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Ministry of Public Administration, Provincial Councils and Local Government

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உள்ளநாட்டலுவல்கள் பிரிவு
Home Affairs Division

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2025.09.01

Home Affairs
Circular -03/2025

All District Secretaries/Government Agents and
Divisional Secretaries

Reorganization of District Coordination Committees and Divisional Coordination Committees

Approach

Expanding public participation in the identification, planning, implementation, supervision, progress review, evaluation, and audit of government development initiatives through new approaches is a pledge made by the government in its policy statement. Since transparency and accountability, cooperation, public participation, awareness and competence, inclusiveness and leaving no one behind, and non-discrimination have been identified as fundamental elements in the process of public administration, action should be taken to streamline and continue the existing procedures related to the composition, functions, and powers of the District and Divisional Coordination Committees to ensure the unification of committee functions and to operate the subcommittees established under the District Coordination Committees in a systematic and effective manner.

Accordingly, it is expected to reorganize and maintain the coordination committees (District and Divisional), which have already been introduced, with a view to strengthening public participation in governance in respect of every development activity of the Government. Furthermore, this circular is issued in accordance with the approval granted by the Cabinet of Ministers on 18.08.2025, for the purpose of reorganizing the aforesaid structures in such a manner as to enable close coordination with the committees established under the Government's main development programs, namely the National 'Praja Shakthi' Program and the National 'Clean Sri Lanka' Program.

01. District Coordination Committee

1.1 Composition

- 1.1.1 A Minister or a Deputy Minister or a Member of Parliament representing the district appointed by the Hon. President and Chief Minister or a Provincial Minister of the provincial council will function as Co-chairpersons of the District Coordination Committee.
- 1.1.2 In the event that the provincial council is dissolved, the Governor of the province within which the district is situated may be appointed by the Hon. President as the Co-chairperson of the District Coordination Committee.

- 1.1.3 The District Secretary/Government Agent of the district will be appointed the ex-officio Secretary/Convenor of the District Coordination Committee.
- 1.1.4 The following officers and individuals shall serve as permanent members of the District Coordination Committee, and the Co-chairpersons shall have the authority to appoint public representatives or officials to this group as may be necessary.
- a) All chairpersons of the Divisional Coordination Committees operating within the district
 - b) Members of Parliament representing the district
 - c) Provincial Council Members representing the district
 - d) All heads and deputy heads of local government institutions within the district
 - e) Provincial Chief Secretaries, Deputy Chief Secretaries and secretaries of provincial ministries
 - f) All Divisional Secretaries of the district
 - g) Police Chiefs of the district
 - h) All heads of public institutions/statutory bodies of the district
 - i) Convenor of the Clean Sri Lanka District Committee
 - j) The following officers and persons are other members of the District Coordinating Committee and the Co-chairpersons have the power to appoint political authority or officers outside of this group.
 - I. Representatives of all commercial/development banks and financial institutions
 - II. Representatives of Trade and Commerce Associations / Boards, Business Forums / Industry Representatives /Heads of Regional Plantation Companies, Estate Superintendents / Managers, Representatives of NGOs operating in several Divisional Secretariats, Representatives of Civil Organizations as per the requirement

1.2 Role of the District Coordination Committee

- 1.2.1 To convene the District Coordination Committee in an orderly manner, to conduct its proceedings effectively, and to maintain proper records.
- 1.2.2 Taking into account the public needs, preparing the district development plan with the participation of all stakeholders by integrating the present and future needs of the district and the proposals presented at the rural and regional levels.
- 1.2.3 Incorporation of national-level projects into the district development plan in coordination with the ministries
- 1.2.4 Identification, planning, and implementation of development programmes related to the district that cannot be covered by the Divisional Coordination Committee
- 1.2.5 Implementing programs within the district in alignment with national policy frameworks based on prevailing development needs, and carrying out the relevant coordination and monitoring functions
- 1.2.6 Carrying out the necessary coordination with ministries, provincial councils, institutions in the public/private sectors, non-governmental organizations, and civil society organizations to fulfill the development needs of the district.

