



மாகாண பொது நிர்வாக, உள்ளூராட்சி, கூட்டுறவு, கிராம அபிவிருத்தி,
வீதி அபிவிருத்தி, கைத்தொழில் அமைச்சு
வட மாகாணம்

அனைத்து அரசியல் அமைப்புகள், அனைத்து அரசுகள், அனைத்து அரசுகள், மூலக் கல்வி, மின்
கல்வி மற்றும் கைத்தொழில் அமைச்சு, சிறு அமைப்புகள்

MINISTRY OF PROVINCIAL PUBLIC ADMINISTRATION, LOCAL GOVERNMENT,
CO-OPERATIVE, RURAL DEVELOPMENT, ROAD DEVELOPMENT & INDUSTRIES
NORTHERN PROVINCE



தொடர் இல: }
அமைதி எண்: }
Ref No: }

எண் இல: }
அமைதி எண்: } NP/02/08/CB/38
My No: }

16.08.2007

PPA Circular No: NP/02/2007(3)

All Secretaries,
Deputy Chief Secretaries,
Heads of the Departments,

RESIDENTIAL FACILITIES FOR PUBLIC SERVANTS

As per letter No.2007/3/G/NE/ASG/CB dated 01.01.2007 regarding Governor's Memorandum, administrative control of the following Circuit Bungalows come under Northern Provincial Council (NPC).

1. Circuit Bungalow, No. 3, Fairline Road, Dehiwela
2. Circuit Bungalow, Kilinochchi.

The following procedures are administered in the Circuit Bungalows.

a) Circuit Bungalow, Dehiwela

1. Facilities

A two storied building has been leased out for this purpose. It has one room with three beds, a dinning room, a driver's room, a bathroom and a big hall are in the ground floor. In the upper floor, there are four rooms with three beds in each. Out of these rooms one has attached bathroom and a common bathroom for the other three rooms. Six Vehicles can be parked at a time.

2. Eligibility

Heads of Department and subordinate officers/employees can stay. This facility is extended to the Projects, Central Public Service as well. Priority will be given the Provincial Public Service officers.

கனியா வீதி,
வரோதயநகர், திருவோணமலை,
Gen Office: 060 2266502

கனியா வீதி, வரோதயநகர்,
திருவோணமலை, சி. ல. அ. சி.
Secretary: 026-2226954 ext 200
Dev Unit : 026-2226954 ext 203

Kanniya Road, Varothayanagar,
Trincomalee.
Sri Lanka.
Accountant: 060 2263850

3. Booking Procedure

1. Prior bookings for rooms can be made over phone (T'No:0112 733352) to the Caretaker.
2. Reservation is done in first-come-first served basis.
3. On request, officer should confirm his /him position in the Public Service at the reception prior to occupation.
4. Period of stay is decided in case of availability of rooms. Maximum number of days allowed for an officer at a time is 7 days. Prior approval of Secretary/M.PPA shall be obtained if number of days of occupation exceed 7 days.

4. Charges

The following charges are in force from 01.04.2007

Description	Charges (Rs) per one
A. One-day stay(including overnight)	
Provincial/Central Govt./Project Officers	125/=
Provincial/Central Govt. /Project. Drivers, Helpers	40/=
B. Morning Bath Only	
Officers	50/=
Drivers, Helpers	35/=
C. Vehicle Parking	
Provincial/Central / Project Vehicle	75/=

NB:

- The vehicles coming with officers will be given priority in allocating parking area.
- Weekly occupation report in prescribed format is submitted by the Caretaker to the Ministry of PPA.

5. Conduct and Discipline

1. Check in time for an overnight stay should not be after 10.30 p.m. Check out time for an overnight stay should be before 6.00 p.m next day.
2. If anyone wants to check in after 10.30 p.m, prior approval should be obtained from the Ministry of PPA.



மாகாண பொது நிர்வாக, உள்நூராட்சி, கூட்டுறவு, கிராம அபிவிருத்தி,
வீதி அபிவிருத்தி, கைத்தொழில் அமைச்சு
வட மாகாணம்

பகுள் ருள்ய படுபாடு, பகுள் பாடு, பகுள்பாடு, குாடு பால்ட்டு, பால்ட்டு
பால்ட்டு பால்ட்டு பால்ட்டு பால்ட்டு, பால்ட்டு பால்ட்டு

MINISTRY OF PROVINCIAL PUBLIC ADMINISTRATION, LOCAL GOVERNMENT,
CO-OPERATIVE, RURAL DEVELOPMENT, ROAD DEVELOPMENT & INDUSTRIES
NORTHERN PROVINCE



தொடர் இல: }
காண்கு இல: }
Ref No: }

எனது இல: }
காண்கு இல: } NP/02/08/CB/38
My No: }

16.08.2007

3. Occupants should fill an application form and sign in on the attendance register available at the reception.
4. Occupants should keep room, bathroom, toilet and the premises clean and tidy. Garbage and other wastes should be discarded into waste bins.
5. Should keep silence when staying at the premises.
6. Should not interrupt occupants while asleep.
7. Smoking and liquor consumption inside the premises are strictly prohibited.
8. Should not fix nails or stick anything on the walls.
9. Occupants should use water economically, avoiding wastages.
10. Occupants should use fans economically.
11. Electricity bulbs should be switched off before 10.00 pm to enable others to sleep without interruption. If it comes to real need consents of other room mates/occupants are essential.
12. No electrical equipment can be used for official or private purposes; In case of official purpose, prior approval of this Ministry is necessary.
13. Visitors will not be allowed into rooms.
14. Visitors can meet the occupants at the reception.
15. Visitors and occupants should refrain from misbehaviors at the reception.
16. Visitors will not be permitted to meet occupants after 8.00 pm.
17. Visitors will not be allowed to stay with occupants.
18. Any official meetings, discussions and occasions will not be allowed at the Circuit Bungalows.
19. Occupants will be charged in case of damages done to the properties or any missing properties if there are any.
20. No office vehicles can be washed inside the premises.
21. Receipts are given on payments made to the Caretaker.

கன்னியா வீதி,
வரோதயநகர், திருகோணமலை,
Gen Office: 060 2266502

கன்னியா பாத, வரோதயநகர்,
திருகோணமலை, இலங்கை.
Secretary: 026-2226954 ext 200
Dev Unit : 026-2226954 ext 203

Kanniya Road, Varothayanagar,
Trincomalee,
Sri Lanka.
Accountant: 060 2263850



22. Occupants will not be allowed next time in case of any violations of the above stated conduct and discipline.

b) Circuit Bungalow, Kilinochchi

1. Facilities

It is a new building owned by the Provincial Council opened on 2005.01.01.

There are six rooms available in this Bungalow. Four vehicles can be parked at a time.

2. Eligibility

HODD and subordinates can stay here. The officers belong to projects, Central, Public Service can also use this residential facility. Priority is given to officers of Provincial Public Service of Northern and Eastern Provinces.

3. Charges

Charges will be the same as charges of Circuit Bungalow, Dehiwela.

1. Conduct and Discipline

Conduct and Discipline are similar to same of Circuit Bungalow, Dehiwela.

V.P. Balasingham

V.P. Balasingham,

Secretary

Sgd. S. Rangarajah

Chief Secretary

Copy to: 1. Secretary to the Hon. Governor, NPC

2. Accountant, M/PPA, NPC

3. Caretaker, Circuit Bungalow, Dehiwela/Kilinochchi