



රාජ්‍ය පරිපාලන, ස්වදේශ කටයුතු, පළාත් සභා හා පළාත් පාලන අමාත්‍යාංශය  
பொது நிர்வாக, உள்ளாட்டலுவல்கள், மாகாண சபைகள் மற்றும் உள்ளூராட்சி அமைச்சு  
Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government

සීකාබද්ධ සේවා අංශය இணைந்தசேவைகள்பிரிவு 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  
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ඔබේ අංකය  
உமது இல  
Your No

දිනය  
திகதி:  
Date

16.06.2022

Secretaries of Ministries  
Heads of Departments  
District Secretaries  
Divisional Secretaries

**Minimizing expenditure on stationery, printing and postage related to the documents relevant to the Establishment activities of the officers of the Development Officers' Service in the present situation of the country**

Currently there are over 80,000 Development Officers belonging to the Combined Service serving, and it is required to take action to minimize the cost of paperwork, printing and postage when carrying out establishment activities related to them.

02. Therefore, I kindly inform you that it is not necessary to send copies of the following letters issued regarding the establishment activities of Development Officers to the Director General of Combined Services.

- Copies of letters regarding salary increments, salary conversions and recoveries
- Copies of internal transfer letters
- Copies of temporary attachment letters
- Copies of letters relating to releases made by institutions after obtaining the approval of the Director General of Combined Services for transfers and releases
- Copies of letters of notification issued to the relevant officers after obtaining the approval of the Director General of Combined Services for acting in posts, foreign leave and retirements
- Copies of letters sent when forwarding the salary reports, leave details and personal files of officers after transfers
- Copies of letters regarding the approval of lapsed leave, maternity leave and accident leave
- Copies of letters informing that the officer has reported for duty after the end of maternity leave
- All letters related to compensation for accidents
- Copies of letters regarding the approval of language incentive
- All advance copies referred to the Director General of Combined Services, except when they are absolutely necessary.

03. Letters informing that the officer has satisfied the requirement of acquiring the Official Language Proficiency prescribed for public officers / has been exempted from the same and the Efficiency Bar Examination results sheets should be submitted along with other documents at the time of confirming the appointment of the officer and making recommendations to grant him/her the Grade promotions in the Development Officers' service as applicable. I kindly inform you that the previous instructions given by me in this regard will be revised accordingly.

04. You are informed that it is sufficient to mention the illness of the officer in the covering letter of the head of the institution when sending letters regarding transfers and it is not necessary to forward the medical examination reports other than the medical reports in which a doctor has stated the medical condition of the officer.

05. You are further informed to minimize the number of pages required for Annual Review Reports prepared in accordance with Appendix 05 of the Procedural Rules of the Public Service Commission, which are forwarded for the confirmation in service, applications for promotions of officers, CS/T/01 Forms for transfers in the Combined Service and other letters, and print them on both sides of the paper and send them to me in future.

06. Only urgent, important and essential letters related to Development Officers should be sent via fax. I would be grateful if you could send the name / position of the staff officer in charge along with a contact number and an e-mail address when sending such letters.

07. It is hereby kindly informed that the officers should forward their requests regarding the establishment activities to the Combined Services division only through the Heads of Departments and the relevant authorities, and they should be made aware that no action will be taken with regard to the requests made directly. I further inform you to take action in accordance with Section 5:4, Chapter XXVIII of the Establishments Code and Public Administration Circular Letter No. 06/2015 dated 24.11.2015 with regard to the officers who do not act accordingly.

Sgd/ S. Alokabandara  
Director General of Combined Services

Copy:

01. Additional Secretary (Home Affairs) – for necessary action