

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 Preliminary Investigations

Your attention is drawn to Public Administration Circular No. 14/2014 dated 30.05.2014 issued on the above matter. The payments mentioned therein shall be revised as follows with effect from 01.10.2025

02. Allowances can be paid to an officer appointed for Preliminary Investigation in the following manner as per the provisions of Section 13, Chapter XLVIII, Volume II of the Establishments Code.

Task performed	Allowance (Rs.)	
	An officer at secondary/ tertiary level	An officer at executive/ senior level
Submission of the Preliminary Investigation report	3,000/-	4,000/-
Preparation and submission of the draft of the charge sheets	1,000/-	1,000/-

03. A journal should be maintained by an officer conducting a preliminary investigation in accordance with the format in Annex 01 and the said journal should be submitted to the relevant authority along with the final report. It is compulsory to complete and submit this journal to receive the allowances mentioned in paragraph 02 above. In case where a committee is appointed instead of a single officer for a certain preliminary investigation, each member of the committee should maintain this journal separately. Further, members of the committee are entitled separately to obtain the allowances mentioned in paragraph 02 above.

04. In addition to the above allowances, a Preliminary Investigation Officer is entitled to obtain traveling expenses and combined allowances in terms of the provisions of the Establishments Code based on the post held by the officer in public service.

05. In case where the service of a retired officer is obtained as a Preliminary Investigation Officer, payments can be made to the said officer as per the provisions of this circular and he is entitled to travel allowances and combined allowances as per the provisions of the Establishments Code based on the post held while he / she was in public service.

06. The investigation shall have been concluded within the prescribed time period in order to obtain the allowances indicated in paragraph 02 above and if it is recommended to conduct a formal disciplinary inquiry, the draft of the charge sheet shall have been completed and submitted within the same period. When determining dates for the preliminary investigation, the relevant authorities should take action to grant a reasonable time period for the officer conducting the preliminary investigation with a proper understanding of the case.

07. The officer or committee conducting the preliminary investigation must complete the preliminary investigation expeditiously within the prescribed time period with proper time management. If a preliminary investigation is delayed beyond the prescribed time period owing to a certain reason, allowances for such preliminary investigation shall be made in the following manner.

Delayed period from the due date	Percentage that should be paid from the allowance mentioned in paragraph 03
A month or less	75%
More than one month, but a period of 02 months or less	60%
More than 02 months, but a period of 03 months or less	50%

08. Allowances shall not be paid for the preliminary investigation reports which are submitted after the lapse of 03 months.

09. It is hereby emphasized that the relevant authorities shall pay attention to the quality of the preliminary investigation report before making payments relevant to paragraph 02 above either to an officer or committee conducting a preliminary investigation.

10. The officers to whom investigations are entrusted as their substantive duties, shall not be entitled to the allowances mentioned in paragraph 02 above in case where the investigations fall under their substantive duties.

11. Additional allocations should not be requested for this purpose in 2025.

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

Sgd/ S. Alokabandara
Secretary
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Provincial Councils and Local Government

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The journal that should be maintained by a Preliminary Investigation Officer

Name of the officer conducting the preliminary investigation :-

Substantive post of the officer conducting the preliminary investigation Officer :-

Service of the officer, if he belongs to a service :-

Salary scale and current salary :-

Contact numbers

Mobile :-

Office :-

Residence :-

Reference for appointing for preliminary investigation :-

Institution involved in the incident :-

The sub office if the place where the incident occurred is not the Head Office :-

Date	Time of commencement	Time of concluding	Task performed (Examining goods / money, examining documents, recording evidences)	Signature of the person in charge of the goods/ money/ documents or signature of the witnesses

I hereby declare that I have engaged in the above tasks during the above mentioned time.

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Date Signature of the officer conducting the preliminary investigation