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அரசாங்க சேவை ஆணைக்குழு அலுவலகம்
OFFICE OF THE PUBLIC SERVICE COMMISSION

අංක 1200/9, රජලේඛන පාර, බත්තරමුල්ල
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මගේ අංකය } PSC/DIS/01/07/
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My No. }
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Your No. }
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திகதி }
Date }

Public Service Commission Circular Letter: 03/2024

All Secretaries to the Ministers
All Heads of the Departments

Appeals against Vacation of Post Notices

In the case of officers who do not report to duty without notice, the Public Service Commission has observed that an injustice is caused to such officers due to non-provision of adequate and reasonable time in some instances when actions are taken in terms of Sections 213 and 214 of the Procedural Rules of the Public Service Commission. It has also been observed that in some cases, it takes more than a year to serve the officer concerned with a Vacation of Post Notice.

02. Accordingly, a Head of the Department/ an Appointing Authority / a Disciplinary Authority should issue the Vacation of Post Notices within the first five (05) working days immediately after the five (05) working days commencing from the date of non-reporting of the officer concerned for duty, in order to prevent these circumstances. Where an officer thus receives a Vacation of Post Notice, if he/she makes an explanation regarding the aforesaid vacation of post notice, it should be submitted in accordance with the provisions of Section 216 of the Procedural Rules of the Public Service Commission.

03. Furthermore, the decision of the respective Disciplinary Authority regarding the explanation voluntarily submitted by an officer in relation to a Vacation of Post Notice should be communicated to the officer in writing. It should be included in the letter through which the relevant decision is informed to the officer that, in the case where the officer is aggrieved by the said decision of the Disciplinary Authority, he may make an appeal to the Public Service Commission within the period specified in Section 222 of the Procedural Rules of the Public Service Commission.

W.H.M.M.C.K. Dayaratne

W.H.M.M.C.K. Dayaratne

Secretary

Public Service Commission