

Public Administration Circular : 18/2018

My number: EST-7/ALOWN/06/0719/25(VII)
Ministry of Public Administration,
Management and Law & Order
Independence Square
Colombo 07.

31 .07.2018

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

Payment for Disciplinary Inquiries

The following circular is issued to be effective from 01.08.2018 in relation to making payments for disciplinary inquiries.

| | Payment per hour | Re-imbusement of expenses for clerical/typist/computer operator assistance and postage (Only for maximum of one officer) | Final Report - preparing the summary |
|--|------------------|--|--------------------------------------|
| 01. Inquiry Officer | | | |
| I. Retired | | | |
| (a) Inquiry against a Staff Officer. | Rs.1000/- | Rs.5000/- | Rs.10,000/- |
| (b) Inquiry against a Subordinate Officer. | Rs.800/- | Rs.5000/- | Rs.10,000/- |
| (c) Inquiry against a Minor Employee. | Rs.800/- | Rs.5000/- | Rs.10,000/- |
| II. A Serving Public Officer | | | |
| (a) Inquiry against a Staff Officer | Rs.800/- | | Rs.10,000/- |
| (b) Inquiry against a Subordinate Officer. | Rs.800/- | | Rs.10,000/- |
| (c) Inquiry against a Minor Employee | Rs.800/- | | Rs.10,000/- |

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|--|---|--|--|
| <p>02. Prosecuting Officer</p> <p>(a) Inquiry against a Staff Officer.</p> <p>(b) Inquiry against a Subordinate Officer.</p> <p>(c) Inquiry against Minor Employee.</p> | <p>Rs.500/-</p> <p>Rs.500/-</p> <p>Rs.500/-</p> | | <p>Rs.3000/-</p> <p>Rs.2000/-</p> <p>Rs.1500/-</p> |
| <p>03. Payments to a Typist/ Stenographer/ Computer Operator for participation in the Inquiry - per hour.</p> | <p>Rs.400/-</p> | | |

02. In addition to the above payments, a retired Disciplinary Inquiry Officer is entitled to travelling expenses and Combined Allowances based on the post held by him at the time of retirement. An Inquiry Officer who is a Public Officer is entitled to travelling expenses and Combined Allowances based on his post, in terms of provisions of the Establishments Code.

03. A Prosecuting Officer in Disciplinary Inquiries is also entitled to travelling expenses and Combined Allowances in addition to the allowances referred to in No. 02 of the above first paragraph.

04. The Defending Officer on behalf of the accused is also entitled to travelling expenses and Combined Allowances under sub section 29:8, Chapter XIV of the Establishments Code.

05. In instances where a Disciplinary Inquiry Officer arrives at the place notified by him on the notified date and time but is compelled to postpone the inquiry for another date for reasons beyond his control, he should be paid half the payments prescribed for a full day inquiry. A full day Disciplinary Inquiry means a period of 04 hours.

06. A Stenographer/ Typist or a Computer Operator in the Public Service may be paid under the provisions of Public Administration Circular 12/2003 dated 11.12.2003 for typing the final report of a Disciplinary Inquiry Officer in the Public Service.

07. An incentive of Rs.6000/- shall be paid to the Disciplinary Inquiry Officer in addition to all allowances indicated in the first paragraph above, as an encouragement for the task carried out by him, only at the occasion where he concludes the disciplinary inquiry and submits the final report within 06 months. At the instances where it is possible to ascertain that the submission of that report is delayed due to a reason beyond his control which occurred during the prescribed period of 06 months, the additional allowance of Rs.6000/- paid to him can be paid without any deduction. However, the disciplinary authority shall clearly indicate the reasons for making a decision regarding the payment of above allowances without any deduction, whenever such a payment is made.

08. However, at the instances where the submission of final report is delayed, all the allowances to be paid to the disciplinary officer as mentioned in the first and second paragraphs of this circular shall be paid after making deductions in the following manner.

- I. 5% from the allowances shall be deducted where the delay in submission of final report exceeds 12 months.
- II. 10% from the allowances shall be deducted where the delay in submission of final report exceeds 18 months.
- III. 25% from the allowances shall be deducted where the delay in submission of final report exceeds 24 months.

However, at the instances where it is possible to ascertain that the delay of 12 months or more in submission of the final report has occurred due to reasons beyond the control of the inquiry officer, allowances shall be paid to him without any deductions. However, the disciplinary authority shall clearly indicate the reasons for making a decision regarding the payment of above allowances without any deduction, whenever such a payment is made.

09. Public Administration Circular 19/2005 dated 20.10.2005 and Public Administration Circular 19/2005(I) dated 22.11.2011 and Public Administration circular letter 02 dated 10.01.2008 and Public Administration circular letter 03/2014 dated 09.07.2014 are issued with regard to this matter are hereby cancelled.

10. No additional provisions should be requested for the same in year 2018.

11. This circular was issued with the concurrence of the General Treasury.

Sgd/ Padmasiri Jayamanna
Secretary
Ministry of Public Administration, Management and
Law & Order