

My No. 588/1/2/18 (X)
Department of Public Administration
(Combined Services Division),
Torrington Square,
Colombo 7, February 16, 1972.

To : All Permanent Secretaries and Heads of Departments

CASUAL CLERKS IN GOVERNMENT DEPARTMENTS

THE following decisions have been reached by the Government in regard to casual clerks in Government Departments :—

- (a) that casual clerks in Government Departments *except those recruited for specific short-term jobs*, should be retained in service if they are at present in service, or recalled to service, if they were discontinued after 1st August, 1971, provided—
- (i) that in the case of clerks at present in service that they have a total period of service of at least six months on 1st September, 1971, and in the case of clerks who have been discontinued after 1st August, 1971, they had completed a total period of at least six months' service at the time of discontinuance ; and
 - (ii) that the work and conduct of the clerks concerned are considered satisfactory by the Department concerned.

Please take action in accordance with these decisions and notify the Director of Combined Services the names, addresses, ages, educational qualifications and dates of appointment/re-employment of casual clerks who fall within the provisions of this circular and whose services are being retained. The number of such casual clerks retained should be set off against vacancies in the cadre of any departmental clerical service in the first instance and where this is not possible, against vacancies in the General Clerical Service. If their number cannot be accommodated within the cadres provided, please inform the Director of Combined Services so that he can arrange for the excess to be posted in departments where there are vacancies.

It has been decided that in future, no casual clerks should be recruited by individual Government Departments. If any casual clerks are required by a department in future (Combined Services Division), Department of Public Administration, should be notified. The Combined Services Division will appoint the clerks required from the Computer Data Bank. Heads of Departments should apply to the Combined Services Division, stating the number of clerks required by them and the district in which they would be required to work.

(Sgd.) B. MAHADEVA,
Permanent Secretary,
Ministry of Public Administration,
Local Government and Home Affairs,
and
Acting Director-General of
Public Administration.