

Public Administration Circular No : 02/2014

My No: HAF-1/04/N/01
Ministry of Public Administration
and Home Affairs
Independence Square
Colombo 07
12.03.2014

Secretaries of Ministries
Chief Provincial Secretaries
Heads of Departments
District Secretaries/ Government Agents
Divisional Secretaries

Practicing in the post of Notary

Your attention is drawn to subsection 1:4 of Chapter XXX of the Establishments Code.

02. As per the said provisions, approval has been granted by me to the officers who are serving at District and Divisional Administration service to practice in the post of Notary, outside the office hours.

03. Various representations have been made to me to the effect that it is not advisable for such officers to engage in Notarial business since the activities in relation to lands are connected to the scope of these officers. Therefore, the officers serving in District and Divisional Administration Service should not practice in the post of Notary with effect from date of issuance of this circular.

04. Therefore it is hereby emphasized that if such officers wish to remain in posts held by them in District and Divisional Administration further, they shall not practice in the post of Notary whilst holding above post and such officers shall obtain a transfer to another service station removing from the duties in Divisional/ District Administration if they wish to practice continuously in the post of Notary.

05. The permission granted to the officers, who already perform the duties in relation to lands, to practice in the post of Notary outside their division after office hours and so as not to make any hindrance to their duties, is hereby canceled to be effective from the date of issuance of this circular. Further, if any officer who do not perform duties in relation to lands but has been granted permission in the above manner, shall refrain from practicing in the post of notary if such officer is appointed to a post connected to duties in relation to lands, and this Ministry/the Secretary of the relevant Ministry shall be informed in this regard.

Sgd/ P. B. Abeykoon

Secretary

Ministry of Public Administration and Home Affairs