

Public Administration Circular no: 24/2013

My No: EST-7/LEAVE/03/3460
Ministry of Public Administration
& Home Affairs
Independence Square
Colombo 07

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Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

Revision of 2:5 of Chapter VI, 1:5 of Chapter XII and 6:4 of Chapter XXVIII of the Establishments Code

Your attention is hereby drawn to subsections 2:5 of Chapter VI, 1:5 of Chapter XII and 6:4 of Chapter XXVIII of the Establishments Code.

02. It has been decided at its meeting of the Cabinet of Ministers held on 10.10.2013 to cancel subsection 2:5 of Chapter VI, and to revise 1:5 of Chapter XII in the following manner and to revise the term “Telegram” in Sub section 6:4 of Chapter XXVIII as “Tele-mail Message”

1:5 In case where an officer is unable to report for duty on a very urgent situation, the respective Head of the institution shall be informed by Tele-mail / telephone message / short message service (SMS) / e-mail and further it shall get the approval for leave on submission of a formal application immediately after reporting for duty.

Sgd: P.B. Abeykoon.

Secretary

Ministry of Public Administration And Home Affairs