Public Administration Circular no: 17/2009

MyNo. PA/CS/6/4/HMAS Absorption, Ministry of Public Administration and Home Affairs, Independence Square, Colombo 07. 09 October 2009.

Secretary, Ministry of Healthcare and Nutrition.

Absorption of Health Management Assistants Services into Public Management Assistants' Service

As per the order of the Public Service Commission mentioned in the letter of the Secretary, Public Service Commission no. A/20/10/81/1/2007 dated 24.09.2007 and cabinet paper No.09/0882/311/036 and cabinet memorandum dated 01-06-2009 and the decision taken at the cabinet meeting held on 23-09-2009 on note to the cabinet no.09/1847/311/036 and dated 14-09-2009 a decision has been taken to absorb Health Management Assistants Service into Public Management Assistants' Service with effect from 15-10-2009.

Accordingly, the officers govern under the Health Management Assistants Service Minute effected from 01-05-2003 which was published in Gazette Extraordinary No: 1355/15 dated 25-08-2004 will be absorbed into Public Management Assistants' Service with effect from 15-10-2009. With effect from 15-10-2009, these officers will be subjected to control of Public Management Assistants' Service Minute published in the Gazette Extraordinary No: 1372/23 dated 24-12-2004.

02. Absorption

- 2.1 Only the officers in Health Management Assistants Service who have been duly appointed and promoted in terms of the service minute or schemes of recruitment or promotions approved by the relevant authorities will be absorbed into Public Management Assistants' Service.
- 2.2 Accordingly, provisions will be made for the officers who were serving in the above service as at 15-10-2009, to be absorbed in to Public Management Assistants' Service and to continue their service subject to the provisions of Public Management Assistants' Services Minute. For that purpose, officers should fill in a Declaration of option in terms of the form attached with this circular, sign it in the presence of the respective Head of Institution and forward same to the Director General of Combined Services through the Secretary, Ministry of Healthcare and Nutrition. Under no circumstance officers will be allowed to change their option subsequently.

- 2.3 The letter of absorption for officers who exercise their option on or before 15-11-2009 to be absorbed in to Public Management Assistants' Service subject to provisions in the Public Management Assistants' Service Minute and provisions in this circular to Public Management Assistants' Service with effect from 15-10-2009, will be issued by the Director General of Combined Services.
- 2.4 Secretary, Ministry of Healthcare and Nutrition should take action to send the officers who do not exercise their option on the date prescribed for them to be absorbed into Public Management Assistants' Service but opted to retire and those who do not opt to be absorbed, on retirement either on 15-11-2009 or the last date of reporting for duty, whichever occurs first. The officers who are sent on retirement are entitled to the privileges indicated in Section 02 & 07 of the Pension Minute.
- 2.5 The retirement of the officers in Health Management Assistant Service up to the date of 14.10.2009, are considered as retirement under same service minute.
- 2.6 The officers who are absorbed into Public Management Assistants' Service from Health Management Assistants Service corresponding to Class System mentioned in Public Administration Circular 06/2006 will be absorbed into following classes with effect from 15-10-2009.

Class/Grade in which the officer was	Class to which the officers are absorbed
remaining in Health Management	in Public Management Assistants'
Assistants Service as at 14-10-2009	Service as at 15-10-2009
Preliminary Grade	Class III
Class II	Class II
Class I	Class I
Special Grade	Special Class

3. Informing provisions of the circular to the officers

The closing date for exercising option to be absorbed into service is 15-11-2009. Accordingly, Secretary, Ministry of Healthcare and Nutrition should inform all the officers serving under this Ministry to forward their declaration of option before the closing date. Officers who are on long term leave (local), who are on approved overseas leave, who have been temporarily released for the service of other institutions, who are interdicted or suspended from service should be informed by registered post to reach the last recorded addresses.

