

2022.04.25

All Secretaries to Ministries,
All Provincial Chief Secretaries,
All Secretaries to State Ministries,
All Heads of Departments,

Submission of Preliminary Investigation Reports and Draft Charge Sheets to the Public Service Commission

A checklist has been prepared indicating the points to which the attention to be paid when the Report of a Preliminary Inquiry held upon an incident and the relevant Draft Charge Sheet is submitted to the Public Service Commission, considering that some deficiencies have been observed with regard to the submission of such reports and the extended time incurred for rectifying such deficiencies.

02. The said checklist is sent herewith and you are kindly informed to duly mark the checklist when submitting Preliminary Investigation Reports and Draft Charge Sheets to the Public Service Commission and submit a copy of the marked checklist along with the relevant documents.

Sgd./ M.A.B. Daya Senarath

Secretary

Public Service Commission

Checklist on the particulars to be followed in submitting Preliminary Inquiry Reports to the Public Service Commission

Serial No.	Description	Yes/No	Not applicable
01	An officer/ a committee of officers has been formally appointed for the Preliminary Inquiry (in terms of Section 13:1 of Chapter XLVIII of the Establishments Code)		
02	A certified copy of the letter of formal appointment of the Preliminary Inquiry Officer/ Preliminary Inquiry Committee has been submitted along with the Preliminary Inquiry Report.		
03	In case the preliminary inquiry reports are delayed, reasons therefor have been submitted. (Attention has been paid to Section 13:2 of Chapter XLVIII of the Establishments Code as amended by P.A. Circular 30/2019)		
04	The reference number and date of the Preliminary Inquiry Report are clearly mentioned.		
05	Statements have been obtained from the officials/ persons related to the incident/s at the preliminary inquiry and submitted.		
06	Statements have been obtained from the suspected officer or officers at the preliminary inquiry and submitted.		
07	Where the alleged charges relate to a shortage or use of goods, a count of all relevant stock in the charge of the relevant officer/s has been taken. (As per Section 13:6 of Chapter XLVIII of the Establishments Code)		
08	In case any amount of money or goods obtained by any calculation is included in the charges, such calculation is clearly presented in the Preliminary Inquiry Report.		
09	Refusal of any officer to give evidence during a preliminary inquiry is recorded under Section 13:10 of Chapter XLVIII of the Establishments Code.		
10	A summary of the incident related to the Preliminary Inquiry is included in the Preliminary Inquiry Report.		
11	The preliminary inquiry officer/ committee has duly forwarded the preliminary inquiry report together with the statements obtained from the relevant parties and documents taken into his custody. (As per Section 13:12 of Chapter XLVIII of the Establishments Code)		
12	Such documents are numbered and flagged in order.		
13	The original copies or photocopies of the documents attested by a staff grade officer are submitted when submitting the documents.		
14	Certified copies of Grants, Permits, Folios, Departmental Circulars, Acts and other relevant documents relating to the		

	issues pertaining to the state lands have been submitted along with the Preliminary Investigation Report when preliminary inquiries are conducted thereon		
15	The draft charge sheet has been prepared in accordance with Appendix 5 or Appendix 6 of Chapter XLVIII of the Establishments Code, as the case may be.		
16	The offence committed by the accused and the date/ period during which the offence was committed have been clearly mentioned in the charges drafted		
17	The provision of the Establishments Code, the Financial Regulation, the Sections in the Circulars and the provisions of the Departmental Manuals, written instructions and Instruction Manuals are specifically mentioned when drafting charges for an offence under Section 15 of the First Schedule of Chapter XLVIII of the Establishments Code.		
18	The specific documents containing witnesses and evidence required to prove the charges drafted have been included when the witnesses and documents are included in the draft charge sheet.		
19	In cases where expert opinions are required to prove allegations, they have been obtained and submitted.		
20	A staff grade officer has certified that the draft of the charge sheet has been correctly and properly prepared.		
21	The soft copy of the draft charge sheet has been submitted.		
22	The respective Head of the Department, the Secretary to the Ministry and the Administrative Authority have made observations and recommendations on the observations and recommendations of the Preliminary Inquiry in relation to further disciplinary action against the officer/officials concerned in the submission of draft charge sheets to the Public Service Commission along with the preliminary inquiry report.		
23	If there has been any change in the current service/ grade/ position and service station of the suspected officer or officers, it has been informed.		
24	In the event that a Preliminary Inquiry has revealed information regarding several officials who committed misconduct, the actions taken against all of them have been reported. (As per Section 11:3 of Chapter XLVIII of the Establishments Code)		

Note

When recording handwritten statements related to the preliminary inquiry, please record those statements clearly and submit them in typewritten form whenever possible.