

Auditor General's Department
306/72,
Polduwa Road,
Battaramulla.

To all the officers

Forwarding Official Letters Relating to the Personal Affairs of the Officer

In this connection, your attention is drawn on the following matters.

01. In case of forwarding all the official letters relevant to the personal affairs of the officer to the Auditor General or an outside party, the requirement of forwarding them through the Supervising Officers and the Divisional Heads is further continued and the opportunities have been made available to forward such letters through the immediate Supervising Officers in relation to the following cases.

- 1.1 Letters forwarded to the Establishments Branch
 - 1.1.1 Applications for examination in every form
 - 1.1.2 Applications and claims for the Agrahara Insurance
 - 1.1.3 Request for the external posts
 - 1.1.4 Request for the service certificates
 - 1.1.5 Request for the confirmation of residency.
- 1.2 Letters Forwarded to the Accounts Branch
 - 1.2.1 Loan Applications
 - 1.2.2 Salary Particulars

02. The applications for the travelling expenses and the holyday pays along with the original of the approval granted for such travelling and the duties on the holidays should be forwarded to the Accounts Branch with the approval of the Supervising Officer and the Divisional Head.

03. Every officer should inform his civil status to the Establishments Branch through the Form General 176 and the requirement of informing the changes of the civil status within a period of one month is stressed hereby.

04. The personal addresses and any changes thereof should be informed to the Establishments Branch and the attention of the officers is drawn on Section 10 of Chapter XXVIII of the Establishments Code in this regard.



Gamani Wijesinghe
Auditor General