4. Submission of the declaration of option

- I) When forwarding declaration of option, Secretary, Ministry of Healthcare and Nutrition should take into consideration following facts.
 - a. The particulars indicated in the declaration are correct and the officer who made the declaration of option has signed the same in the presence of the attesting officer on the date mentioned in the declaration.
 - b. The declaration has been signed and certified by the attesting officer indicating the date and placing date stamp/ official stamp.

- c. A duplicate of the declaration has been filed in the personal file of the officer concerned which is maintained at the department.
- II) Only the declarations (original) of officers who exercise their option to be absorbed into Public Management Assistants' Service should be sent to the Director General of Combined Services. Further, a schedule prepared in accordance with the specimen "A" attached to this circular should be sent along with the declaration of option. The Secretary, Ministry of Healthcare should acknowledge in writing the receipt of declaration of option to the officer concerned.
- III) Officers who are out of the country should sign their declarations in the presence of the Heads of Sri Lankan Embassies in respective countries and get them certified by such officer and they should be sent through Secretary, Ministry of Healthcare and Nutrition. Further, the officers in countries where Sri Lankan Embassies are not operated should sign their declarations and send them through the Secretary, Ministry of Healthcare & Nutrition to reach Director General of Combined Services.
- IV) Accordingly, the master file of the officers who exercised their option to be absorbed should be handed over before 15-12-2009 to the Director General of Combined Services along with the following documents after concluding all Establishments activities up to the date of exercising option.
 - i. Declaration of option along with the certified history sheets perfected in proper manner
 - ii. Datasheet perfected in relation to e-Human Resource Project for computerizing particulars of officers in Combined Services which is attached herewith.

iii. Check list

- V) A document containing particulars of officers who have not given their option to be absorbed and those who have exercised their option to retire should be prepared in accordance with the specimen "B" and forwarded to Director General of Combined Services.
- VI) When submitting personal files of officers who have been convicted of the offence at the disciplinary inquiries and served with disciplinary orders, relevant disciplinary order and the charge sheet should be included in the same file.
- 05. Officers who were not in the service during the period of declaring option.

At the instances where the disciplinary authority has issued proper disciplinary order to re-instate an officer in the service, who has failed to exercise option for absorption on the closing date (15-11-2009) as a result of treating such officer as having vacated the post, interdiction, termination of service or who was not in the service at that time, such officer should be granted a period not exceeding a

calendar month to exercise option either for absorption or retirement from service on the last date of the previous service. Those officers will also be eligible for the privileges granted at the retirement under sections 2 and 7. However, provisions in this sub section will not be applicable to any officer other than the officers mentioned above.

06. Salary and seniority

Seniority of officers who are absorbed will be determined subject to following provisions so as not surpass the seniority which has been gained by the officer as at 15-10-2009 if such officer has held a similar post in the Combined Service from the date of appointment. (So as not to surpass the seniority in Public Management Assistants' Service)

- I. Officers are further entitled to the salaries already earned by officers as per the provisions of Health Management Assistants Service as personal to them.
- II. Officers who are entitled to public Management Assistants' Service are not entitled to a seniority level higher than the seniority of the officers who were in Public Management Assistants' Service as at 15-10-2009. When granting them the next promotion opportunity in Public Management Assistants' Service, action will be taken to grant them promotions as per scheme of promotion of Public Management Assistants' Service taking into consideration their previous Health Management Assistants' Service period.

07. Confirmation in the service, efficiency bar and promotion

Schemes of promotion indicated under Section 11, 12, 13 of Public Management Assistants' Service and efficiency bar examinations prescribed in Section 5:2 revised by revision 1 of Service Minute and Section 5 of Public Management Assistants' Service shall be applicable to the officers absorbed from 15-10-2009.

7.1 Officers in class 111 who are absorbed.

- 7.1.1 Officers in class 111, who have been recruited under previous services minute, but not been confirmed in the service and been absorbed, shall be confirmed by the Director General of Combined Services under that service once they satisfy the requirement of passing efficiency bar examination.
- 7.1.2 Officers who have not completed or partly completed the efficiency bar examination under previous services minute and been absorbed, shall pass the corresponding subjects prescribed in the efficiency bar examination for officers in class 111 of Public Management Assistants' service.

