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Secretaries of Ministries
Chief Secretaries of Provinces
Heads of Departments / District Secretaries
Heads of Public Corporations and Statutory Boards

Implementing the “Seiri Week” to maintain public institutions in a well-organized manner parallel to the “Clean Sri Lanka” national programme

It is the responsibility of all heads of public institutions to create a clean, healthy and safe environment that helps the officers in their institutions perform their duties properly and freely. Such an environment will also create a positive impression of the office among the service recipients. Creating a peaceful and free working environment for officers will also contribute to the effective and efficient utilization of the limited space available in public institutions. As one step towards this end, it has been decided to declare and implement a “**Seiri Week**” for disposing of the unnecessary items accumulated in all public institutions. Accordingly, this programme should be implemented from 01st to 04th of September 2025.

02. In order to achieve the desired outcome, it is expected to take action to implement the following short-term and long-term programmes and take necessary measures to carry out a proper follow-up process.

2.1 As per the 5S concept on productivity, “Seiri” means organization, i.e., identifying necessary and unnecessary items and discarding all unnecessary items. Accordingly, all heads of institutions are instructed to name the First week of September as “Seiri Week” and take action in the following manner within that week.

- i. Action should be taken to obtain the cooperation of all officers to make this task successful.
- ii. Action should be taken to ensure that the premises of the institution, including inside and outside of the building, are maintained properly for around two hours in the morning every day during that week.
- iii. Necessary steps should be taken to maintain a pleasant environment within the premises of the institution, as well as on both sides of the roads in front of the institution.
- iv. Action should be taken to properly maintain and improve access roads to the institution for the convenience of the public. Special attention should be paid to providing facilities to the differently abled community.
- v. Necessary steps should be taken to ensure optimum utilization of the premises belonging to public institutions and to maintain vegetation in every possible area.

- vi. Necessary steps should be taken to minimize the use of polythene in public institutions and dispose of polythene properly.
- vii. If there are unsafe and risky areas within the premises of public institutions that need repairing, precautions should be taken to ensure the safety of the premises.
- viii. This programme should be organized in a way to create awareness that the above activities are implemented in accordance with the “Clean Sri Lanka” concept. The officers of the institution, service recipients and community can be made aware of this matter by way of displaying a banner with the logo of “Clean Sri Lanka”.
- ix. After successfully completing the "Seiri Week", a system should be developed to maintain a stable and organized office environment, and the head of the institution should assign that responsibility to an appropriate officer and continue to maintain an internal control system.

2.2 Carrying out the removal of unnecessary items from institutions efficiently and within the prescribed time frame as per the financial regulations and other instructions issued by circulars.

It is expected that the following guidelines will be followed to dispose of unnecessary items during the "Seiri Week", and to maintain this process continuously.

a) Taking action regarding unusable inventory items that are placed in an unorganized manner in government offices and premises.

It has been observed that the items that are included in inventories but cannot be repaired and used, are not economically viable to repair and are of no use to the office, have piled up in some institution premises due to the failure to properly identify and dispose of those items in accordance with guidelines and circulars on the disposal of items. To prevent this situation, it is strongly emphasized to pay attention to the following guidelines and circulars on the disposal of items.

- i. Financial Regulations No. 756 by which provisions have been made that a board of survey must be conducted annually by every government institution
- ii. Financial Regulations No. 756 (6) revised by Public Finance Circular No. 01/2020 dated 28.08.2020, which specifically mentions the time frame during which the disposal process should be completed
- iii. Financial Regulations No. 767 (1) revised by Public Finance Circular No. 01/2020 dated 28.08.2020, by which provisions have been made regarding handing over the equipment that is in excess but serviceable to other institutions that may be in need of it.
- iv. Financial Regulations No. 770, by which provisions have been made on taking action regarding unserviceable articles.
- v. Financial Regulations No. 772, by which provisions have been made that condemned articles should be disposed of by public auction or by following the proper tender process.
- vi. Guidelines issued by the Central Environmental Authority on the disposal of used electrical and electronic equipment that is out of service, i.e., items that fall under the category of electronic waste, from government institutions.

b) Taking action regarding scrap materials that are not included as inventory items and are removed during vehicle repairs or building renovations or removed in any other way.

It has been observed that the accumulation of scrap materials, which are removed during renovations of government offices, government vehicle repairs, or in other ways, in an unorganized manner in the premises of institutions has resulted in adverse effects on the pleasantness of the environment, the government losing the due revenue that could have been earned due to further decaying of those goods, and the emergence of various health and environmental problems. To prevent this situation, it is strongly emphasized to pay attention to the relevant guidelines and the instructions of circulars, which are already in force.

c) Taking action regarding unserviceable motor vehicles.

It is observed that the vehicles used by government institutions are decaying due to parking such vehicles, exposing them to sun and rain within the premises of public institutions after they become unserviceable. Not taking action with an understanding of such situations has caused the government to lose the due income whilst facing various issues in health and environmental aspects. With a view to avoiding this situation, it is highly emphasized to adhere to the following guidelines and instructions of the circulars.

- i. Financial Regulations No. 770(4) revised by Public Finance Circular No. 1/2020 dated 28.08.2020
- ii. Assets Management Circular No. 5/2020 dated 02.10.2020
- iii. Assets Management Circular No. 05/2024 dated 18.12.2024

d) Taking action regarding old and inactive files.

It has been observed that files that can be disposed of under the existing provisions but have not been disposed of and files that should be sent to the record rooms under the existing provisions but have not been sent are piled up in various places in offices. To prevent this situation, it is strongly emphasized to pay attention to the following guidelines and instructions of circulars.

- i. Section 9.2, Chapter XXVIII of the Establishments Code and Public Administration Circulars issued in relation to the same.
- ii. Section 9.2.1 included by Public Administration Circular No. 6/2019 in Chapter XXVIII of the Establishments Code
- iii. Provisions of the Right to Information Act No. 12 of 2016
- iv. Guidelines for 2024 of the Secretary of the Commission to Investigate Allegations of Bribery or Corruption No. BC/PRV/15/2024 dated 21.10.2024 issued for the conservation and disposal of files of all public institutions in Sri Lanka which contain documents

2.3 Follow-up process

Every head of institution should implement a follow-up program as follows in order to create a peaceful, free, safe and healthy work environment so that public officers can perform their duties efficiently and effectively.

- i. To call a report containing observations and recommendations through the Internal Audit Division to get an understanding of the current situation within the institution, covering the areas indicated above, including activities related to "Seiri" Week.
- ii. To appoint a special board of survey and call a report containing observations and recommendations on the ongoing situation and the performance of tasks in the due time frame in cases of the divisional offices where Internal Audit Divisions are not functioning.
- iii. To examine the recommendations and proposals of the report personally by each head of the institution and initiate further actions to solve the relevant issues conforming to the guidelines indicated above.
- iv. To obtain a report including the progress of the actions taken to solve the identified issues from the Internal Audit Division by the Head of the Institution, discuss its progress and provide instructions for necessary further actions at each quarterly meeting of the Audit and Management Committee.
- v. To review the progress of the actions taken to solve the relevant issues whilst maintaining records by the heads of divisional offices where Internal Audit Divisions are not functioning.

Sgd/ S. Alokabandara
Secretary
Ministry of Public Administration, Provincial
Councils and Local Government

Telephone - 011-2662340
Fax - 011-2692158
Email - ade-i@pubad.gov.lk

Copies :- 01. Secretary to the President
02. Secretary to the Prime Minister