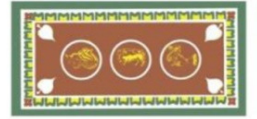




"විශිෂ්ට රාජ්‍ය සේවාවක් සඳහා ජප්ත කරවෙමු."

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 } டூக்கீட் / பெக்ஸ் / Fax - 011-2092601  
 Chief Secretary } 0-මේල් / ஈ-மெயில் / Email chiefsecretary@wpc.gov.lk } 011-2093000  
 பொது உரங்கு தொலைபேசி } General Telephone }

මගේ අංකය. } CSWP/ADM/18-38/FI/01-2019 } ඔබේ අංකය. } දිනය. }  
 எனது இல. } 19மது இல. } Your No. } திகதி. } 2019.03.06  
 My No. } } Date. }

- 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. 21/2018, 24/2018, 31/2001(XIV), 27/2018 and Public Administration Circular letter 02/2018 applied for the Western Province.**

I have been informed by the Secretary to the Governor by his letter No. GOS/ADM/02/19/02/2019 dated 2019.02.13 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
	Public Administration Circular No. 21/2018, 2018-09-28	Exemption of the Officers, who have been recruited to Grade III of Sri Lanka Engineering Service, from the requirement of passing examination on other official language proficiency.
	Public Administration Circular No. 24/2018, 2018-09-07	Definition of salary
	Public Administration Circular No. 31/2001(XIV), 2018-12-14	List of names of disciplinary inquiry officers under sub-section 19.5 of chapter XLVIII of the Establishment Code.
	Public Administration Circular No. 27/2018, 2018-12-31	Revision of section 16 of chapter XII of the Establishment Code.
	Public Administration Circular Letter No. 02/2018, 2018-11-28	Posts in the public service and provincial public service belonging to Field Officer category.

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  
 For Chief Secretary  
 Western Province.

විදේශ ප්‍රධාන ලේකම් பிரதம செயலாளர் Deputy Chief Secretary	පාලන நிர்வாகம் Administration	පිරිස් හා පුහුණු ஆளணி மற்றும் பயிற்சி Personnel & Training	ප්‍රදාන நிதி Finance	සැලසුම් திட்டமிடல் Planning	ඉංජිනේරු பொறியியல் Engineering	ප්‍රධාන இலாசைப் பேரவை பிரதான உள்வைக்க கணக்காய்வாளர் Chief Internal Auditor
	Tel: 011-2092606 Fax: 011-2092609 dcsadmin@cs.wpc.gov.lk	Tel: 011-2092631 Fax: 011-2092647 dcspt@cs.wpc.gov.lk	Tel: 011-2092640 Fax: 011-2092636 csfinance@wpc.gov.lk	Tel: 011-2092532 Fax: 011-2092533 dspncs@wpc.gov.lk	Tel: 011-2092501 Fax: 011-2092505 dsengcs@wpc.gov.lk	Tel: 011-2092628

My No: EST-6/03/LEA/3160  
Ministry of Public Administration &  
Disaster Management  
Independence Square  
Colombo 07.

31.12.2018

Secretaries to Ministries  
Chief Secretaries of Provinces  
Heads of Departments

**Revision of Section 16, Chapter XII of the Establishments Code**

Your attention is drawn to Section 16, Chapter XII of the Establishments Code.

02. The Cabinet of Ministers has decided at its meeting held on 28.08.2018 to revise sub section 16:2 and 16:2:1 as follows and include the new sub sections from 16:2:2 to 16:2:4.

16:2 No pay leave for study abroad can be granted to a Public Officer on the recommendation of the Head of the Department to study a substantive course at a recognized institute.

16:2:1 Extending the probation period of an officer who is on probation, from a period equal to the period of study leave abroad.

16:2:2 Granting leave with no pay to the spouse subject to sub sections 16:1:9 and 16:1:10 in case where the spouse of the officer, who is studying abroad is also serving in the Public Service.

16:2:3 An officer who obtains study leave under this should complete a period which is determined by the Head of the Department out of the compulsory period of service prescribed under sub section 16:15 within the same department from which the recommendation for leave is made. However, this condition should not be made applicable to reject a request made for releasing such officer to another service in the Public Service.

16:2:4 All the other conditions stipulated in Section 16 in respect of granting no pay leave for study abroad shall also be applied when granting leave under sub section 16:2.

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