- 1.2.7 To facilitate the implementation of proposed investment projects identified for the development of the district
- 1.2.8 Coordination and implementation of main development programmes (Clean Sri Lanka, Digital Economic Programme, and Praja Shakthi National Programme) initiated by the government
- 1.2.9 The District Coordinating Committee shall supervise the activities of the Clean Sri Lanka District Committees.
- 1.2.10 Allocation of financial, physical, and human resources in a fair and appropriate manner for carrying out development activities within the district, excluding special development programs
- 1.2.11 Monitoring of projects implemented under line ministry allocations, decentralized funds, provincial council allocations and local government funds and other allocations
- 1.2.12 In order to avoid delays by ensuring that the decisions taken by this committee are not subjected to repeated reviews at the national level, steps should be taken to ensure the participation of officials at the national level who are authorized to make final decisions for the relevant committees. The responsibility of assigning such officials lies with the Secretaries of the line ministries and the heads of departments and institutions
- 1.2.13 Coordinating agencies related to revenue collection in the district as per national revenue targets
- 1.2.14 Intervention required to resolve existing problems existing in local revenue collection agencies
- 1.2.15 Reporting of necessary information for the monitoring and supervision of the functioning of District Coordination Committees at national level

02. Permanent Subcommittees of District Coordination Committee

The activities of the District Coordination Committee must always be conducted in an organized manner according to a structured plan. Accordingly, the six former subcommittees of the District Coordination Committee will be dissolved, and three new permanent subcommittees will be established. Furthermore, this circular does not impose any restrictions on the continued functioning of district-level committees currently operating under various statutory provisions.

2.1 District Planning Committee

The District Planning Committee will be established for the activities, viz., regulation and supervision of the development programmes and projects implemented in parallel with the District Coordination Committee under it, expansion of investment and economic opportunities, promotion of small-and medium-scale entrepreneurs, coordination of national programmes namely, Clean Sri Lanka, Digital Economic Programme, and Praja Shakthi National Programme, and review and coordination of development programmes implemented by the line ministries and provincial councils.

The District Planning Committee shall mandatorily convene every month and is responsible for the implementation of the overall development program within the district.

Composition

1. A Minister, Deputy Minister, or Member of Parliament representing the district and serving as the Chairperson of the District Coordinating Committee shall also serve as the Chairperson of the Planning Committee.
2. District Secretary (Co-chairperson)
3. District Director (Planning) (Convenor)
4. Officers of District Pricing Committee and Food Security Committee
5. Heads of government institutions within the district and their representatives

Role/Functions

1. To identify the development proposals within the district and to prepare the annual integrated development plan of the district, including all financial sources, and to obtain the approval of the District Coordination Committee
2. Prioritizing the requirements of the district in relation to national policies
3. Assessing the distribution of natural and physical resources and preparing the financial resource allocation plan
4. After receiving approval of the District Coordination Committee, to forward approved proposal to District Secretary/line ministries/line departments/provincial ministries/provincial departments/non-governmental organizations/private sector for implementation.
5. Providing necessary advisory support to implement the aforesaid approved proposals
6. To carry out follow-up activities to inquire whether the development proposals/plans are implemented within the relevant time frame
7. To inquire about whether the respective development tasks have achieved the objectives set out in the planning stage
8. Reporting the progress of the economic and development activities planned within the district for the relevant year to the District Coordination Committee, the Presidential Secretariat, the Ministry of Public Administration, Provincial Councils and Local Government, and the Ministry of Finance, Planning and Economic Development.
9. Preparing the necessary methods to inform the community of the integrated district development plan
10. Coordinating the currently functioning and proposed foreign funded projects in the district and negotiating for re-empowering the foreign funded projects that have been implemented within the district

2.2. District Food Security Committee

The District Food Security Committee should take action for planning, implementation, and monitoring of ensuring the distribution of food products to ensure food security of the people within the district; development of market infrastructure and access facilities; provision of clean drinking water and sanitation; ensuring access to nutritious food and nutrition education; and formulating plans in a manner that ensures the stability of food production and supply over time in the face of climate change, disasters, economic crises, and conflicts.

