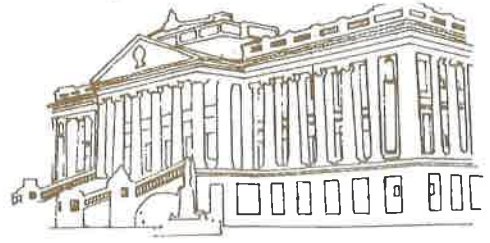




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சனாதிபதி அலுவலகம்
PRESIDENTIAL SECRETARIAT



My No. : PS/CSA/00/1/4/8

Circular No. : PS/CSA/Circular/4/2023

February 22, 2023

Secretary to Prime Minister
Secretary to the Cabinet of Ministers
All Secretaries to Ministries
All Chief Secretaries to Provinces
Secretary General of Parliament

Purchase of Airline Tickets for Official Travel Abroad

The current economic and financial difficulties in the country make it imperative that government funds are utilized prudently for essential purposes only.


02. Accordingly, when utilizing government funds to purchase airline tickets for official travel abroad, I wish to inform on the directions of the Hon. President that all officials, with the exception of the Hon. Chief Justice, Hon. Justices of the Supreme Court, Chairman of the Court of Appeal and Hon. Justices of the Court of Appeal, are required to purchase Economy Class tickets only.

03. In the event an officer needs to travel Business Class, it is possible to do so after personally bearing the cost difference between an Economy Class ticket and a Business Class ticket.

04. If an officer needs to travel Business Class utilizing government funds for an exclusive reason outside of the above mentioned provisions, such officer should submit sufficient facts and obtain my prior approval.

05. The provisions of this Circular will come into force from March 01, 2023, and accordingly, provisions of circulars and instructions letters issued previously regarding this matter shall be void from such date.

06. You are further instructed to inform all Heads of Provincial Ministries, Departments, State Corporations, Statutory Organizations and other Agencies under the purview of your Ministry / Provincial Council/ Organization.


E M S B Ekanayake
Secretary to the President

CC: Auditor General