

Public Administration Circular No. 20/95

My No. IV-2/9/361/15(H)

Ministry of Public Administration,  
Home Affairs, Plantation Industries and  
Parliamentary Affairs,  
Independence Square,  
Colombo 07.

13 June, 1995.

All Secretaries and  
Heads of Departments.

**Amendments to Establishments Code -  
Chapter II.V, XXVIII and XLVIII-  
Furnishing of Explanation By an officer  
who has vacated the post or who received  
a disciplinary order**

Following sections of the Establishments Code are amended as shown below. Please note.

I. Chapter V - Section 7:4

“7:4 If he/she volunteers an explanation within three months, it should be considered by the appropriate disciplinary authority in terms of the disciplinary rules and permission to resume duties may be allowed or refused by that authority (see also Chapter XLVIII)”.

II. Chapter XXVIII-sub section 6:2:1

“6:2:1 When they contain an appeal against an order made more than three months before and no satisfactory explanation is furnished for the delay in it.”

III. Chapter XLVIII- Section 17:4

“17:4 An appeal should be made in writing within three months of the date of the order of the disciplinary authority”.

02. As the last sentence i.e. “(please see sub-sections 6:2 and 6:2:1 of Chapter XXVIII of the Establishments Code also)” in the Public Administration Circular No. 20/93 of 06.09.1993 titled “Appeals regarding the termination of appointments of the officers on probation-Amendments to the Establishments Code Chapter II” does not go along with the sub-section II of above, it is also hereby cancelled.

03. This circular is issued with the concurrence of the Public Services Commission.

**Sgd: R.S. Jayaratne,**  
Secretary,  
Ministry of Public Administration, Home Affairs,  
Plantation Industries and Parliamentary Affairs