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அரசு சேவைகள், மாகாண சபைகள் மற்றும் உள்ளூராட்சி அமைச்சு
Ministry of Public Services, Provincial Councils and Local Government

ඒකාබද්ධ සේවා අංශය

இணைந்த சேவைகள் பிரிவு

COMBINED SERVICES DIVISION

නිදහස් වතුරගුය, කොළඹ 07, ශ්‍රී ලංකාව.

சுதந்திரச் சதுக்கம், கொழும்பு 07, இலங்கை.

Independence Square, Colombo 07, Sri Lanka

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எனது இல
My No

CS/DOS/01/11

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உமது இல
Your No

දිනය
திகதி
Date

03.01.2022

Secretaries of Ministries
Secretaries of State Ministries
Heads of Departments
District Secretaries
Divisional Secretaries

Forwarding Letters Relevant to Development Officers to the Combined Services Division

Your attention is hereby drawn to my letter of even numbered and dated 14.08.2017 on the above matter.

02. A large number of letters relevant to the establishment activities of Development Officers, who belong to Combined Service, are forwarded to Development Officers' Division on daily basis and it is observed that unnecessary time is spent when taking action with regard to the said letters, since only the name of the officer is mentioned in most of the letters.

03. Therefore, you are kindly informed to mention the appointment number (CS/DOS/XXXXX) of the officer when forwarding letters for establishment activities of Development Officers and you are further informed the letters received this Ministry after 20.01.2022, without mentioning the appointment number, will be returned to forward again with the appointment number.

04. Over 75,000 Development Officers belonging to Combined Service are employed at present and the cooperation of all is expected to perform their establishment activities efficiently. You are further informed that when forwarding letters it is compulsory to indicate the appointment number accurately, and sent only the essential copies of letters on the service requirement.

Sgd/ S. Alokabandara
Director General of Combined Services