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அரசாங்க நிர்வாக மற்றும் முகாமைத்துவ அமைச்சு
Ministry of Public Administration and Management
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எனது இல

My No

CS/SLAS/VACANCY

ඔබේ අංකය

உமது இல

Your No

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திகதி:

Date

19.10.2015

Secretaries of all Ministries

Provincial Chief Secretaries

Heads of Departments

Census on the Posts, Vacant Posts and Officers in Sri Lanka Administrative Service

Updating the data base of the vacant posts in Sri Lanka Administrative Service has become difficult due to the changes made to the subjects of the Ministries and transfers of the officers in the recent months along with the Elections.

2. You are hereby sent the following forms to obtain information of the posts, vacancies and officers in Sri Lanka Administrative Service at all the Ministries, Departments and the institutions affiliated to them, departments which do not come under the Ministries, District Secretariats, Divisional Secretariats as at 15.10.2015. (Relevant soft copies can be downloaded from www.pubad.gov.lk> SLAS> Downloads)

- Report on the particulars of the officers who are serving at present- Annex 01
- Census on vacancies in the officers of Sri Lanka Administrative Service as at 15.10.2015– Annex 02
- Census on vacancies in the officers of Sri Lanka Administrative Service as at 15.10.2015
(as per Divisional Offices) – Annex 03

3. Accordingly, the printed copies of the perfected information sheets should be sent to Director (SLAS) along with a copy of the letter of approval received from the Department of Management Services, before 20.11.2015 and soft copies of the documents should be sent to adslas@pubad.gov.lk.

4. Filling of SLAS vacancies in your institution depends on sending of information and the accuracy of the information and therefore please give priority in this regard.

Sgd/Lathisha P. Liyanage

Director (SLAS)

For Secretary

Ministry of Public Administration and Management

**Census on the number of vacancies of officers in Sri Lanka Administrative Service as at 15.10.2015
(As per divisional offices)**

Name of the institution : Ministry/Department of

Serial No.	Divisional Office	Post*	Grade to which the post belongs*	Number of approved posts	Number of vacancies	Date on which the post has fallen vacant	Other facts (If any)

Signature of the officer certifying
 Name
 Post
 Official Stamp

* The designation and grade approved by the Department of Management Services should be indicated.

If you have any issue, kindly contact the Assistant Director (S.L.A.S.) - 011-2698147 for any information/ solutions.