7.2 Officers in class 11 who are absorbed.

7.2.1 Officers who have not completed or partly completed the efficiency bar examination prescribed for Class II under previous service minute and been absorbed to Class II shall pass the corresponding subject in the first efficiency bar examination prescribed for officers in class II of Public Management Assistants Service.

- 7.2.2 Further, the officers who have passed other two subjects but failed the subject of Health Education and Hospital Administration out of the three subjects of the relevant efficiency bar examination prescribed for Class II under previous service minute shall be treated as having completed first efficiency bar examination prescribed for Class II in Public Management Assistants' Service Minute from 15-10-2009.
- 7.2.3 If the officers in class II who have been absorbed have reached or gone beyond the salary step of Rs. 16,630/= applicable for Class II as at 14-10-2009 shall be treated as having satisfied second efficiency bar examination applicable for Class II. Those officers who have been reached the salary step of Rs. 16,630/- as at 15.10.2009 and those who reached the same step before 15.10.2012 will be given a concessionary period up to 15.10.2012 to satisfy the requirement of passing II Efficiency Bar Examination.
- 7.2.4 The provisions of Combined Service Circular No: 01/2009 issued in connection to efficiency bar examination of officers in Class II of Public Management Assistants' Service shall not be applicable for the officers who are absorbed.

08. Tasks not completed.

- 8.1 All the establishment activities commenced under the Health Management Assistants Service before 15-10-2009 shall be concluded by the Secretary, Ministry of Healthcare and Nutrition.
- 8.2 Action shall be taken as per section 10,chapter XLVIII of the Establishments Code in respect of disciplinary activities on officers, against whom charge sheets have been issued and formal disciplinary inquiries have been commenced whilst serving under Health Management Assistants Service. Other matters shall be referred to the Director General of Combined Services for taking disciplinary action.
- 8.3 Once the decisions on appeals made by the officers who had been absorbed either to Public Services Commission or Administrative Appeal Tribunal are received, these disciplinary files shall also be referred to the Director General of Combined Services with the recommendations of the Secretary, Ministry of Healthcare and Nutrition.

09. Control.

As already interpreted in Public Administration Circular 06/2006, appointing authority of the staff officers and non staff officers absorbed shall be the Public Services Commission and Director General of Combined Services respectively.

10. Action to be taken where inconsistencies are observed among phrases.

At the instances where inconsistencies or contradictions are observed among Sinhala, Tamil and English phrases, in such cases Sinhala phrase shall be made applicable.

11. Matters not provided for in the circular.

Matters not provided for in the circular shall be determined by the Director General of Combined Services, Secretary, Ministry of Public Administration and Home Affairs, Public Service Commission.

12. This circular is issued subject to the concurrence of the Secretary, Ministry of Healthcare and Nutrition.

Sgd. /D. Dissanayake, Secretary, Ministry of Public Administration and Home Affairs.

<u>Declaration of option to be made by officers in Health Management Assistants</u> Service for absorption in to Public Management Assistants' Service.

Director General of Combined services, Ministry of Public Administration and Home Affairs, Independence Square, Colombo 07, Through, the Secretary, Ministry of Healthcare and Nutrition.

Declaration of option for absorption in to Public Management Assistants' Service.

01.	Name of the officer with initials: Mr/Mrs/	Miss
	(Indicate the name in the letter of appoin	ntment)
02.	Name after the change of name, if any:	
03.	Service	Grade
	(Service to which the officer belongs)	(Indicate class and grade)
04.	Name and address of the Department when	re officer serves at present:
05.	Permanent address (private):	
06.	Date of birth:	
	Age as at 14-10-2009 years monthsd	ays.
07.	Number of the letter of appointment:	Date of appointment:
08.	01.	

	Service	Post Class/Grade	Period-From-
			to
Indicate particulars of service in relation to minor employees' service, if any			
			Date
Officer should start		i. Date of first appointment.	
filling from this		ii. Date of passing / exemption	
cage if his/ her first		from the efficiency bar	
appointment was to		examination.	
a post in clerical or		iii. Date of confirmation:	
allied services.		iv. Date of promotion to class ii	
		v. Date of passing/ exemption	
Indicate the method		from the efficiency bar	
of promotion.		examination.	
		vi. Date of promotion to class1:	
Whether on service		vii. Date of promotion to supra	
period or on the		class	
results of		viii. Period of permanent service	
competitive		as at	
examination			

(Prepare the specimen as applicable to the service. It should be filled only the relevant rows.)

	appointment is on supernumerary	basis.
08.03	3 Are you a graduate? Year/ Effective date of the degre Are you entitled to salaries unde Present salary scale	e r P.A. Circular no 20/94
a)	Healthcare and Nutrition have Administration circularabsorbed in to Public Management	in full) who is serving in the Ministry of e read and clearly understood the Public I hereby exercise my option to be ent Assistant Service subject to conditions and and Public Management Assistants' Service
b)	I hereby agree to retire under section to be absorbed in to Public	on 2.4 of the circular since I do not exercise my Management Assistants' Service.
c)	I am fully aware that the option ex	ercised by me can no way be changed again.
Date	2	Signature of officer
	Statement of the Head	d of Department/ Institution.
in moffic	(Post) in the Ministry of Hear ny presence onP eer are correct in accordance with h	who is serving as althcare and Nutrition signed above declaration articulars indicated in the application by the is/her personal file. The declaration of option he personal file since the officer has exercised agement Assistants' Service.
		Signature Name Designation (Official stamp)
Date	<u> </u>	(17
a C	t is not necessary to send the declar absorbed in to Public Management A	ation of option of officers who do not opt to be Assistants' Service, to the Director General of cations of such officers may be prepared so as epartment.

08.02 Whether it has been indicated in letter of appointment / promotion that the

declaration deleting the part inapplicable to them.(Part a or b)

02. Officers, who exercise option to be absorbed or sent on retirement, should sign the

Specimen "A"

<u>Statement to be furnished in forwarding declarations of option of officers in Health Management Assistants</u> <u>Service for absorption in to Public Management Assistants' Service.</u>

Serial no	Number of the letter of appointment	Name of the officer	Previous service of the officer and the post	Date of the declaration of option
	and the second s			

	Signature:
Date:	Official stamp.

N.B. 1. Declarations of options should be sent to the Director General of Combined Services along with a report prepared in accordance with this specimen.

Specimen "B"

Statement on officers who have not exercised option to be absorbed in to PMAS and who opted to retire without absorbing in to PMAS.

Serial	Number of	Name of the	Class/grade to which	Date of the declaration	Date last reported for duty without
no	the letter of	officer	the officer belongs in	of option for retirement	exercising option to be absorbed or
	appointment		Health Management	without absorbing in to	to retire without absorbing in to
			Assistants' Service.	PMAS.	PMAS.

Signature:
Post :
Official stamp:

Date:

Check list.

Director General of Combined Services,

Through Secretary, Ministry of Healthcare and Nutrition.

Absorption of officers in Health Management Assistants Service in to Public Management Assistants' Service.

Name of the officer	• • • • • • • • • • • • • • • • • • • •		• • • • • • • • • • • • • • • • • • • •
			Page no.
01. Preliminary grade Appointme	ent Letter	Available/Not Available	
02. Letter of assuming duties		Available/Not Available	
03. Medical Examiner's report		Available/Not Available	
04. Affirmation or oath		Available/Not Available	
05. Declaration of assets and liabi	lities	Available/Not Available	
06. Agreement (Form general 160)	Available/Not Available	
07. Confirmed Examination resul	ts	Available/Not Available	
08. Confirmation in service		Yes/No	
09. Birth Certificate		Available/Not Available	
10. Class 11 promotion Letter		Available/Not Available	
11. Class I promotion Letter		Available/Not Available	
12. Supra class promotion Letter		Available/Not Available	
13. Whether the name of officer h	as		
been changed after first appoi	ntment	Changed/Not changed	
14. Efficiency bar examinations.			
i. Efficiency bar examination	on in class 111		
a) Typing test:	Passed /Failed /Ex	empted /Not exempted.	
b) Computer test:	Passed /Failed /Ex	empted /Not exempted.	
c) Office Systems & Establ	ishments:		
	Passed /Failed /Ex	empted/Not exempted.	
d) Financial Regulations	Passed /Failed/Exe	empted/Not exempted.	

ii. Efficiency par examina	tion in class 11	
a) Office Systems & estab	lishments activities:	
	Passed / Failed / Exempted / Not exempted.	
b) Financial Regulations	Passed / Failed / Exempted / Not exempted.	
c) Health Institutions & H	Iospital Administration	
	Passed /Failed/ Exempted /Not exempted.	•••••
15. Whether the service		
has been extended	Yes /No	
16. Disciplinary actions	Yes/No	
17. Has been released on second	ment	
	basis from to	
18. Has obtained leave to be spen	nt	
out o	f Sri Lanka from to	
19. No pay leave	Obtained / Not Obtained	
20. Copy of the updated history	sheet Available/Not Available	
21. Declaration of option	Available/Not Available	
22. Data sheet in relation to E- H	luman Resources Management project	
	Available/Not Available	
It is hereby checked and s	submitted	
Date	Subject clerk	
It is hereby certified that t	the check list is correct.	
	Signature	
	Post	•••
	Official stamp	
Date:		

PERSONAL DATA SHEET

* Please read the instructions leaflet before filling the form. Photograph Please fill in BLOCK letters. Size: Please cross out the irrelevant cages. 3.5cm x 1.5cm SERVICE: SLAS/TS/LS/PMAS/Drivers /OES Appointment Letter No: **Combined Service** Personal File Number: **Personal Information** 1. Name 1.1 Prefix/Title: Mr. Mrs. Ms. 1.2 Last Name: 1.3 Initials: 1.4 Names Denoted by the Initials: 2. Gender: Female Male 3. Birth Information 3.1 Date of Birth: (YYYYMMDD) 3.2 Place of Birth: 4. Civil Status Information 4.1 Marital Status: Married Single Divorced Widowed 4.2 Married Date (YYYYMMDD): 5. ID Card Information 5.1 NIC Number: 5.2 NIC Issue Date (YYYYMMDD):

6. Passport Number:						
7. Ethnicity:	Sinhalese	Sri Lankan Tamil	Indian Tamil	Sri Lankan Burg Moor	her Malay	Other
8. Religion:	Buddhist	Hindu	Islam	Roman Catholic	Christian	Other Religions
7. Ethnicity: Sinhalese Sri Lankan Tamil Indian Lankan Moor Buddhist Hindu Islam Roman Christian Other						
_						
9.1.4 District:						
9.1.5 Postal Code:						
9.1.6 Telephone:						
9.1.7 Fax:						
Ethnicity: Sinhalese Lankan Tamii Indian Tamii Lankan Handor Burgher Malay Other Religion: Buddhist Hindu Islam Roman Catholic Christian Other Religions Private Addresses 1 Permanent Address Information 1.1 Permanent Address: 1.2 City/Town: 1.3 Divisional Secretariat: 1.4 District: 1.5 Postal Code: 1.1 Permanent E-mail: 1.9 Personal E-mail: 1.1 Permanent E-mail: 1.1 Permanent E-mail: 1.2 City/Town: 1.3 Divisional Secretariat: 1.4 District: 1.5 Postal Code: 1.5 Postal Code: 1.6 Telephone: 1.7 Fax: 1.8 Mobile: 1.9 Personal E-mail: 1.9 Personal E-mail: 1.1 Permanent E-mail: 1.2 City/Town: 1.3 Divisional Secretariat: 1.4 District: 1.5 Postal Code: 1.5 Postal Co						
7. Ethnicity: Sinhalese Lankan Tamil Lankan Moor Burgher Malay Other 8. Religion: Buddhist Hindu Islam Roman Catholic Christian Other Religions 9. Private Addresses 9. 1 Permanent Address Information 9.1.1 Permanent Address: 9.1.2 City/Town: 9.1.3 Divisional Secretariat: 9.1.4 District: 9.1.5 Postal Code: 9.1.7 Fax: 9.1.8 Mobile: 9.1.9 Personal E-mail: 9.1.8 Mobile: 9.1.9 Personal E-mail: 9.2.2 City/Town: 9.2.3 Divisional Secretariat: 9.3.4 District: 9.3.5 Postal Code: 9.3.6 Temporary Address Information 9.3.7 Temporary Address Information 9.3.8 Divisional Secretariat: 9.3.8 Divisional Secretariat: 9.3.9 Personal E-mail: 9.3.9 Personal E-mail: 9.3.9 Personal E-mail: 9.3.10 Divisional Secretariat: 9.3.2 Divisional Secretariat: 9.3.3 Divisional Secretariat: 9.3.4 District: 9.3.5 Postal Code: 9.3.5 Po						
9.2 Temporary Address						
9.2.2 City/Town:						
9.2.5 Postal Code:						
9.2.6 Telephone:						

10. Emergency Information	on																		
10.1 Contact Person Name	e:																		
		<u> </u>	<u>I</u>	II.		1	·		1			ı	1			ı			
10.2 Relationship to Emplo	oyee):																	
			ı															1	
10.3 Address of Emergence Contact Person:	СУ																		
Contact Ferson.																			
10.4 Home T. P. No:								I	1										
					L														
10.5 Official T. P. No:					L														
10.6 Mobile No:																			
Name with initials		Date of B																	
				Ministry/Department/Company										C	City/District				
11.2 Denendent	t Inf	ormation (Child	Iren	and l	Bloc	nd R	elati	ves)										
Name		lationship	Da	Date of Birth School Info						orm	ormation					Any Kind of			
			YY			YYY:MM:DD			of t		С	City/District				Special Sickness			
											-								
			+																
			L															_	

12. Official Information	
12.1 Name as per the Appointment Letter	
12.1.1 Initials:	
12.1.2 Last Name/s:	
12.1.3 Has the name been changed?	Yes No 12.1.4 If "Yes", has the approval been obtained under Treasury Circular 394? Yes No
12.2 Public Service	
12.2.1 Appointment Date to Public Service (YYYYMMDD):	
12.2.2 Date Assumed Duty (YYYYMMDD):	
12.3 Current Service	
12.3.1 Appointment Date to Current Service (YYYYMMDD):	
12.3.2 Date Assumed Duty in Current Service (YYYYMMDD):	
12.3.3 Method of Recruitment to Current Service:	Absorption Merit Open Limited Other If Other, please specify:
12.3.4 Medium of Recruitment:	Sinhala Tamil English
12.4 Confirmed:	Yes No
12.5 Probation Period Extension Information	
12.5.1 Is Extended? (if relevant)	Yes No
12.5.2 Under Which Clause E. II was the Probation Extended?	15.5.1 11.9 11.10
12.5.3 The Period the Probation was extended under the clause E.II 11.10:	From Date (YYYY:MM:DD (YYYY:MM:DD)

