

රාජා පරිපාලන, ස්වදේශ කටයුතු, පළාත් සභා හා පළාත් පාලන අමාතපාංශය பொது நிருவாக, உள்நாட்டலுவல்கள், மாகாண சபைகள் மற்றும் உள்ளூராட்சி அமைச்சு Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government

ඒකාබද්ධ සේවා අංශය නිදහස් චතුරශුය, කොළඹ 07, ශීු	இணைந்த சேனை ලංකාව. சுதந்திரச் சதுக்கம், G	, ·	MBINED SERVICES DIVISION spendence Square, Colombo 07, Sri Lanka
දුරකථනය	ෆැක්ස්	ඊ-తిత్రి	වෙබ් අඩවිය
தொலைபேசி: (94) 011- 2694560	தொலைநகல்: (94) 011- 2692254	மின்னஞ்சல்: dgcs@pubad.gov.lk	இணைத்தளம்: www.pubad.gov.lk
Telephone	Fax	E-mail	Web Site
මගේ අංකය	ඔබේ අංකය	}	දිනය
எனது இல	CANCIES (I) මුබ		ඉණු:
My No	Your No		Date $\left. \begin{array}{c} 2023.12.08 \end{array} \right.$

All Secretaries of Ministries / Secretaries of Commissions

Heads of Departments / District Secretaries

<u>Calling particulars of the vacancies in Grade III/II/I and Supra Grade of the Management</u> Service Officers' Service

You are kindly requested to accurately prepare the particulars of the vacancies that exist or may exist as at 31.12.2023 in the Management Service Officers' Service of the Combined Service on a Microsoft Excel sheet in accordance with the following format (Annex 01) attached herewith and send the same to e-mail address csrec.pubad@gmail.com before 27.12.2023.

- 02. The necessary instructions for completing the said form are given below as Annex 02, and if any further information is required regarding completing the form, please contact the Deputy Director of Combined Services, Mrs. W.W.M.C. Isurika K. Wijayathunga, at 011-2697235 or the Recruitments and Examinations Division at 011-2696211 and extension 606.
- O3. You are further requested to update the particulars of the vacancies relevant to all combined services that exist as at 31.12.2023 through PACIS software.
- O4. As the institutions that do not submit the updated document by the due date will be considered as having no vacancies, you are kindly requested to pay personal attention to this matter, and your cooperation in this regard is highly appreciated.

Sgd.by \ S. Alokabandara

Director General of Combined Services

Name	of:	the	institution	:
1 tuille	OI	uic	montantion	•

Address

Particulars of an officer who can be contacted for obtaining information regarding the vacancies in your institution

Name of the officer

Post

Telephone number :

Indicate accurately the number of vacancies in the Management Service Officers' Service that exist as at 31.12.2023 in your institution in accordance with the following format. The number of officers who have obtained leave as per Circular No. 14/2022 should not be considered vacancies.

Table A - If there are sub-offices functioning under your institution, indicate all the vacancies that exist under your institution in this table, including the vacancies in those sub-offices.

			ed to Grade III/II and I Officers' Service as at		Particu	ılars relate	-	Management Service (2.2023	Officers'	
Serial number	Approved number of officers	Actual number of officers	Number of officers who have obtained leave as per Circular No. 14/2022	Number of			Acting in posts		Number of officers who have obtained leave as per Circular No. 14/2022	Number of vacancies
1										

Table B - If there are sub-offices functioning under your institution/ head office, indicate in this table accurately how the vacancies in those offices exist in each sub-office.

			District		iculars relat nent Service	Particulars related to Supra Grade of the Management Service Officers' Service as at 31.12.2023							
Serial	Name of the office/ sub-office	Town where the office is located	where the office is	Approved	Actual	Number of officers		Approved		al number o	of officers	Number of officers	Number
number					number of	who have obtained leave as per Circular No. 14/2022	Number of		Substant	Acting in posts	On contract basis	leave as per Circular	of vacancies
1													
2													
3													
4													
5													
			Total	0	0	0	0	0	0	0	0	0	0

• The Microsoft Excel sheet that contains the form to be completed can be downloaded via the following link or by scanning the QR code given below.



https://drive.google.com/drive/folders/1ZHZ47XW7CLfJTbnYZv8TyEnC590loq8D?usp=sharing

- Mention the name and address of your ministry/ commission/ department/ district secretariat accurately.
- In cases of ministries that functioned previously as several ministries and function at present as one ministry
 but where vacancies exist separated by divisions, mention the name of the division within brackets at the end
 of the name of the ministry.
 - E.g. Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government (Home Affairs Division)
- Enter accurately the particulars of a Staff Grade Officer who can be contacted to obtain information regarding the vacancies in your institution.
- If your institution has only a head office, enter the particulars of the vacancies relevant to that office accurately in Table A, and enter those particulars accurately under Head Office in Table B.

