

My Number : EST-7/06/DIS/1000
Ministry of Public Administration,
Provincial Councils and Local Government
Colombo 07.

29.01.2025

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

Fees that should be charged when providing Photo Copies required for Disciplinary Inquiries

Your attention is hereby drawn to the Public Administration Circular No: 20/2011 dated 25.10.2011 issued relevant to the above matter.

2. The fees that should be charged as per Para. 02 of the above circular, when providing photo copies of the statements, documents relevant to the disciplinary inquiry on the request of the accused officer or the officer appearing for him as per the provisions of Sub Section 14:11, Chapter XLVIII, Volume II of the Establishments Code are revised in the following manner.

Size of the paper	Fees of the copies	
	One side (Rs.)	Double side (Rs.)
A4	8.00	11.00
B4	12.00	14.00
Legal	10.00	13.00

03. These revisions shall be effective from 01.02.2025.
04. This circular is issued on the concurrence of the General Treasury.

Sgd/ S. Alokabandara
Secretary
Ministry of Public Administration,
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