



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

ඒකාබද්ධ සේවා අංශය

இணைந்த சேவைகள் பிரிவு

COMBINED SERVICES DIVISION

නිදහස් වතුරුය, කොළඹ 07, ශ්‍රී ලංකාව.

சுதந்திரச் சதுக்கம், கொழும்பு 07, இலங்கை.

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මගේ අංකය  
எனது இல  
My No

CS/DOS/Policy/01/02

ඔබේ අංකය  
உமது இல  
Your No

දිනය  
திகதி:  
Date

01.03.2024

Secretaries of Ministries  
Heads of Departments  
District Secretaries  
Divisional Secretaries

**Recommending the confirmation of the officers in the Combined Service in their appointment and submitting the relevant documents**

Further to my letter No. PA/CS/POLICY/Guidelines dated 24.08.2020 on the above matter.

02. Accordingly, the set of instructions issued by the letter No. PA/CS/POLICY/Guidelines dated 24.08.2020 should be followed when submitting the relevant recommendations and documents required for confirming the officers who were appointed to a post of development officer in the Combined Service after 01.01.2020 and are serving attached to your Ministry/ Department/ Office, in their appointment. The form CSC - I and the relevant documents should be sent within 06 months from the date of appointment of the officer, and the form CSC – II and the relevant documents should be submitted immediately upon completion of the officer's probationary period or period of acting in a post.

03. A large number of the Form CSC - I and the relevant documents, which should be sent within six months from the date of appointment of the officers recruited in 2020, 2021 and 2022 to the development officers' service, have not yet been received due to reasons such as the Covid-19 pandemic that prevailed in the country, restrictions on government expenses, shortage of stationary, etc. Since some officers, whose Form CSC-I and the relevant documents have not yet been submitted have satisfied the qualifications required for confirmation in the appointment, it is sufficient to submit Form CSC-I and the relevant documents when submitting recommendations (through Form CSC-II) for their confirmation in order to avoid delays that may occur when confirming them in their appointment.

04. Therefore, in cases where Form CSC-I and the relevant documents to be submitted within six months from the date of appointment of these officers have not yet been submitted,

you are kindly informed to submit the said Form and the documents to me at the same time the Form CSC-II and the relevant documents are submitted. In cases where the Form CSC-I and the relevant documents have already been submitted, you are kindly informed to submit only the Form CSC-II and the relevant documents at the time of submitting documents required for confirmation in the appointment immediately upon completion of the probationary period of the officer.

05. You are further informed that your attention is drawn to the instructions given by the following letters issued to inform the Secretaries of Ministries/ Heads of Departments/ Heads of Institutions regarding the payment of salaries, providing reports on the probationary period and carrying out other establishment activities in respect of the officers who received permanent appointments in the development officers' service after 01.01.2020.

- i. My letter No. CS/DOS/Policy/01/02 dated 20.10.2020 issued for officers who received permanent appointments on 01.01.2020.
- ii. My letter No. CS/DOS/Policy/01/01(II) dated 19.05.2023 issued for officers who received permanent appointments on 01.01.2021.
- iii. My letter No. CS/DOS/Policy/16 dated 19.05.2023 issued for officers who received permanent appointments in 2022.

Sgd/ S. Alokabandara  
Director General of Combined Services