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ප්‍රධාන ලේකම් කාර්යාලය - බස්නාහිර පළාත

பிரதான செயலாளர் அலுவலகம் - மேல் மாகாணம்

OFFICE OF THE CHIEF SECRETARY - WESTERN PROVINCE



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

ප්‍රධාන ලේකම්
 பிரதான செயலாளர்
 Chief Secretary

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 தொலைபேசி இலக்கம்
 General Telephone } 011 - 2093000



මගේ අංකය
 எனது இலக்கம்
 My No. }

CSWP/ADM/18-38/FI/01-2019
 இலே අංකය
 உமது இலக்கம்
 Your No. }

දිනය
 திகதி
 Date } 2019-07-24

- Secretary to the Governor (W.P),
- Secretary, Provincial Public Service Commission (W.P),
- Secretary of the Council (W.P),
- Secretaries of all the Ministries (W.P)
- Deputy Chief Secretaries (Administration/Personnel and Training/Finance/Planning/Engineering),
- Commissioner of Revenue (W.P)
- Chief Internal Auditor (Internal Audit Division),
- Administrative Officer (Administration Division),
- Co-ordinating Secretary to the Chief Secretary,

Application of Public Administration Circulars No.02/2018, 13/2019(I), 07/ 2019, 20/2019, 18/ 2019, 17/ 2019 and 19/2019 to the Western Province.

Through the letter of the Secretary to the Governor No.GOS/ADM/02/19/01/2019 and dated 23.07.2019, I have been informed that the assent has been granted by Hon. Governor regarding the application of following circulars issued by the Secretary of the Ministry of Public Administration and Disaster Management to the Western Province. (Copies of those Circulars have been attached herewith.)

Serial No.	Circular No. and Date	Matter
01	Public Administration Circular No. 02/2018, 24.01.2018	Development of Human Recourses in Public Service
02	Public Administration Circular No.13/2019(I), 26.06.2019	Attire of Public Officers
03	Public Administration Circular No. 07/2019, 08.07.2019	Payment of the increments of salaries beyond the maximum salary step to the officers reaching the maximum salary step of a transitional Grade in a certain post.
04	Public Administration Circular No. 20/2019, 08.07.2019	Annual transfer procedure of officers in Sri Lanka Accountants' Service 2020
05	Public Administration Circular No. 18/2019, 08.07.2019	Annual transfer procedure of officers in Sri Lanka Administrative Service (Grade I,II and III) - 2020
06	Public Administration Circular No. 17/2019, 08.07.2019	Annual transfer procedure of officers in Special Grade of Sri Lanka Administrative Service 2020

විශේෂ ප්‍රධාන ලේකම් பிரதீப பிரதான செயலாளர் Deputy Chief Secretary	පාලන நிர்வாகம் Administration Tel : 0112092606 Fax : 0112092609 dcsadmin@cs.wpc.gov.lk	පිරිස් හා පුහුණු ஆளணி மற்றும் பயிற்சி Personnel & Training Tel : 0112092631 Fax : 0112092647 dcspti@cs.wpc.gov.lk	මුද්‍රණ நிதி Finance Tel : 0112092640 Fax : 0112092636 dcsfinance@cs.wpc.gov.lk	සැලසුම් திட்டமிடல் Planning Tel : 0112092532 Fax : 0112092533 dsplan@cs.wpc.gov.lk	ඉංජිනේරු பொறியியல் Engineering Tel : 0112092501 Fax : 0112092505 dcs@eng.wpc.gov.lk	ප්‍රධාන අභ්‍යන්තර විභාග பிரதான உள்ளகக் கணக்காய்வாளர் Chief Internal Auditor Tel : 0112092628 Fax : 0112092625 cia@cs.wpc.gov.lk	
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07	Public Administration Circular No. 19/2019, 09.07.2019	Determining the salary step that should be made applicable when an officer is promoted on the same date of salary increment and is reverted on his preference to the previous post.
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02. I kindly request to work in accordance with the said circulars and make all the Heads of Departments, Institutions and officers under you aware of these circulars.

K.N.Sooriyarachchi,
Assistant Chief Secretary (Admin.)
For Chief Secretary (W.P)

My number: EST-7/UNIFO/06/V
Ministry of Public Administration,
Disaster Management and
Rural Economic Affairs
Independence Square
Colombo 07.

26.06.2019

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

Attire of Public Officers

It has been decided at the meeting of the Cabinet of Ministers held on 25.06.2019 to issue this circular in lieu of the Public Administration Circular 13/2019 dated 29.05.2019, which was issued so as to be applicable to all the public officers in addition to the Public Administration Circular 8/89 dated 01.02.1989, revising the same.

02. Action should be taken to ensure that officers in all the institutions under your purview pay special attention to the matters mentioned in the gazettes extraordinary No. 2121/1 dated 29.04.2019 and No. 2123/4 dated 13.05.2019 and strictly adhere to the orders stipulated in the same.

03. The following provisions should be followed concerning the attire of public officers.

- I. When public officers arrive at their office premises during the office hours, male officers should be dressed in trouser and shirt or national dress whilst female officers should be dressed in *saree*, *Kandian saree (Osari)* or any other appropriate and modest attire so as to preserve the dignity of the public service. An officer should always be dressed in a manner which exposes the full face (except ears) and causes no hindrance to the provisions made with regard to public security.
- II. The officers who are already receiving a uniform/ uniform allowance should engage in their duties dressed in his/her approved uniform.
Ex: Persons who hold posts such as Driver, KKS, Grama Niladhari etc.
- III. The female officers in the public service should, during the pregnancy, wear attire which is appropriate and convenient for them.
- IV. If there are officers who have arranged their clothing according to certain religious customs, such officers should be attired in the manner indicated in I above and use an additional clothing item to keep their religious identity but so as to expose their full face (except ears) ensuring their clear identification.

04. It is the responsibility of all Heads of Institutions to make provisions to the effect that every individual should be dressed in an outfit, which ensures his/ her clear identification when entering premises belonging to the government as a recipient or coming to obtain services granted by the government.

05. Public Administration Circular 8/89 dated 01.02.1989 shall be further effective.

Sgd/ J.J. Rathnasiri
Secretary
Ministry of Public Administration,
Disaster Management and Rural
Economic Affairs