Client Charter

District Secretariat - Ratnapura

Providing information under the Right to Information Act

S/N	Service provided	Relevant legal codes, regulations	Documents to be submitted			Time required to provide the service (months/weeks /days/hours)	Responsible Officer's			Officer to whom complaints should be made regarding the improper provision of the service		
			Application form / documents to be submitted	Place where application forms can be obtained	Applicable fee (if any) and method of payment		Name	Designation	Tel No./Fax/Email	Name	Designation	Tel No./Fax/Email
1	Providing Requested Information in Terms of the Right to Information Act, No. 12 of 2016	Right to Information Act, No. 12 of 2016 and Regulations and Orders Issued Thereunder	Application for Information (RTI 01) or Appeal Application (RTI 10)	01. From the Additional District Secretary Division 02. From the website of the Right to Information Commission	1. For information provided on A4 paper: Rs. 2/= per single-sided page and Rs. 4/= for both sides of the same sheet. 2. For information provided on Legal-size and A3-size paper: Rs. 4/= per single-sided page and Rs. 8/= for both sides of the same sheet. 3. The actual cost will be charged for information provided on paper larger than the above sizes. 4. If a document, subject matter, or field is inspected, a fee of Rs. 50/= per hour will be charged. The actual cost will be charged for samples or specimens. No fee will be charged for information provided by e-mail.	• Notification of receipt of the information request within 07 days and provision of information within 14 days • If it is an appeal, notification of receipt within 07 days and provision of information within 21 days	Mr. Amila Suranjith Wijerathna	Information Officer	452226007 moha.dist.ratnapura@gmail.com	Mr. M. G. Lalith Ananda District Secretary/Government Agent	Appeal Officer / Designated Officer	452222235 moha.dist.ratnapura@gmail.com

Issuance of Explosives Permit

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1	Issuance of Explosives Permit	Explosives Act, No. 21 of 1956, and all amendments made thereto to date, Explosives Regulations and Orders issued by the Minister of Defence to date, Circulars concerning explosives issued by the Secretary to the Ministry of Defence to date	Forms e 3, 1 a, 2,	From the Explosives Control Division of the District Secretariat	By making the payment to the Bank of Ceylon, Account No. 1003-07-05, using Form No. Gen. 118	For applications that have fulfilled the requirements and obtained prior/covering approval 30 minutes	Mr. Priyantha Jayasena	Assistant Controller of Explosives	776219371 452222826		District Secretary/Government Agent	452222235
2	Issuance of a Licence for the Sale of Fireworks		Forms c, 2		By paying the permit fee and the 10% stamp duty to the Bank of Ceylon, Account No. 1003-07-05, using Form No. Gen. 118.							
3	Issuance of Licence for Explosives Supplier											
4	Quota Form for Explosives Permit and Issuance of Permit for Obtaining Ammunition for Agricultural Protection					10 minutes						

Application for a Firearm Licence

S/N	Service provided	Relevant legal codes, regulations	Documents to be submitted			Time required to provide the service (months/weeks/days/hours)	Responsible Officer's			Officer to whom complaints should be made regarding the improper provision of the service		
			Application form / documents to be submitted	Place where application forms can be obtained	Applicable fee (if any) and method of payment		Name	Designation	Tel No./Fax/Email	Name	Designation	Tel No./Fax/Email
1	Application for a Firearm Licence (recommending the application and forwarding it to the Ministry of Defence)	Circular No. 01/2026	Application form / Copy of Identity Card / Grama Niladhari Certificate / Annual Income Certificate or receipt for payment of income tax / Certified copies of agricultural deeds and folios (Furthermore, in the event that the applicant does not hold title to the minimum extent of land in their own name, they shall submit lease deeds or Powers of	Forms can be obtained from the Administration Division of the District Secretariat	Rs. 10.00	3 days	Ms. B. H. S. Dhanawardhana	Assistant District Secretary	452222141	Amila Suranjith Wijerathna	Additional District Secretary	452222233
2	Renewal of Firearm Licence		Application / Last obtained annual firearm license / A certified copy of		Cultivation – Rs. 100.00 / Property – Rs. 200.00	1 day						
3	Surrendering a Firearm to the Government	Circular No. 01/2025	Relevant firearm and Letter from the licence holder stating the reason			1 day						
4	Issuance of Security Guard Licence	Circular No. 01/2026	Application / A letter expressing the firearm owner's consent for use of the firearm under a security guard License / A letter expressing the consent of the individual nominated as the security guard to use the firearm	Forms can be obtained from the Administration Division of the District Secretariat	Rs. 10.00	1 day						
5	Transfer of Firearm Licence (recommending the application and forwarding it to the Ministry)	Circular No. 01/2026	Application / Copy of Identity Card / Copies of the Birth Certificate or Marriage Certificate to establish the relationship / Grama Niladhari Certificate / Annual Income Certificate / Certified copies of deeds and folios / Certificate from the District Assistant	Forms can be obtained from the Administration Division of the District Secretariat		3 days						