Example 01

	the institution: Commission to Investigate I	•	rruption										
	: 36, Malalasekara Mawatha, Colombo ars of an officer who can be contacted for obtains in your institution		on regarding	the	Name of the Post Telephone		: A.B.C. Pe : Administ : 011-2123	rative offi	cer				
	accurately the number of vacancies in the Man aber of officers who have obtained leave as per						stitution in a	ccordance	with the f	ollowing f	ormat.		
Table A	- If there are sub-offices functioning under you	Parti	iculars relate	nder your institution i ed to Grade III/II and I Officers' Service as at	of the			d to Supra		Management Service O	fficers'		
Serial number	Name of the institutio	n		Approved		Number of officers who have obtained	Number of	Approved	Actu	al number	of officers	Number of officers who have obtained	Numb
			number of officers	r of leave as per Circular	vacancies	number of officers	Substant ive	Acting in posts	On contract basis	leave as per Circular No. 14/2022	of vacano		
		nmission to Investigate Bribery or Corruption											
1	Commission to Investigate Bribery or Corr	uption		10	6	0	4	3	1	1	0	0	2
	Commission to Investigate Bribery or Corr - If there are sub-offices functioning under you			ndicate in the	his table acc		cies in those	offices ex	ist in eacl	sub-office	e.	Management Service O	
	- If there are sub-offices functioning under you	r institution/ h	ead office, ir District where the	Parti Manager	nis table acc iculars relate nent Service	urately how the vacan	cies in those	e offices ex Particu	ist in eacl	sub-office	e. Grade of the ! vice as at 31.12	Management Service O	fficers'
Table B		r institution/ h	District	ndicate in the	nis table acciculars relate nent Service Actual number of	urately how the vacan ed to Grade III/II and I Officers' Service as at	cies in those	offices ex	ist in eacl	n sub-office d to Supra Ser al number	e. Grade of the ! vice as at 31.12	Management Service O	fficers' Numb of
Table B Serial number	- If there are sub-offices functioning under you	r institution/ h Town where the office is located	District where the office is	Parti Manager Approved number	nis table acciculars relate nent Service Actual number of	urately how the vacan ed to Grade III/II and I Officers' Service as at Number of officers who have obtained leave as per Circular	of the 31.12.2023	Particu Approved	ist in eacl lars relate Actu Substant	n sub-office d to Supra Ser al number of	Grade of the ! vice as at 31.12 of officers On contract	Management Service O 2.2023 Number of officers who have obtained leave as per Circular	fficers' Numb of
Table B Serial number	- If there are sub-offices functioning under you Name of the office/ sub-office	r institution/ h Town where the office is located	District where the office is located	Parti Manager Approved number of officers	nis table acciculars relatement Service Actual number of officers	urately how the vacan ed to Grade III/II and I Officers' Service as at Number of officers who have obtained leave as per Circular No. 14/2022	of the 31.12.2023 Number of vacancies	Particu Approved number of officers	ist in eacl lars relate Actu Substant ive	a sub-office d to Supra Ser al number of Acting in posts	Grade of the location of officers On contract basis	Management Service O 2.2023 Number of officers who have obtained leave as per Circular No. 14/2022	Mumb of vacanc
Table B Serial number	- If there are sub-offices functioning under you Name of the office/ sub-office	r institution/ h Town where the office is located	District where the office is located	Parti Manager Approved number of officers	nis table acciculars relatement Service Actual number of officers	urately how the vacan ed to Grade III/II and I Officers' Service as at Number of officers who have obtained leave as per Circular No. 14/2022	of the 31.12.2023 Number of vacancies	Particu Approved number of officers	ist in eacl lars relate Actu Substant ive	a sub-office d to Supra Ser al number of Acting in posts	Grade of the location of officers On contract basis	Management Service O 2.2023 Number of officers who have obtained leave as per Circular No. 14/2022	Mumb of vacanc
Table B Serial number	- If there are sub-offices functioning under you Name of the office/ sub-office	r institution/ h Town where the office is located	District where the office is located	Parti Manager Approved number of officers	nis table acciculars relatement Service Actual number of officers	urately how the vacan ed to Grade III/II and I Officers' Service as at Number of officers who have obtained leave as per Circular No. 14/2022	of the 31.12.2023 Number of vacancies	Particu Approved number of officers	ist in eacl lars relate Actu Substant ive	a sub-office d to Supra Ser al number of Acting in posts	Grade of the location of officers On contract basis	Management Service O 2.2023 Number of officers who have obtained leave as per Circular No. 14/2022	Mumb of vacanc

• If there are sub-offices functioning under your institution, mention the approved number of posts, actual number of officers and total number of vacancies in the head office and all sub-offices in Table A. Indicate in Table B accurately how the vacancies exist in the head office and each sub-office.