Composition

1. District Secretary (Co-chairperson)
2. Secretary to the Provincial Ministry for the subject of Agriculture- (Co-chairperson)
3. Additional District Secretary- Lands (Secretary/Convener)
4. The Secretary or a representative of the Ministry in charge of the subject of Provincial Fisheries, and Animal Production
5. Divisional Secretaries within the District
6. District Director (Planning)
7. District Director- Health Services
8. Provincial Director (Animal Production & Health)
9. District Director of Agriculture
10. Provincial Director- Irrigation
11. District Irrigation Engineer
12. District Director-Samurdhi
13. District Assistant Director of Fisheries / District Aquatic Resources Officer
14. District Deputy/Assistant Agrarian Development Commissioner
15. District Assistant Cooperative Development Commissioner
16. Assistant Director (Land Use)
17. Assistant Director (Consumer Affairs Authority)
18. Assistant Director (National Fertilizer Secretariat)
19. Zonal Assistant Director (Wildlife)
20. Assistant Director- District Disaster Management
21. Residential Business Manager- Mahaweli
22. Representatives of the Economic Centers
23. Officers of Ceylon Fisheries Corporation
24. District Environmental Officers
25. District Forest Officers
26. District Officer (Agrarian Insurance Board)
27. Representatives of government agencies and private sector in the district as required

Role/Functions

1. Formulating a food security plan encompassing the sectors of district-level food production (agriculture, fisheries, and animal production), with the participation of all stakeholders, taking into account national needs within the framework of public needs and national food security policies.
2. Maintaining a data and information system related to district food security
3. Preparing monthly and quarterly forecast reports on food production, consumption and safety and forwarding them to the Food Policy and Security Committee
4. Carrying out the necessary coordination activities to identify the requirements for seeds, seedlings, and animals (offspring) needed for food production within the district, and to ensure their provision in adequate quantity and quality.
5. Preparation of district Agriculture Land Use Plan
6. Coordination of the special programmes implemented by the government for food production (Such as Fertilizer Subsidy Programme)

7. Carrying out necessary coordination for inclusion of issues and needs identified by the Food Security Committee into the District Integrated Development Plan
8. Submitting recommendations to the District Planning Committee regarding the identification and development of industries/small and medium-scale industries relevant to the development of the value addition chain for food production
9. Preparation of necessary plans to sustain food production and supply chains in the face of climate change, disaster situations, economic crises, and conflicts
10. Submitting proposals to the District Coordinating Committee to obtain necessary provisions for the implementation of projects related to food security.
11. Identifying the necessary infrastructure to strengthen food production, storage, and distribution networks with the participation of the public and private sectors, and coordinating with the relevant sectors to fulfill those requirements
12. Creating an environment conducive to a high-quality and standardized food consumption pattern for the general public
13. Creating an environment in which nutritionally adequate food is available throughout the year for all groups, including individuals in need of care, the poor, and young children residing in the district.

2.3 District Pricing Committee

Composition

1. Provincial Chief Secretary/Deputy Provincial Chief Secretary (Engineering Services)- (Co-chairperson)
2. District Secretary (Co-chairperson)
3. District Engineer (Secretary/Convener)
4. District Public Institution heads or their representatives as may be required

Role/Functions

1. District Pricing Committee meeting in the first month of the respective year
2. Preparation and updating of prices required to prepare estimates related to development projects in the district
3. Identifying the costs related to the production, distribution, and other associated activities of goods or services within the district, and formulating and updating prices accordingly
4. Preparation of price indices that clearly highlight market prices, and submission to the Provincial Council as required
5. Monitoring domestic pricing laws, tax regulations, and price control policies, and making decisions accordingly in order to prevent legal issues and ensure fairness.

03. Divisional Coordination Committee

3.1 Composition

- 3.1.1 A Minister/a Deputy Minister/a Member of Parliament appointed by the Hon. President-(Co-chairperson)
- 3.1.2 Provincial Chief Minister or a Provincial Minister or a Member of Provincial Council representing the district- (Co-chairperson)
- 3.1.3 A Member of Parliament representing the District, and a National List Member of Parliament to whom decentralized funds have been allocated for the Divisional Secretariat Division, or a representative nominated by him,

may participate. In the case of a representative, a written prior notification from the relevant Member of Parliament must be submitted to the Divisional Secretary, and the concurrence of the Chairperson must also be obtained.

