

Public Administration Circular : 27/2025

My number: EST-7/06/UNI/X
Ministry of Public Administration,
Provincial Councils and Local Government
Independence Square
Colombo 07

24.10.2025

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

Payment for Disciplinary Inquiries

Your attention is drawn to Public Administration Circular No. 18/2018 dated 31.07.2018 issued on the above matter. The payments mentioned therein shall be revised as follows with effect from 01.10.2025.

02.

	Payment per hour (Rs.)	Re-imbursement of expenses for clerical/typist/computer operator assistance and postage (Only for maximum of one officer) (Rs.)	Final Report and preparing the summary (Rs.)
01. Inquiry Officer			
I. Retired			
(a) Inquiry against a Staff Officer	1,250/-	7,500/-	30,000/-
(b) Inquiry against a Subordinate Officer	1,000/-	7,500/-	30,000/-
(c) Inquiry against a Minor Employee	1,000/-	7,500/-	30,000/-
II. A Serving Public Officer			
(a) Inquiry against a Staff Officer	1,000/-		30,000/-
(b) Inquiry against a Subordinate Officer	1,000/-		30,000/-
(c) Inquiry against a Minor Employee	1,000/-		30,000/-
	Payment per hour (Rs.)	Re-imbursement of expenses for clerical/typist/computer operator assistance and postage (Only for maximum of one officer) (Rs.)	Final Report and preparing the summary (Rs.)

		uter operator assistance and postage (Only for maximum of one officer) (Rs.)	the summary (Rs.)
02. Prosecuting Officer			
(a) Inquiry against a Staff Officer	625/-		4,500/-
(b) Inquiry against a Subordinate Officer	625/-		3,000/-
(c) Inquiry against a Minor Employee	625/-		2,250/-
03. Payment to a Typist/Stenographer/ Computer Operator for participation in the inquiry per hour	500/-		

03. 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 the provisions of the Establishments Code.

04. In instances where all travel claims have been submitted within 30 days of the submission of the final report of the inquiry, such expenses may be reimbursed without any deduction. Travel claims not submitted within the stipulated period must be paid with the relevant deductions mentioned in Sub-Section 28:6, Chapter XIV of the Establishments Code.

05. A Prosecuting Officer in disciplinary inquiries is also entitled to travelling expenses and combined allowances in addition to the allowances referred to in paragraph 02 above.

06. The Defending Officer on behalf of the accused is entitled to travelling expenses and combined allowances under Sub-Section 29:8, Chapter XIV of the Establishments Code.

07. In instances where a retired public officer entitled to mileage allowance before retirement, serves as a defending officer, he must be granted that entitlement further as per the provisions of Chapter XIV of the Establishments Code.

08. 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 must be paid half the payments prescribed for a full-day inquiry. A period of 04 hours must be applied as a full-day Disciplinary Inquiry.

09. In the event of a formal disciplinary inquiry where several charge sheets have been issued against several officers based on one and the same incident and matters related to all charges have been concluded at the same time as a single inquiry, payments must be made considering all the reports as one report without making payments to each report.

10. In the event that more than one inquiry officer has been appointed as the Tribunal for a formal disciplinary inquiry as per Sub-Section 19:7, Chapter XLVIII of the Establishments Code, the allowance per hour for the inquiry and the allowance for reimbursement of expenses

for clerical/typist/computer operator assistance and postage must be paid separately to each such officer. The allowance paid for the preparation of the final report must be divided equally among the officers in the inquiry board.

11. Payments may be made as per the provisions of Public Administration Circular No 12/2003 dated 11.12.2003 to a stenographer, typist or computer operator in the public service for typing the final report prepared by an inquiry officer in the public service.

12. However, in instances where the submission of the final report is delayed, all the allowances, except for travelling expenses and combined allowances, to be paid to the disciplinary officer must be paid after making deductions in the following manner.

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

13. However, in the instances where it is possible to ascertain that the delay of 12 months or more in the 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 must clearly indicate the reasons for making a decision regarding the payment of the above allowances without any deduction whenever such a payment is made.

14. No additional provisions should be requested for the same in the year 2025.

15. This circular is issued with the concurrence of the General Treasury.

Sgd/ S. Alokabandara
Secretary
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