acancies	: No : 42, Sri Marcus Fernando irs of an officer who can be contacted for obtain in your institution accurately the number of vacancies in the Mana)7 Name of th								
					Post Telephone		: A.B.C. Pe : Administr : 011-21234	rative offic	cer				
	ber of officers who have obtained leave as per	Circular No. 1	4/2022 shou	ld not be co	onsidered va	acancies.							
able A	- If there are sub-offices functioning under you	r institution, in	idicate all the	Parti	iculars relate	inder your institution i ed to Grade III/II and I e Officers' Service as at	of the			d to Supra		Management Service C	Officers'
Serial number	Name of the institution	ı		Approved Actual Number of officers				Approved	Actual number of officers			Number of officers	Number
.u.i.Dei				number of officers	number of officers	who have obtained leave as per Circular No. 14/2022	Number of vacancies	number of officers	Substant ive	Acting in posts	On contract basis	who have obtained leave as per Circular No. 14/2022	of vacancies
1	Department of Agrarian Development			125	90	0	35	6	3	0	0	0	3
able B	- If there are sub-offices functioning under your	institution/ ho		Parti	iculars relate	eurately how the vacan ed to Grade III/II and I	of the			d to Supra		Management Service C 2.2023	Officers'
Serial number	Name of the office/ sub-office	Town where the office is located	District where the office is located	Approved number of officers	Actual number of officers	Number of officers who have obtained leave as per Circular No. 14/2022	Number of vacancies	Approved number of officers	Actua Substant ive	d number of Acting in posts		Number of officers who have obtained leave as per Circular No. 14/2022	Number of vacancie
1	Head Office	Colombo 05	Colombo	75	60	2	15	4	2			0	2
2	District office of Agrarian Development -Gampaha	Gampaha	Gampaha	30	15	0	15	1				0	1
3	Agrarian Development Center - Maho	Maho	A'pura	20	15	1	5	1	1			0	0
4													
5			Total	125	90	3	35	6	3	0	0	0	3

Action should be taken by district secretariats to indicate the particulars of vacancies that exist in divisional
secretariats under them. Mention the approved number of posts, actual number of officers and total number of
vacancies in the district secretariat and the relevant divisional secretariats in Table A. Indicate in Table B
accurately how the vacancies exist in the district secretariat and each divisional secretariat.

Example 03

	Calling particu	lars of vaca	ncies in t	he Mana	agement	Service Officers	Service	of the C	ombine	d Servic	e - 2023	A	nnex - 0
Address Particula	the institution: District Secretariat - Colon : Narabenpita Rd, Colombo 05 us of an officer who can be contacted for obta s in your institution		on regarding		Name of the Post Telephone		: A.B.C. Pe : Administ : 011-2123-	rative offi	er				
The num	accurately the number of vacancies in the Mar aber of officers who have obtained leave as per	Circular No. 1	4/2022 shou	ld not be co	onsidered va	acancies.				J			
Table A	- If there are sub-offices functioning under yo	ur institution, in	ndicate all the	Parti	culars relat	inder your institution i ed to Grade III/II and I e Officers' Service as at	of the			d to Supra		Management Service C 2.2023	Officers'
Serial number	Name of the institution	Approved number of officers	Actual number of officers	Number of officers who have obtained leave as per Circular No. 14/2022	Number of vacancies	Approved number of officers	Actua Substant ive	Acting in		Number of officers who have obtained leave as per Circular No. 14/2022	Numbe of vacanci		
1	District Secretariat - Colombo			78	59	0	19	5	3	1	0	0	2
Table B	- If there are sub-offices functioning under yo	ur institution/ ho		Parti	culars relat	eurately how the vacan ed to Grade III/II and I	of the			d to Supra		Management Service C 2.2023	Officers'
Serial	Name of the office/ sub-office	Town where the office is	District where the	Annroyad	Actual	Number of officers	Number of	Approved	Actual number of officers			Number of officers	Numbe
number		located	office is located	Approved number of officers	number of officers	who have obtained leave as per Circular No. 14/2022		number of officers	Substant ive	Acting in posts	On contract basis	who have obtained leave as per Circular No. 14/2022	of vacancies
1	District Secretariat - Colombo	Colombo 05	Colombo	30	20	0	10	3	2			0	1
2	Divisional secretariat - Colombo	Colombo 05	Colombo	25	18	0	7	1		1		0	1
3	Divisional secretariat - Padukka	Padukka	Colombo	23	21	0	2	1	1			0	0
4													
5													
			Total	78	59	0	19	5	3	1	0	0	2

• Please rename the accurately completed Microsoft Excel sheet by the name of your institution and email it to csrec.pubad@gmail.com before 27.12.2023.