

Public Administration Circular : 14/2014

My No: EST-8/ALOWN/06/0719/25 (IV) G
Ministry of Public Administration
and Home Affairs
Independence Square
Colombo 07

30.05.2014

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

Payment for Preliminary Investigations

Your attention is drawn to Section 13, Chapter XLVIII, Volume II of the Establishments Code.

02. An officer appointed to conduct a preliminary investigation in terms of the provisions of the above Section can be paid allowances as per paragraph 3 of this Circular from 01.06.2014.

03.

| Task Performed | Allowance | |
|---|--|--|
| | An officer at Secondary/ Tertiary Level | An officer at Executive/ Senior Executive Level |
| Submission of the report of the preliminary inquiry | Rs.1500/- | Rs.2000/- |
| Drafting and submission of Charge Sheets | Rs. 500/- | Rs. 500/- |

04. An officer conducting a preliminary inquiry shall maintain a journal in accordance with the format attached as annex I and it shall be submitted to relevant authority along with the final report. It is compulsory to prepare and submit this journal in order to obtain allowances mentioned in paragraph 03 above. At such occasions where a committee has been appointed instead of one officer for conducting a certain preliminary investigation, this journal shall be maintained separately for each member of the committee. Further, members of the committee are entitled separately to obtain allowances mentioned in paragraph 03 above.

05. In addition to the above allowance an officer conducting a preliminary inquiry is also entitled to obtain traveling allowance and combined allowance in consistent with the provisions of the Establishments Code based on the post held by the officer in public service.

06. The inquiry shall have been concluded within the time frame prescribed for the preliminary investigation in order to obtain allowances in paragraph 03 above. If it is recommended to conduct a formal disciplinary inquiry, the draft of the charge sheet shall have been served within the same time frame. When dates are fixed for the preliminary investigation, the relevant authorities shall take actions to determine a reasonable time period with sound understanding on the issue.

07. The officer or the committee conducting preliminary inquiry shall conclude promptly the preliminary investigation within the given time frame with proper time management. If any preliminary investigation is delayed beyond the given time frame owing to a certain reason, allowances for such preliminary investigations shall be made in the following manner.

| Delay occurred beyond the prescribed date | Percentage to be paid from the allowance indicated in paragraph 03 |
|--|--|
| One month or less | 75% |
| More than one month but a period of two months or less | 60% |
| More than two month but a period of three months or less | 50% |

08. Allowances are not paid for the preliminary investigation reports which are submitted after lapse of three months.

09. It is hereby emphasized that the relevant authorities shall pay attention to the quality of the preliminary investigation report submitted before making payments relevant to paragraph 03 above either to an officer or a committee conducting preliminary inquiry.

10. The officers to whom the investigations are entrusted as their substantive duties, shall not be entitled to the allowances in paragraph 03 above in case where the investigations fall within their substantive duties.

11. This Circular is issued with the concurrence of the General Treasury.

Sgd./ P.B. Abeykoon
Secretary
Ministry of Public Administration and Home Affairs

Annex - I

Journal which should be maintained by a Preliminary Investigation Officer

Name of the officer who conducts the Preliminary Inquiry :-

Substantive post of the officer who conducts the Preliminary Inquiry:-

Service, if belongs to any :-

Salary Scale and the salary at present:-

Contact Numbers

Mobile:-

Office:-

Residence:-

Reference for Appointing for preliminary investigation:-

Institution involved in the incident:-

The sub office if the place where the incident occurred is not the head office:-

| Date | Time of commencement | Time of concluding | Task performed (examining goods/ money, examining documents, recording evidences) | Signature of the person in charge of money/goods/ documents or the signature of the witnesses |
|------|----------------------|--------------------|---|---|
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| | | | | |

I declare that I engaged in the above tasks during the above mentioned time.

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Date

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Signature of the Preliminary Investigation Officer