022
03	02/2021(VIII)	12.05.2023	Maintaining the Public Service under Normalcy	Public Administration Circular 02/2021(VI) dated 30.12.2021 Public Administration Circular 02/2021(V) dated 01.10.2021 Public Administration Circular 09/2009 dated 16.04.2009 Public Administration Circular 09/2009(I) dated 17.06.2009
04	08/2023(I)	17.05.2023	Implementation of Recommendations of the Cabinet Sub Committee on National Energy Potentials, Strategies and the Roadmap	Public Administration Circular 08/2023 dated 14.05.2023 Public Administration Circular 04/2022 dated 08.03.2022

	Circular No	Date of issue	Subject	Reference
05	10/2015(V)	29.05.2023	Implementation of the Minute of Sri Lanka Administrative Service - Exemptions	Public Administration Circular 10/2015 dated 23.04.2015
06	12/2012(I)	11.06.2023	Matters that should be referred to the Director General of Establishments and the manner in which such matters should be referred to	Public Administration Circular 12/2012 dated 17.09.2012 Section 5 of Chapter XXVIII of the Establishments Code
07	19/2017(II)	26.06.2023	Declaration of “Institutional Dengue Prevention Day “ for prevention and control of Dengue	Circular No. PS/EAD/Circular/06/2023 dated 20.04.2023 issued by the Secretary to the President
08	14/2022(III)	13.07.2023	Granting Leave with No Pay to be Spent in or out of the Island to Public Officers without Causing any Prejudice to the Seniority and Pension	Public Administration Circular 14/2022 dated 22.06.2022 Public Administration Circular 14/2022(I) dated 06.09.2022 Public Administration Circular 14/2022(II) dated 15.09.2022
09	02/2018(I)	30.11.2023	Development of Human Resources in Public Service	Public Administration Circular 02/2018 dated 24.01.2018 Gazette Extraordinary No. 2289/43 dated 22.07.2022 Public Administration Circular 07/98 dated 13.03.1998 Public Administration Circular 08/98(i) dated 30.04.1998 Public Administration Circular 08/98(ii) dated 11.12.1998

	Circular No	Date of issue	Subject	Reference
10	03/2020(I)	28.12.2023	Inclusion of particulars on the recovery of contributions to widows'/ widowers' and orphans Pension Fund in the personal file	Public Administration Circular 03/2020 dated 31.12.2020 Cabinet decision No. CP/23/2097/605/067 dated 20.11.2023
11	20/2022(I)	30.12.2023	Guidelines for selecting suitable staff officers to provide general service quarters in the Colombo district, which are under the purview of the Ministry in charge of the subject of Public Administration	Public Administration Circular 20/2022 dated 15.09.2022

Public Administration Circular Letters

	Circular Letter No	Date of issue	Subject	Reference
01	01/2023	09.02.2023	Full time release of public employees for Trade Union/ Trade Union Federation work	Sections 4 and 6, Chapter XXV of the Establishments Code Public Administration Circular 15/97 dated 29.09.1997
02	02/2023	21.12.2023	Inclusion of Particulars Pertaining to Obtain a Property Loan in the Personal File	Section 11, Chapter XXIV of the Establishments Code Public Administration Circular 09/2016 dated 20.05.2016
03	03/2023	30.06.2023	Revision of the form of bond in Appendix 15 of the Establishments Code	Section 16, Chapter XII of the Establishments Code Sub-section 4:2, Chapter XV of the Establishments Code Appendix 9 and Appendix 15, Volume I of the Establishments Code

	Circular Letter No	Date of issue	Subject	Reference
04	04/2023	28.12.2023	Methodology for reduction of salary increments in connection with a disciplinary order, which contains a punishment relevant to sub-section 24:3:9, Chapter of XLVIII, Volume II of the Establishments Code	Sub-section 23:9, Chapter XLVIII, Volume II of the Establishments Code

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