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சனாதிபதி அலுவலகம்
PRESIDENTIAL SECRETARIAT



My No: PS/CSA/00/1/4/1

Circular No. PS/CSA/Circular/4/2019

December 08, 2019

To: All Secretaries to Ministries

Management of Government activities in accordance with the State Policy

His Excellency the President has emphasized the fact that the Authorities concerned should make every effort to ensure the utilization of public funds economically, with optimum efficiency and productively.

Accordingly, the Cabinet of Ministers comprising thirty (30) Ministries has been formed constitutionally and on a scientific basis and the number of Hon. Ministers constituting the Cabinet too has been restricted.

In the above context, although an Hon. Minister may hold several Ministry portfolios, such Hon. Minister is made entitled to only the staff and facilities that a single Cabinet Minister is entitled to in terms of my Circular No: CA/1/17/1 dated May 14, 2010. It is the expectation of His Excellency the President that the staff, the number of security officers and the other facilities referred to in the said circular would, as far as possible, be maintained subject to the minimum limits. The office facilities required for the new Cabinet Ministers, State Ministers and their staff should be managed within the accommodation space currently available.

Furthermore, necessary action should be initiated to formally take over the vehicles already allocated to all the Hon. former Ministers, Non-Cabinet Ministers, State Ministers and Deputy Ministers who no longer hold office as well as their staff.

Since it is necessary that requirements are met as far as possible within the limits of the resources currently available, you are kindly requested to make necessary arrangements for the excess vehicles in the Ministry to be handed over to the Office of the Comptroller - General of the Ministry of Finance with the relevant records once each Cabinet Minister, State Minister and the staff are allocated the required number of vehicles.

I wish to stress that this is an official responsibility on your part as the Chief Accounting Officer of your Ministry. Your co-operation in this regard is much appreciated.

Sgd. P.B. Jayasundera
Secretary to the President

Copies: 1. Secretary to The Prime Minister } For information and
2. Secretary to the Cabinet of Ministers } necessary action
3. Auditor General }
4. Comptroller General } - To formally take over the
listed excess vehicles to be
handed over and recommend
the measures to be taken in this regard