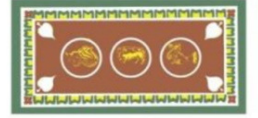




"විශිෂ්ට රාජ්‍ය සේවාවක් සඳහා ජප කපවෙමු."

ප්‍රධාන ලේකම් කාර්යාලය - බස්නාහිර පළාත  
 பிரதம செயலாளர் அலுவலகம் - மேல் மாகாணம்  
 OFFICE OF THE CHIEF SECRETARY - WESTERN PROVINCE



204, ඩෙන්සිල් කොබ්බෑකඩුව මාවත, බත්තරමුල්ල.  
 204, டென்சில் கொப்பேகடுவ மாவத்தை, பத்தரமுல்ல.  
 204, Denzil Kobbekaduwa Mawatha, Battaramulla.

ප්‍රධාන ලේකම් } දුරකථන / தொலைபேசி / Telephone - 011-2092599  
 பிரதம செயலாளர் } லுக்கீட் / பெக்ஸ் / Fax - 011-2092601  
 Chief Secretary } 0-மேல் / ஈ-மெயில் / Email chiefsecretary@wpc.gov.lk } 011-2093000  
 பொதுத் தொலைபேசி } General Telephone }

මගේ අංකය. } CSWP/ADM/18-38/FI/01-2019 } ඔබේ අංකය. } දිනය. } 2019.04.24  
 எனது இல. } மது இல. } Your No. } திகதி. }

- Secretary to the Governor (W.P.)
- Secretary – Provincial Public Service Commission (W.P.)
- Council Secretary (W.P.)
- Secretaries of all Ministries (W.P.)
- Deputy Chief Secretary (Admin/ Personnel & Training/ Finance/ Engineering/ Planning)
- Commissioner of Provincial Revenue (W.P.)
- Chief Internal Auditor (Department of Internal Audit- W.P.)
- Administrative Officer (Admin.)
- Coordinating Secretary to the Chief Secretary

**Getting Public Administration Circulars No. 21/88(I), 03/2019, 02/2019, 06/2019 and 05/2019 applied for the Western Province.**

I have been informed by the Secretary to the Governor by his letter No. GOS/ADM/02/19/01/2019 dated 2019.04.18 that the assent of the Hon. Governor has been given to get the below mentioned Public Administration Circulars issued by the Secretary of the Ministry of Public Administration and Disaster Management applied for the Western Province. (Copies of the said circulars have been annexed herewith.)

Serial No.	Circular No. and Date	Subject
01	Public Administration Circular No. 21/88(I), 2019-01-29	Payment of Medical Aid Allowance/ Compensation to Public Officers/ Officers in the Provincial Public Service/ Public Corporation Employees who are injured/ permanently disabled while on duty due to terrorist violence and Compensation to dependents of such officers/ employees killed while on duty due to terrorist violence.
02	Public Administration Circular No. 03/2019, 2019-02-20	List of Names of Disciplinary Inquiry Officers under Sub Section 19:5, Chapter XLVIII, Volume II of the Establishments Code
03	Public Administration Circular No. 02/2019, 2019-02-22	Granting Study Leave on No-pay to an Officer Serving under a Period of Obligatory Service Connected to a Period of Leave with Full Pay

විකේතන ප්‍රධාන ලේකම් பிரதம செயலாளர் Deputy Chief Secretary	පාලන திணைக்கம் Administration	පිරිස් හා පුහුණු ஆளணி மற்றும் பயிற்சி Personnel & Training	මූල්‍ය நிதி Finance	සැලසුම් திட்டமிடல் Planning	ඉංජිනේරු பொறியியல் Engineering	ප්‍රධාන இணைக்கப் பெற்ற பிரதமர் உள்ளகக் கணக்காய்வாளர் Chief Internal Auditor
	Tel: 011-2092606 Fax: 011-2092609 dcsadmin@cs.wpc.gov.lk	Tel: 011-2092631 Fax: 011-2092647 dcpt@cs.wpc.gov.lk	Tel: 011-2092640 Fax: 011-2092636 csfinance@wpc.gov.lk	Tel: 011-2092532 Fax: 011-2092533 dsplancs@wpc.gov.lk	Tel: 011-2092501 Fax: 011-2092505 dsengcs@wpc.gov.lk	Tel: 011-2092628

04	Public Administration Circular No. 06/2019, 2019-02-27	Revision of the Sections in Volume I of the Establishments Code in accordance with the Provisions of the Right to Information Act No.12 of 2016
05	Public Administration Circular No. 05/2019, 2019-03-05	Exercise of Political Rights – Revision of Sub Section 2:3:2, Chapter XXXII of the Establishments Code

02. I kindly request you to function according to said circulars and to make all Heads of Departments, Heads of Institutions and Officers functioning under you aware of the circulars.

K. N. Sooriyaarachchi  
Assistant Chief Secretary(Administration)

Signed by: Pradeep Yasarathne  
Chief Secretary  
Western Province

Public Administration Circular : 06/2019

My Number: EST-3/DICIP/06/0244  
Ministry of Public Administration &  
Disaster Management  
Independence Square  
Colombo 07.

27.02.2019

Secretaries to Ministries  
Chief Secretaries of Provinces  
Heads of Departments

**Revision of the Sections in Volume I of the Establishments Code in accordance with the Provisions of the Right to Information Act No.12 of 2016**

Your attention is drawn to sub section 2:9:6 of Chapter VI, sub section 4, sub section 9:2 of Chapter XXVIII and sub section 3:2 of Chapter XXXI of Volume I of Establishments Code.

02. It has been decided at the meeting of the Cabinet of Ministers held on 31.01.2017 to revise the above sections as follow in accordance with the provisions of Right to Information Act No 12 of 2016.

I. Revision of sub section 2:9:6 of Chapter VI

2:9:6 A history sheet should not be accessible to any Officer other than a Staff Officer, the Head Clerk/ Chief Management Assistant or other person specifically authorized by the Head of the Department. On a formal request made by an Officer, he should be allowed to see his own history sheet in the presence of a Staff Officer so authorized. A certificate should be obtained from the Officer after each scrutiny to the effect that the particulars therein are correct.

II. Addition of sub section 4:4 as a new sub section after 4:3 of Chapter XXVIII

4:4 At such occasions where the information mentioned in sub section 4:1, 4:2 and 4:3 above are requested, the relevant Authority should take action to provide the requested information subject to the provisions mentioned in the Right to Information Act No.12 of 2016.

III. Addition of a new sub section 9:2:1 after sub section 9:2 of Chapter XXVIII

9:2:1 Provisions mentioned in the sub section 9:2 above should be implemented subject to the provisions mentioned in the Right to Information Act No.12 of 2016.

IV. Revision of sub section 3:2 of Chapter XXXI

3:2 Such a Public Officer should not use the mass media to publicize the matters in the Section 5 of the Right to Information Act No.12 of 2016 with regard to instances where it is possible to reject the right to access to any information and also to criticize the Government or Government Department or to publicize the grievances whether or not of an official nature. (E.g. criticism or complain regarding lack of staff to carry out his functions, criticism of the treasury for failure to provide extra funds etc.)

For the purpose of sub section 3:2, the term “mass media”, refers to “any communication task carried out in audio, visual or written form by any person, group or an institution using electronic, printed or chemical technology which can be accessed by General Public or group of persons.”

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