

Combined Service Circular Letter -01

My No: PA/CS/POLICY/Circulars
Combined Services Division,
Ministry of Public Administration, Provincial Councils,
Local Government and Democratic Governance
Independence Square
Colombo 07.
12 .02.2015

Secretaries of Ministries
Heads of Departments
District Secretaries

**Implementing the instructions in the Public Administration Circulars and Fulfilling the need of the
General Public in a Courteous Way**

Combined Service Division in the Ministry of Public Administration, Provincial Councils, Local Government and Democratic Governance is a division which deals with all the establishment activities of the officers who belong to the Combined Service.

02. Due to this reason a large number of service recipients come to the Combined Service Division and as a result the officers in the division face difficulties in performing their official duties.

03. Since all the officers in the Combined Service Division are dedicated to serve the service recipients on Monday and Wednesday of every week and it is possible to meet any officer of the division to solve the issues, you are kindly informed to instruct the officers in your Ministry/ Department/ Office to come along with the form attached herewith to the Combined Service Division only on Monday or Wednesday to get the service requirements fulfilled.

04. Your assistance in this regard is greatly appreciated.

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

Form to be perfected by the Officers in the Combined Service who come to the
Combined Service Division for service requirements

- 01. Name of the officer:-
- 02. Post:-
- 03. Service Station:-
- 04. Officer to be contacted:-
- 05. Reason (in brief)
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Certificate by the Head of the Department

I hereby certify that Mr./Miss/Mrs. who is serving at this office, will be coming to your office to get his/her service requirement fulfilled with my knowledge.

Signature:-
Name :-
Post:-

For office Use only