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பொது நிர்வாக மற்றும் அனர்த்த முகாமைத்துவ அமைச்சு
MINISTRY OF PUBLIC ADMINISTRATION AND DISASTER MANAGEMENT

ඒකාබද්ධ සේවා අංශය

இணைந்த சேவைகள் பிரி

COMBINED SERVICES DIVISION

නිදහස් වතුරලය, කොළඹ 07, ශ්‍රී ලංකාව.

சுதந்திரச் சதுக்கம், கொழும்பு 07, இலங்கை.

Independence Square, Colombo 07, Sri Lanka

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எனது இல }
My No

CS/DOS/23/උපාධිධාරී අභ්‍යාසලාභී

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உமது இல }
Your No

දිනය } 2019.05.30
திகதி: }
Date

To All Secretaries of Ministries/
Heads of Departments/
District Secretaries/
Divisional Secretaries

Collecting Information on the Vacancies Relevant to Development Officers' Service

You are kindly informed to submit me the particulars of approved cadre in the Post of Development Officers attached to your Ministry/ Department/ Divisional Office as at 01.05.2019, the existing number of officers in the posts and the number of vacancies in accordance with form 01 and 02 attached herewith (prepared in MS EXCEL), before **30.06.2019**. Further, you are informed to send a softcopy of the same to the e-mail address adcs.pubad@gmail.com.

Inquiries – Mr. U.D.K.P. Perera, Chief Management Assistant (011-2673560)

Sgd/ K.V.P.M.J. Gamage
Director General of Combined Services

Address to be sent:

**Director (Development Officers' Division)
Combined Services Division
Ministry of Public Administration and Disaster Management
Independence Square
Colombo 07**

Format to be sent to the Director General of Combined Services

Particulars on the vacancies in Development Officers’ Service – As at 01.05.2019

Ministry/ Department:

Head Office/ Divisional Secretariat	Approved number of posts	Existing staff	Number of vacancies
Head Office Address	xxxx	xxxx	xxxx
Sub/ Divisional Offices			
1.	Xxxx	Xxxx	Xxxx
2.	xxxx	xxxx	xxxx

Name of the Coordinating Officer :

Office Telephone number :

Mobile number of the Coordinating Officer in relation to this matter :

(Kindly send the particulars of the subject officer of the relevant subject)

Checked by:

(Subject Officer)

Certified by:

(Staff Officer)

(Place the official stamp)

Date

Please use following examples (1 & 2) to fill the format as in Annex -01

Example 01

Particulars on the vacancies in Development Officers' Service – As at 01.05.2019

Ministry/ Department: Department of Agrarian Development

	Approved number of posts	Existing staff	Number of vacancies
Head Office Address	xxxx	xxxx	xxxx
Sub/ Divisional Offices			
1. District Agrarian Office, Gampaha	xxxx	xxxx	xxxx
2. Agrarian Development Office Gannoruwa,	xxxx	xxxx	xxxx
3. District Agrarian Office, Kurunegala	xxxx	xxxx	xxxx
4. District Agrarian Office,Rathnapura	xxxx	xxxx	xxxx

Example 02

Ministry/ Department: Ministry of Internal and Home Affairs and Provincial and Local Government – Kurunegala District

	Approved number of posts	Existing staff	Number of vacancies
District Secretariat, Kurunegala District	xxxx	xxxx	xxxx
Divisional Offices			
1. Divisional Secretariat, Ibbagamuwa	xxxx	xxxx	xxxx
2. Divisional Secretariat, Nikaweratiya	xxxx	xxxx	xxxx
3. Divisional Secretariat, Wirambugedara	xxxx	xxxx	xxxx