

My No: HAF-2/15/CORDI/15/1537

Ministry of Public Administration and Home Affairs,

Independence Square,

Colombo 07

....11.2013

Secretaries of Ministries,

Chief Secretaries,

District Secretaries,

Heads of Departments,

Restriction the calling of Divisional Secretaries to Colombo

Divisional Secretaries bears the main responsibility of implementation of public service delivery and development activities at divisional level, which are executed by the government complying with national priorities. It is necessary for Divisional Secretaries to be available at their administrative division, in order to supervise these activities regularly and to achieve the expected results efficiently.

02) However, calling of Divisional Secretaries frequently to Colombo by various Ministries causes hindrances to the duties of them as well as District Secretaries. Furthermore, it has been reported to this ministry that Divisional Secretaries and the general public have to face various difficulties, since they have to attend these meetings with a short notice at certain occasions, canceling the meetings at their offices and field inspections which have been planned earlier.

03) Considering the above circumstances, it has been decided at the meeting of Cabinet of Ministers held on 18th July 2013, to restrict calling of Divisional Secretaries to Colombo.

04) Accordingly, Divisional Secretaries should be called to Colombo only for conferences and meetings, which are held in respect of highly essential issues. Furthermore, the requests of calling to Colombo should be submitted to me. In accordance with the requests, necessary facilitation can be provided by calling them to Sri Lanka Institution of Development Administration or other suitable location, or through Video Conference facility.

05) You are informed to draw your personal attention to afore mentioned matters, and to inform the Heads of Departments/ Corporations/Institutions under your ministry in this regard.

P. B. Abeykoon

Secretary

Ministry of Public Administration and Home Affairs

