

Public Administration Circular

No. 1/53/G/4

No. 153.

Combined Services Division,  
Ministry of Public Administration,  
Independence Square,  
Colombo 7. 26th March, 1980.

To: All Secretaries to Ministries  
and Heads of Departments

Establishing Typing Pools

Please see Circular Letter No. 1/53/අමාත්‍යවරයා/විවිධ/4 of  
03.08.1978 issued by this Ministry.

Some Departments do not seem to have organised their typing  
work on the basis of a central pool of typists.

While some typists are overburdened with work others have  
very little work assigned to them. Centralising the Typists' Service  
could avoid this situation and may also result in the reduction of  
overtime.

Such a pool can be headed by a senior typist who could  
maintain a record of the assignment of day to day work, which would be  
useful for control purposes. The Head of the typing pool would also  
be in a position to co-ordinate and guide other typists and also  
ensure economy in the use of materials, better planning and improved  
quality of output.

Sgd./ S.S.A. Jayasinghe.

Director of Combined Services.

Sgd./ D.B.I.P.S. Siriwardhana

Secretary,

Ministry of Public Administration.

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