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அரசாங்க நிர்வாக மற்றும் உள்நாட்டலுவல்கள் அமைச்சு  
Ministry of Public Administration and Home Affairs

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මගේ අංකය }  
எனது இல } CS/Rec/Vacancies/2013  
My No }

ඔබේ අංකය }  
உமது இல }  
Your No }

දිනය }  
திகதி } 27.06.2014  
Date }

Secretaries of Ministries  
Heads of Departments  
District Secretaries

**Collecting Information of the officers in Combined Services and Sri Lanka Administrative Service**

It is required to obtain the information of the officers in Combined Services and Sri Lanka Administrative Service, serving at your Ministry/ Department at Head Office and Divisional levels, for the recruitments and other activities to be made in this year and in the future. Accordingly, you are kindly informed to send me the information in line with the following two sections before 31.07.2014.

**I. Information of the Officers in Combined Services and Sri Lanka Administrative Service**

Particulars of the officers, serving at your Ministry/ Department/District Secretariat who belong to following services as at 30.06.2014, should be reported in line with Format I attached herewith.

	Service	Code
1	Sri Lanka Administrative Service	SLAS
2	Supra Class in Management Assistants' Service	MA Supra
2	Government Translators' Service	TS
3	Public Management Assistants' Service	PMAS
4	Development Officers' Service	DOS
5	Sri Lanka Government Librarians Service	SLLS
6	Sri Lanka Information and Communication Technology Service	SLICTS
7	Office Employees Service	OES
8	Combined Drivers' Service	DS

**II. Vacancies in Combined Services and Sri Lanka Administrative service**

Vacancies in the services mentioned above at your Ministry/ Department/ District Secretariat as at 30.06.2014 should be reported in line with Format II attached herewith.

02. Format I and II mentioned above have been published on the website of the Ministry ([www.pubad.gov.lk](http://www.pubad.gov.lk)) in Microsoft Excel format and when entering data it is required to download the files and to use English BLOCK CAPITALS. You are kindly informed to perfect the formats and to send in the soft copy to [adcs-rec@pubad.gov.lk](mailto:adcs-rec@pubad.gov.lk) before 31.07.2014. Please send a printed copy

of the relevant report as well. When sending the emails you are advised to use a reliable office email address. Perfected specimen formats and important instructions have been attached herewith for your convenience. (Annex 1 and Annex 2)

03. Since the District Secretaries, Heads of Ministries and Departments with regional offices should report information and vacancies at the levels of Divisional Secretariats/ regional offices/ regional sub offices, above formats should be separately completed for each regional office and a **report containing separate formats should be sent by email**. Please send a final summary prepared by you as well.
04. When reporting information, only the particulars of the officers with permanent and pensionable appointments (excluding casual/substitute) should be submitted. These matters should specially be taken into consideration when completing the particulars of Office Employees Service and Drivers' Service. When the information of the Development Officers who are attached to District and Divisional Secretariats from various Ministries and Departments, are reported through Format I it should be done by the District/ Divisional Secretary.
05. You are requested to mention the name, post, email address and telephone number of an officer who can be contacted for any inquiries regarding your report. Since mentioned information is essential to solve the issues in obtaining the approval of the Department of Management Services, attachment of new officers and transferring the officers, your prompt cooperation is highly appreciated in this regard.

Signed By: K.V.P.M.J. Gamage  
Director General of Combined Services