

English Translation

My No : PSC/DIS/06/IO/2023  
Public Service Commission  
No. 1200/9, Rajamalwaththa Road,  
Battaramulla  
19.07.2023

All Secretaries to the Ministries  
All Chief Secretaries  
All Heads of Departments

**Calling for Applications from the Officers, who are in Service for the registration in the Panel of Disciplinary Inquiry Officers of the Public Service Commission**

The attention of the Public Service Commission has been drawn to expand the Panel of Disciplinary Inquiry Officers, granting the opportunity also to those who are in service, in addition to the retired officers, with a view to avoiding unnecessary delays in the Disciplinary Inquiries conducted by the Public Service Commission.

02. Accordingly, the Commission has decided to call for applications from the officers who are engaged in service for the registration in the panel of Disciplinary Inquiry Officers of the Public Service Commission.

03. You are kindly informed to **pay your prompt attention** on this matter and make the officers in the Institutions falling under your purview aware on the Notice for calling for applications attached herewith and forward the applications received accordingly to the Public Service Commission before 25.08.2023.

Sgd./ Thanuja Murugeson  
Acting Secretary  
Public Service Commission

**Calling for Applications from the Officers, who are in Service, for the Registration in the Panel  
of Disciplinary Inquiry Officers of the Public Service Commission**

The Public Service Commission directly deals with the disciplinary control of matters concerning offences set out in the first schedule of Chapter XLVIII of the Establishments Code having regard to officers falling under the disciplinary control of the Public Service Commission and applications are invited from **the public officers who are in service** with following qualifications, who are interested in registering themselves as Disciplinary Inquiry Officers in the panel of Disciplinary Inquiry Officers maintained for that purpose. Payments for disciplinary inquiries will be made in accordance with the Public Administration Circular No.18/2018. The relevant application is attached herewith and the soft copy of this could also be obtained by downloading it from the official website of the Public Service Commission.

**Qualifications:**

1. Should have completed a period of ten years of service as a staff grade officer.
2. Should have not been subject to any disciplinary action for an offence set out in the Establishments Code during the period of service.

Officers with above qualifications and interested in getting them registered should send their duly completed applications through the Head of the Department, Secretary to the Ministry and Administrative Authority to reach the Public Service Commission on or before 25.08.2023

**Website** :- [www.psc.gov.lk](http://www.psc.gov.lk)

By order of the Public Service Commission,

Thanuja Murugeson

Acting Secretary

Public Service Commission

**Application for registration of officers, who are in service, in the panel of Disciplinary Inquiry**

**Officers of the Public Service Commission**

**Part I**

- 1. Name with initials : .....
- 2. Names denoted by Initials : .....
- 3. Date of Birth : .....
- 4. Age as at the Closing Date : .....
- 5. National Identity Card Number : .....
  
- 6. Private Address (Official) : .....
- (Private) : .....
  
- 7. Telephone Number (Official) : .....
- (Private) : .....
- 8. Present Post/Service/Grade : .....
- 9. Date of First Appointment : .....

10. Post held previously

(Please indicate the last held post on the top of the list. If the space given is inadequate attach an additional paper)

	Post	Service Station	Period
1			
2			
3			
4			
5			

11. Language preferred in conducting the disciplinary inquiry (Mark “ ✓ ” in the relevant cage or cages

Sinhala		Tamil		English	
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12. Districts preferred in conducting the disciplinary inquiry

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.....

13. (a) Have you been convicted under volume II of the Establishments Code during the period of service?

.....  
.....

(b) Whether there are any disciplinary action pending against you ?

.....

14. Experience in conducting disciplinary inquiries ( If the space given is inadequate attach an additional paper ) :

.....  
.....

15. Mention the particulars regarding experience/qualifications as a lawyer, if any:

.....  
.....

I do hereby certify that the particulars furnished by me in this application are true and correct to the best of my knowledge.

.....

Date

.....

Signature of the applicant

**Part II**

I certify that Mr./Ms. ....serves as  
a /an ..... officer in this department.

I declare that I have no objection regarding the registration of this officer in the panel of Disciplinary Inquiry Officers of the Public Service Commission, and that there was/was no disciplinary action against this officer and that there are/are no disciplinary action pending against this officer.

Date :.....

Head of the Department

**Part III**

I certify that Mr./Ms. ....serves as  
a /an ..... officer in  
this department/Ministry.

I declare that I have no objection regarding the registration of this officer in the panel of Disciplinary Inquiry Officers of the Public Service Commission, and that there was/was no disciplinary action against this officer and that there are/are no disciplinary action pending against this officer.

Date :.....

Secretary to the Ministry

**Part IV**

I certify that Mr./Ms. ....serves as  
a /an ..... officer in this  
department/Ministry.

I declare that I have no objection regarding the registration of this officer in the panel of Disciplinary Inquiry Officers of the Public Service Commission, and that there was/was no disciplinary action against this officer and that there are/are no disciplinary action pending against this officer.

Date :.....

Administrative Authority