- 3.1.4 Divisional Secretary- (Convener/Secretary)
- 3.1.5 The Mayor/Deputy Mayor/Chairman/Vice Chairman of the relevant Local Authority of the area, together with two representatives of the Council who do not belong to the group holding the office of Mayor/Chairman, as agreed upon by them.
- 3.1.6 Other heads of public institutions in the area
- 3.1.7 Convener of the Clean Sri Lanka Divisional Committee

3.2 Role/Functions

- 3.2.1 To convene the Divisional Coordination Committee in an orderly manner, to conduct its proceedings effectively, and to maintain proper records.
- 3.2.2 Preparation of the annual integrated regional development plan with the participation of all stakeholders by integrating the development plans presented in rural areas and taking into account the public needs and development proposals
- 3.2.3 Incorporation of national-level projects into the regional development plan in coordination with the relevant ministries
- 3.2.4 To implement programs in alignment with the national policy framework based on prevailing development needs in the area, and carrying out the relevant coordination and monitoring functions
- 3.2.5 Carrying out necessary coordination activities with government/private sector institutions and civil organizations including ministries, provincial councils to fulfill regional development requirements
- 3.2.6 Facilitating the implementation of investment projects identified for the development of the area
- 3.2.7 Coordination and implementation of key development programmes (Clean Sri Lanka, Digital Economic Programme, and Praja Shakthi National Programme) initialed by the government
- 3.2.8 Supervision of Clean Sri Lanka Divisional Committees and the Clean Sri Lanka Village Committees.
- 3.2.9 Allocation of financial, physical, and human resources in a fair and appropriate manner for carrying out development activities within the district, excluding special development programs
- 3.2.10 Monitoring of projects implemented under line ministry allocations, decentralized funds, provincial council allocations and local government funds and other allocations
- 3.2.11 Reporting of necessary information for the monitoring and supervision of the functioning of Divisional Coordination Committees at national level

04. Permanent Subcommittees of Divisional Coordination Committee

4.1 Community Development Council Coordination Committee

A Community Development Council Coordinating Committee shall be established under the Prajashakthi National Programme for the purpose of coordinating the Community Development Councils established thereunder, prioritizing the projects proposed by those Councils, and supervising the approved development programmes implemented.

Composition

1. The Chairman of the Divisional Coordination Committee will function as the Chairman of this committee as well
2. Heads of Local Government Institutions
3. Divisional Secretary- (Convener/Secretary)
4. Deputy/Assistant Director (Planning)
5. Chairpersons of Community Development Councils
6. Technical Officers
7. Field Officers
8. Officers of any other institutions, representatives of NGOs, social activists and civil citizens as may be required

Role/Functions

1. Identification of development needs and development proposals of the relevant Grama Niladhari division through all Community Development Councils
2. Preparing a financial resources allocation plan by assessing the distribution of natural and physical resources
3. Prioritizing community development needs by managing resources
4. After obtaining the approval of the Divisional Coordinating Committee, forwarding approved proposals to the District Secretary/line ministries/line departments/ provincial ministries/provincial departments/non-governmental organizations/and the private sector for implementation and providing necessary advisory support for the implementation of those approved proposals
5. Conducting follow-up activities to inquire whether the development proposals/plans are taking place within the relevant time frame
6. To inquire about whether the respective development tasks have achieved the objectives set out in the planning stage
7. Reporting the progress of the economic and development activities planned in the respective year of the Grama Niladhari Division to the District Coordinating Committee, President's Office, the Ministry of Public Administration, Provincial Councils and Local Government, Ministry of Financial Planning and Economic Development, and the institutions to which allocations have been made.
8. Providing facilitation for all activities undertaken by the Community Development Council, including project identification, planning, monitoring, supervision, and social auditing

