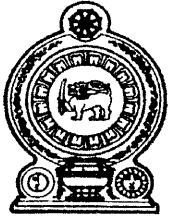




மாகாண பொது நிர்வாக செயலகம், வட மாகாணம்

පළාත් රාජ්‍ය පරිපාලන කාර්යාලය, උතුරු පළාත

PROVINCIAL PUBLIC ADMINISTRATION SECRETARIAT,
NORTHERN PROVINCE



தொடர் இல: }
ஆய்வு அංකය: }

எனது இல: }
මගේ අංකය } NP/02/18/GN/01
My No: }

15.04.2010


PPA Circular No. NP/02/2010(4)

Secretaries,
Deputy Chief Secretaries,
Heads of Departments,
Northern Province.

**CONSTRUCTING LOST PERSONAL FILES AND OTHER FINANCIAL LEDGERS
LOST IN KILINCHCHI, MULLAITIVU, VAVUNIYA NORTH AND MANNAR**

Your reference is requested to the letter No.G/NPC/A5/RNP dated 31st March 2010 sent by the Secretary to the Hon. Governor to Chief Secretary with copies to all the Secretaries and Deputy Chief Secretaries on the above.

2. As this task is important and very urgent, please take necessary action to establish Ministry wise special committee immediately with the approval of Chief Secretary through this Secretariat.
3. Also please send weekly report to this Secretariat in the annexed format to enable us to render a consolidated report to the Hon. Governor.
4. While constructing the Personal files you may take action in terms of the instructions given in the Public Administration Circular No.121 of 1978.
5. This weekly report should be reached to this Secretariat on every Monday before 3.30 p.m.


T. Rasanayagam
Deputy Chief Secretary

Copies to : 1. Secretary to the Hon. Governor, NPC. }
2. Chief Secretary, NPC. }

For information please.

கன்னியா வீதி, வரோதயநகர்,
திருக்கோணமலை, இலங்கை.
Gen Office : 026-3266502
Fax : 026-2226959

කන්නියා පාර, වරොදයනගර්,
ත්‍රිකුණාමලය, ශ්‍රී ලංකාව.
DCS : 026-3263850
: 026-2226959

Kanniya Road, Varothayanagar,
Trincomalee, Sri Lanka.
Email : upminppa@sltnet.lk
Website : www.np.gov.lk

**PROGRESS REPORT – CONSTRUCTION OF PERSONAL FILES AND OTHER REGISTERS
LOST IN KILINOCHCHI, MULLAITIVU, VAVUNIYA NORTH AND MANNAR**

AS AT

- 1) Whether Committee has been established : Yes / No.
- 2) Date of Establishment of the Committee :
- 3) Whether approval of the Chief Secretary obtained : Yes / No.
- 4) Details of Committee members :

Name of the officer

Designation

i)

ii)

iii)

- 5) No.of Personal Files Lost or damaged :
- 6) No.of Personal Files reconstructed up to now. :
- 7) No.of Personal Files to be reconstructed :
- 8) Whether PE Ledger has been damaged or Lost :
- 9) Whether it has already been reconstructed : Yes / No.
- 10) If No. , target date for reconstruction :

(It should be before 31st May 2010.)

- 11) No.of Officers/ Employees to be paid the appropriate salary :
- 12) No.of Officers / Employees appropriate salary paid up to now :
- 13) No.of officers / Employees appropriate salary to be paid. :
- 14) Target date for completion of paying the appropriate salary :

(It should be before 31st May 2010)

Signature of the Head of Institution

Date: