

My No. A/GA/1/2/(v)  
Ministry of Education & Higher Education,  
"Isurupaya",  
Sri Jayawardenepura Kotte,  
Battaramulla.  
30, March, 1993.

All Staff Officers of the  
Ministry of Education & Higher  
Education.

CIRCULAR No.: 93/4

Those authorised to sign circulars and the scope of their authority

01. No circular should go out from this Ministry without the following procedures being followed :
- i With effect from 31.03. 1993 circulars could be signed only by the following officers -
    - (a) Secretary to the Ministry of Education & Higher Education;
    - (b) Secretary to the Ministry of Education Services;
    - (c) Secretary to the Ministry of State for Education;
    - (d) In the case of the Higher Education Section of the Ministry, Secretary to the Minister of Higher Education would normally issue the Circular. However, in the case of the Technical Education field, the Director Technical Education could sign a Circular after approval by Secretary to the Minister of Higher Education.
  - ii All circulars in relation to any policy issues should be signed only by Secretary, Ministry of Education and Higher Education.
  - iii In instances where policy has already been determined and various details of implementation in respect of the policy concerned have to be communicated, each subject specific Secretary should sign the circular in respect of his or her subject area.

02. Procedures to be followed and the responsibility of those who prepare drafts of Circulars for submission

- i The Staff Officer who prepares the draft of the circular must assume full responsibility for the accuracy of the contents of the circular. It would be his duty to ensure amongst other matters that dates, times criteria etc., are absolutely accurate.

If there is any doubt it would be his duty to check and clear the doubt before drafting the circular.

- 03.
- i In respect of those subjects which come within the purview of the Deputy Directors General of Education and the chief Commissioner the Staff Officer who had prepared the circular must submit it in the first instance to the relevant Deputy Director General or the Chief Commissioner.
  - ii It would be the duty of the Deputy Directors General and the Chief Commissioner to check the details and to satisfy themselves that not only is the circular accurate in respect of details but is also accurate in terms of policy. They should also check the language of the circular and in the case of a stencil that it is fully accurate including spelling and grammar.

- iii The draft circular should be submitted to the identified language specialists and cleared with them as to the correct use of language, idiom etc., before being put up for signature. This would be the responsibility of the Deputy Directors General and the Chief Commissioner.
- iv The Deputy Directors General and the Chief Commissioner should then submit the circular for the signature of the Secretary, Ministry of Education & Higher Education or the subject specific Secretary as the case may be with a note certifying that the circular is in order.

#### 04 General

In case of circulars that have to be issued on engineering, accounting and purely administrative matters the following procedures should be followed.

##### Accounts.

- i In the case of matters pertaining to finance and accounts the Chief Accountant will take full responsibility for the accuracy and contents of the circular. However, the Assistant Accountant or other officer who prepares the draft would be responsible like in the case of the other areas for the accuracy and correctness of the materials he presents to the Chief Accountant.
- ii The Chief Accountant as the case may be would submit the circular to either Secretary, Education & Higher Education, or one of the subject specific Secretaries for signature.

##### Engineering

- (i) In the case of matters pertaining to Engineering, School Works etc., the Director School Works will be fully responsible for the accuracy and contents of circulars submitted for signature to the relevant Secretary.
- (ii) He would normally submit the circular for the signature of the State Secretary unless it is a matter of policy in which case it should be submitted to the Secretary, Ministry of Education and Higher Education.

##### General Administration

In the case of circulars relating to General Administration the Senior Assistant Secretary or Senior Assistant Secretaries will be responsible for the accuracy and contents of all circulars submitted to the Secretary or the relevant subject specific Secretary.

##### General Policy

- (i) All circulars Should be allocated a number by the Administration Division. The number should be allocated after the final draft has received approval.
- (ii) All circulars sent to Secretary, Education & Higher Education should also whenever and wherever relevant finally be sent through the subject specific Secretary concerned, This would be necessary for the proper co ordination of work.

(M.D.D. Pieris)  
Secretary,  
Ministry of Education & Higher  
Education.