05. Powers for District/Divisional Coordination Committees

- 5.1 District and Divisional Coordination Committees shall have the power to appoint subcommittees outside the aforementioned permanent subcommittees to manage functions of the District/Divisional Coordination Committee.
- 5.2 Public institutions determined by the committee as necessary to be involved in the decision-making process related to the implementation of development projects in the district/division may be summoned to the District Coordinating Committees. The District Coordinating Committee is authorized to involve national-level officials capable of providing final decisions to relevant committees to prevent delays caused by repeated reviews of the decisions taken in committee at the national level, and such officials should be summoned as necessary. The responsibility of referring the relevant officials for that purpose is assigned to the secretaries of line ministries and heads of departments and institutions.
- 5.3 The District/Divisional Coordinating Committee has the authority to summon reports through the District Secretary at any time from any party in relation to development programs in the district/division.
- 5.4 The District/Divisional Coordinating Committee has the capacity to summon any party involved in the development process to the District/Divisional Coordinating Committee.
- 5.5 Various individuals may be invited to the District Coordinating Committee or the Divisional Coordinating Committee to provide assistance in making decisions or resolutions related to a particular issue. In such instances, the District Secretary shall take steps to summon them several days in advance and obtain their views in writing to be reported to the District Coordinating Committee.
- 5.6 In very special cases, any person can be summoned based on the agreement of the Chairman and the Secretary of the committee. Such invitations should be limited strictly to the relevant meeting, and the participation of representatives who are not appropriate or not entitled to attend the committee should be avoided.

06. Functions of the District and Divisional Coordination Committee

- 6.1 District and Divisional Coordination Committees shall be held compulsorily on a quarterly basis, and special committee meetings may be held as per the instructions of the chairman of the committee as may be required.
- 6.2 Within the first two weeks of the year, the District Secretary shall complete and submit the information on the tentatively scheduled dates for the District or Divisional Coordinating Committees for that year, in accordance with the format in Annex IV, to the Secretary of the Ministry in charge of the subject of Home Affairs. The District or Divisional Coordinating Committees must be held on the scheduled dates. Furthermore, to ensure that Members of Parliament and other public officials in the district are able to participate in a planned and effective manner, the dates of the committee meetings must be announced at least one week in advance.
- 6.3 In deciding the dates for District Coordination Committees or Divisional Coordination Committees, parliamentary sitting days, provincial council meeting days or office public days should be avoided.

- 6.4 Once the dates for the District or Divisional Coordinating Committees are fixed for the year, every effort should be made to avoid changing those dates.
- 6.5 If the Chairperson or the Co-chairperson is unable to participate, a temporary Chairperson should be appointed by a confirmed proposal to preside over the meeting and proceed with the matters scheduled for that day. Accordingly, all the activities carried out in such a meeting should be valid, as well as the activities carried out in a meeting presided over by the Chairman.
- 6.6 The District Secretary shall prepare the agenda in consultation with the Co-chairperson of the District Coordination Committee. There, priority should be given to development activities.
- 6.7 The matters under discussion should be limited strictly to the scope of topics designated for the District Coordinating Committee and only those issues that have been discussed within the Subcommittees of the Divisional and District Coordinating Committees and are decided to be referred to the District Coordinating Committee should be included in the agenda.
- 6.8 All development activities implemented within the jurisdiction of the District Secretary should be discussed at the District Coordinating Committees, and all development activities implemented within the jurisdiction of the Divisional Secretary should be discussed at the Divisional Coordinating Committees, where necessary decisions should be made based on mutual consensus. Only those matters that are determined to require resolution beyond the divisional level—at the district, provincial, or national level—should be submitted to the District Coordinating Committee. If an issue that does not fall directly within the scope of the District Coordinating Committee and has not been previously discussed at the Divisional Coordinating Committees is presented for discussion, it should be referred back to the respective Divisional Coordinating Committee.
- 6.9 The matters applicable to the Divisional Coordination Committee shall not be included in the agenda of District Coordination Committee.
- 6.10 However, in case of an emergency or special occasion, the District Coordination Committee may take action in regard to such a matter even without the approval of the Divisional Coordination Committee. Before such a matter is taken up for discussion, it should be approved by the Chairman of the Divisional Coordination Committee and the District Secretary/Divisional Secretary.
- 6.11 Proposals to be discussed at the District or Divisional Coordinating Committee meetings should be submitted at least two weeks prior to the meeting. These proposals should be forwarded to the relevant institutions to obtain responses, and such responses must be sent in a timely manner to the individuals or parties who submitted the proposals. If the response is not satisfactory, the matter should be included in the agenda for further discussion.

