

My No. PA/CS/CADER/ U H/ 06  
Unit V  
Combined Services Division  
Ministry of Public Administration, Home Affairs,  
Provincial Councils and Local Government  
Independence Square  
Colombo 07.

09.06.2020

Secretaries of Ministries  
Heads of Departments  
District Secretaries

**Calling particulars of the employees in Office Employees' service and Drivers' service belonging to Combined Service**

I have observed that holding of efficiency bar examinations and granting of promotions to each grade of the employees in Office Employees' service and Drivers' service belonging to Combined Service, which have been published in the Gazette Extra Ordinary No 1777/35 dated 27.09.2012 and No 1875/39 respectively, are not made on due time as a result of a certain problematic situation. Therefore in order to introduce a new process to avoid such situation, you are hereby requested to collect particulars of employees in Office Employees' service / Drivers' service belonging to Combined Service and serving attached to your Ministry/ Department/ District Secretariat as at 01.03.2020 strictly in accordance with the following specimen and then send these particulars along with a covering letter and with your recommendation to reach 'Director General of Combined Services, Unit V, Combined Services Division, Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government, Independence Square, Colombo 07 before 31.07.2020. Further kindly note to send the soft copy of particulars through [csoesunit5@gmail.com](mailto:csoesunit5@gmail.com).

**Very important**

You are kindly informed to call the particulars of employees in Departments/offices under your Ministry and Divisional Secretariats under District Secretariats to your Ministry/District Secretariat and to send final report along with the observations of the Secretary of the Ministry/ District Secretary and a covering letter. Cooperation extended by you in this regard is highly appreciated.

Sgd/ S.Aloka Bandara  
Director General of Combined Services



