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பொது நிர்வாக, உள்ளாட்டலுவல்கள், மாகாண சபைகள் மற்றும் உள்ளூராட்சி அமைச்சு  
Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government

ඒකාබද්ධ සේවා අංශය

இணைந்த சேவைகள் பிரிவு

COMBINED SERVICES DIVISION

නිදහස් වතුරය, කොළඹ 07, ශ්‍රී ලංකාව.

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திகதி  
Date

2024.07.02

All Secretaries of Ministries

All Heads of Departments

All District/ Divisional Secretaries

**Updating the MISCO System related to the Development Officers, who belong to the Combined Service**

Further to my letter No.COM/TRANS/V/ව.ස.ම.ා./2024 dated 2024.06.11 regarding maintaining an updated database relevant to the officers, who belong to the Combined Service.

02. Instructions have been given by my letter No: COMS/DO/Trans/V/ව.ස.ම.ා. dated 06.06.2023 to make the relevant officers aware on entering/ updating all the particulars of the officers, who belong to the Combined Service, at your ministry/ department/ office.

03. However, the Transfer Board and the Committee for Reviewing Appeals have faced difficulties due to not entering the particulars into the database and updating the same by the Development Officers belonging to the Combined Service when making annual transfer requests for 2024 and it is observed that the respective officer as well as the other officers relevant to the Annual Transfer cycle have been prejudiced as a result.

04. Therefore, you are kindly informed to pay attention to the following when entering the particulars of the Development Officers, who are serving at your ministry/ department/ office, into the MISCO system.

- (i) To enter particulars of the officers, who have not entered the particulars into the MISCO system, by creating a User Account with the use of the National Identity Card Number
- (ii) To ensure the following particulars of the officers, who have already entered the particulars into the MISCO system, are updated
  - The present place of work should be updated accurately  
(Use the following path for this purpose)  
**Personal – personal information – add new employee – employment details – Find institute – select relevant district – select relevant institute**

(a) In case where the officer serves at a ministry/ department,

Eg: Ministry of Health should be indicated under the category of “Ministries”, if the officer is serving at the Head Office of the Ministry of Health,

- (b) In case where the officer is serving at a divisional office under a ministry/ department,  
Eg: Department of Labour should be indicated under the category of “Departments”  
and then Labour Office, Matara District from the sub offices should be indicated under  
the same, if the officer is serving at the Labour Office, Matara District under the  
Department of Labour.
- (c) In case where the officer is serving at a District Secretariat/ Divisional Secretariat  
under a certain ministry/ department,  
Department of Pension – Divisional Secretariat, Gampaha should be indicated under  
the category “Department Attachment”, if the officer is serving at the Divisional  
Secretariat, Gampaha under the Department of Pensions
- (d) In case where the officer is serving at a National Hospital,  
Eg: Teaching Hospital, Karapitiya should be indicated under the category “Hospitals”,  
if the officer is serving at the Teaching Hospital, Karapitiya
- (e) In case where the officer is serving at a national school,  
Eg: Royal College, Colombo should be indicated under the category “Schools”, if the  
officer is serving at Royal College, Colombo
- (f) In case where the officer is serving at a District Secretariat or Divisional Secretariat,  
The relevant office should be selected and entered into the system under the category  
of “District Secretariats or Divisional Secretariats”

- Details of the previous service should be updated accurately.
- Date of reporting for duty to the respective place of work should be updated accurately.
- Personal details of the officer should be updated

05. Since the officers, who have been transferred out of the institution (Annual transfers, non-annual transfers and internal transfers), have not updated the place of work, it is observed that the particular officers are serving at the previous place of work. Therefore, the officers in charge of the subject should be made aware on accurately updating the new place of work. The method below can be followed for this purpose.

### **(A) Annual Transfers**

#### **Method 1**

Since the transfer has been made through the MISCO software under the account of the institution, it should be updated that the officer, who has been transferred out of the institution, is released from the place of work through the path Transfer – Entry - Releasement of the main menu.

Further, reporting for duty by the officer at the new place of work should be updated from the new place of work through the path Transfer – Entry – Duty Assume.

## Method 2

The officer should visit his/ her personal MISCO Account and update the data in Work Place and Date of duty assumed at current institute through the path Personal - personal Information - Add New Employee - Employee Details in the menu.

### **(b) Non - annual transfers (General transfers)**

The officer should visit his/ her personal MISCO Account and update the data in Work Place and Date of duty assumed at current institute through the path Personal - personal Information - Add New Employee - Employee Details in the menu.

### **(c) Internal transfers**

The officer should visit his/ her personal MISCO Account and update the data in Work Place and Date of duty assumed at current institute through the path Personal - personal Information - Add New Employee - Employee Details in the menu.

**The relevant officers in charge of the subject should be responsible of maintaining a database with updated particulars of the Development Officers, who are serving at the respective institution, in the MISCO system and they should check the MISCO system at least once in 2 weeks and ensure that it is updated.**

06. In case where there are offices under the purview of the ministry/ department/ office which are not updated in the MISCO system, action should be taken to inform the officers in charge of the subject to send the particulars with regard to the relevant offices to the e-mail address ddsc4.pubad@gmail.com without delay.

07. It is possible to enter the details online into the Misco system through the following links;

- a. Through <http://10.250.1.112/misco> in case where internet facilities are obtained from LGN.
- b. Through <http://43.224.125.68/misco> in case where internet facilities are obtained from another network.

08. Further instructions on entering the particulars into the Misco system can be obtained in the following manner;

- a. For users – Through **Help** → **User** on the interface of the system
- b. For institutions – Through **Help** → **Institute**

09. You are kindly informed to implement an appropriate programme to make the Development Officers and officers in charge of the subject serving at your ministry/

department/ office and enter the particulars within the institutions as the Heads of the Institutions and your contribution and cooperation in maintaining an updated database of the Development Officers is further expected.

Sgd/S. Alokabandara  
Director General of Combined Services