- 6.12 Considering the requirements of each district and divisional secretariat, subcommittees may be appointed by the committee chairpersons. If there is a decision-making issue in the committee, it should be referred to a subcommittee appointed by the District Coordination Committee to provide observations/recommendations, and a report should be obtained accordingly. If there is any matter that needs further study and a decision that cannot be decided during the relevant coordination meeting, such a matter can also be discussed by a subcommittee.
- 6.13 Government Acts and circular instructions should be followed in implementing the decisions taken by the District Coordination Committee or a Divisional Coordination Committee regarding development activities.
- 6.14 The power to make the following administrative decisions regarding the functioning of the coordination committee, as well as the power to establish procedures for such decisions, is vested in the committee. These procedures must be forwarded to the Presidential Secretariat and the ministry in charge of the subject of Home Affairs.
- a. Time duration of the meeting
 - b. Not to summon officers who are not essential to the committee
 - c. Determining the length of time officers should remain on the committee as per the agenda
 - d. Engaging officer through online methodology
 - e. The inclusion of officials from outside the national level or the jurisdiction of the District Coordination Committee, and the decision whether or not to retain such individuals during the Committee's deliberation period
 - f. In summoning officers, only officers related to the agenda of that day should be summoned
 - g. Format for discussion/meeting minutes
 - h. Progress review methodology
- 6.15 If a written representative of a National List Member of Parliament participates under section 3.1.6, such participation shall be limited only to discussions relevant to the project for which funds have been allocated.
- 6.16 At the end of the meeting, a summary of the decisions taken in the meeting must be submitted to the attention of the committee, including the responsible institution on the day itself.
- 6.17 It is the responsibility of the District Secretary or the Divisional Secretary to keep all records in written and recorded form. The minutes of the meeting should be sent as hard or soft copy to the specified institutions related to the decisions taken in the meeting within 05 days of the meeting. Copies of such records must, on every occasion, be forwarded to the Presidential Secretariat and the Secretary of the Ministry in charge of the subject of Home Affairs. Furthermore, a copy of the record should also be provided to the media and the Department of Government Archives.
- 6.18 Media personnel are permitted to report on the proceedings of the committee, and if necessary, a separate discussion with the media may be held at the conclusion of the District/Divisional Coordinating Committee meeting by the Co-Chairpersons and public representatives of the respective committee.

- 6.19 If there is an allegation against any public officer, whether or not they represent the District or Divisional Coordinating Committees, such matters should not be discussed publicly during the meeting; instead, the matter should be referred to a committee comprising the District Secretary/Government Agent or the Divisional Secretary, as appropriate, for prior examination, and a decision should then be made after discussing the relevant report with the Chairperson and other necessary representatives before the commencement of the meeting. This matter must also be reported to the Secretary of the Ministry in charge of the subject of Home Affairs.

07. Supervision of District/Divisional Coordination Committees

- 7.1 Supervision and facilitation of District and Regional Coordinating Committees is conducted jointly by the Office of the President, Ministry of Public Administration, Provincial Councils, and Local Government.
- 7.2 Steps are being taken to introduce one method for monitoring all development programmes carried out at rural, divisional, district, and provincial levels. Accordingly, all monitoring institutions should obtain information for the monitoring of development programs only through that method, and the calling of reports and letters from time to time by institutions should be limited.

08. Responsibility of public officers in regard to District/Divisional Coordination Committees

- 8.1 District and Divisional Coordinating Committees are the main structure within which the public representatives and government officials jointly take action towards public interests and are held accountable to the public. Accordingly, every public officer is fully bound to implement the legitimate decisions of the District/Divisional Coordination Committee.
- 8.2 Every public officer who is summoned to participate in the District or Divisional Coordinating Committee must mandatorily attend the meeting. If any officer who has been summoned is unable to attend, the Secretary of the Committee must be informed in advance, and appropriate arrangements should be made accordingly.
- 8.3 Even if no special announcement has been made by the District Secretary or the Divisional Secretary regarding the absence of an officer, if the meeting minutes indicate that a particular officer or officers were not in attendance, the relevant Ministry or Department must take immediate action to rectify the situation. Furthermore, the respective Ministry Secretaries, Heads of Departments or Institutions, as well as the Presidential Secretariat and the Ministry of Public Administration, Provincial Councils and Local Government, must be informed accordingly.
- 8.4 If a public officer neglects their duties by failing to cooperate with the activities of the District/Divisional Coordinating Committee, the Secretary of the Committee, under the direction of the Chairperson, must report the matter, along with a recommendation, to the disciplinary authority of the respective officer, citing dereliction of duty. Upon receiving such a recommendation, it is the responsibility of the disciplinary authority to promptly and properly conduct an inquiry and report the actions taken to the District or Divisional Coordinating Committee.

8.5 Heads of institutions should attend prepared to present and provide information, if required, regarding basic data and details of their institutions, progress of development programs, and future development plans.

09. You will be duly informed of any amendments included in the content in this circular as per certain rules, regulations, or orders imposed by the government from time to time.
10. Accordingly, it should be noted that from this point onward, these guidelines shall be effective in place of the previously issued guidelines: the letter of the Secretary to the Ministry of Public Administration bearing reference HA/DG/D/DP dated 24.10.1996, the letter of the Secretary to the Ministry of Home Affairs bearing reference එච්ඒ/ච්එ/සී 7 dated 16.09.1993, and the Ministry of Home Affairs Circulars 2/2021 and 02/2021(I).

S. Alokabandara

Secretary

Ministry of Public Administration, Provincial Councils, Local Government

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Copies:-

01. All District and Divisional Coordination Committee Chairpersons
02. All Hon. Members of Parliament
03. All Provincial Council Ministers
04. President's Secretary, Presidential Secretariat
05. Prime Minister's Secretary, Prime Minister's Office
06. All Ministry Secretaries- To inform all Heads of Departments
07. Auditor General
08. All Chief Secretaries- To inform all Provincial Council Heads of Departments
09. Auditor General
10. Director General, Department of State Accounts, General Treasury
11. Director General, Department of National Budget, General Treasury
12. Director General, Department of National Planning, General Treasury
13. Director General of Government Informatio

Annexures:-

- | | |
|--------------|--|
| Annexure I | - Specimen Formats for the Committee Agenda |
| Annexure II | - Specimen Formats for the Committee Minutes |
| Annexure III | - Format for obtaining proposals |
| Annexure IV | - Format for obtaining expected dates |

Annexure I

District Coordination Committee Meeting/Divisional Coordination Committee Meeting Specimen Format for the Agenda

Date -

Starting time - 9.00 a.m.

Venue -

1. Reception- District Secretary/Government Agent/Divisional Secretary
2. Submission of letters notifying inability to attend.
3. Approval of the minutes of the previous committee meeting
4. Discussion Session

S. Number	Time	Matters to be discussed	Relevant Ministry/Department/Institution
I.	09.00		
II.			
III.			
IV.			
V.			
VI.	10.45 -11.00	Tea Break	
VII.			
VIII.			
IX.			
X.			
XI.	12.00	Vote of thanks	

5. End - 12.00 Noon

Notes -

- *This is a specimen agenda prepared for District Coordination Committee and Divisional Coordination Committee meetings*
- *If necessary, modifications may be made without causing any harm to the original format.*
- *Meeting session is maximum of 03 hours.*

Annexure II

District Coordination Committee Meeting/Divisional Coordination Committee Meeting Specimen Formants for Meeting Minutes

1. Date - Time -
2. Venue -
3. Chairmanship – Committee Chairperson
4. Direction – District Secretary/Divisional Secretary
5. Participation

S. Number	Name	Post	Ministry/Department/Institution

6. Absentees

S. Number	Name	Post	Ministry/Department/Institution

7. Welcome speech and clarification of objectives- District Secretary/Divisional Secretary
8. Discussion of issues/subjects-

S. Number	Issue/matter taken up for discussion	Decision reached	Responsibility for implementing the decisions

Note -

- *This is a specimen format prepared for District Coordination Committee and Divisional Coordination Committee meeting minutes.*
- *Amendments may be made as necessary without causing any harm to the original format.*

Annexure III

District Coordination Committee Meeting/Divisional Coordination Committee Meeting

Format for obtaining proposals

Institution/Public Representative submitting the issue	Issue/Matter submitted	Details if discussed in a previous coordination committee	Proposed solution

Annexure IV

Year.....

District.....

Obtaining expected dates for holding District Coordination Committees

Month	Expected Date
January	
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	