13. Exam 8	& Promotion I	nformation			
1 Service	2 Grade	3 Exam Details	4 Joined/ Promotion Date	5 Backdated Date (YYYY:MM:DD)	6 Exam (EB/Typing) Completed /Released Date (YYYY:MM:DD)
	Class 1	_			
	Class ii/i	Interview			
SLAS		Dip. In G. Mgt			
		Second Language			
	Class ii/ii	EB 2			
		EB 1			
	Special Class	-			
TS		Prom.E/Service			
	Class 1	EB 1			
	Super Gd.	-			
Librarian	Class i	-			
	Class ii	EB			
	Class iii	EB			
PMAS	Super Gd.	Supra-Exam			
i. GCS ii. Typist	Class i	EB			
iii. Steno iii. SK iv. BK v. Shroff	Class ii	EB			
v. Silioli	Class iii	Typing Test			
	Class 1	-			
OES (KKS)	Class 2	-			
	Class 3	EB			
	Class 1	-			
Drivers	Class 2.b	EB			

Information																	
14.1 Designation:																	
-																	
14.2 Class:																	
14.3 Grade(Segment)																	
14.4 Salary Scale																	
14.5 Basic Salary (Annual):																	
14.6 Increment Date (MMDD):																	
15 Contributing to W&OP:	Ye:		No V&C	P N	umbe	er:		Γ							<u> </u>		
						-			l	· ·	<u> </u>	ı			<u> </u>		
16. Status of Appointment:				nent nabl				rmar PSP	nent, F		Р	erm		nt, C ensi		outor	у
17. Workplace Information									ı						1		
17.1 Provincial Council:																	
	Ļ	L			L										<u> </u>		
	(Pro who	vinci are	al C attac	ound	to P	form rovi	ation ncia	is t I Co	o be unci	con (s)	nplet	ed (only	by	SLA	S off	icers
17.2 Ministry:																	
17.3 Department:																	
17.0 Dopartmont.																	
17.4 Sub Office:																	
17.4 Sub Office:																	
17.4 Sub Office: 17.5 Institution:																	
17.5 Institution:																	
17.5 Institution:	Exte	ensid	on:														
17.5 Institution:17.6 Official Phone:	Exte	ensic	on:														
17.5 Institution:	Exte	ensid	on:														
17.5 Institution:17.6 Official Phone:	Exte	ensid	pn:														

18. Service Records (Start from the first appointment to the public service) From Date (YYYY:MM:DD) To Date (YYYY:MM:DD) Ministry/Department/Institute/Sub Office Designation District

19. Educational Qualifications									
19.1 Highest Educational Qualification:	8 th Grade	O/L	A/L	Degree	Masters				
19.2 Only to be filled by the OES/Drivers									
19.2.1 School/Institute – 8 th Grade:									
19.2.2 Year – 8 th grade:									
19.2.3 Comments:									
20. Ordinary Level Qualif	ications								
Name of the School/Institute:	[
Attempt 1		Year	YY	Attem	ipt 2		 Ye	ear	/ V
Index Number:			1 1	Index	Number:		_ <u></u>	<u> </u>	
Subjects		G	rade		Sul	bjects			Grade

21. Advance Level Qualifi	ications		-		
Name of the School/Institute:					
Odiloon models.		++-	+ + +		
	<u> </u>				
Attempt 1	Year		Attempt 2	Year	r
Index Number:	<u> </u>	<u> </u>	Index Number:	<u> </u>	
Subjects		- II.	Sut		
Subjects		irade	Jub	ojects	Grade
		!			
		!			
		'			<u> </u>
22. Higher Education (Ma	sters/Post Grad	uate Diplor	na/Degree/Higher	Diploma/Diploma)
Qualification Name	Qualification		itute/University	Status	Year
	Stream	 			-
<u> </u>		 			
<u> </u>		 			
		 			1
		<u> </u>			
23. Professional Qualifica		A/CIM/ACC	A/ICASI /ICSA/RC	201	
					· · · · · · ·
Qualification Name	Qualification Stream	III5u 	titute/University	Status	Year
		1			
	†				
<u> </u>					

Language	Reading	Writing	Speech	Highest Examination Passed	Date Achieved (YYYYMMDD)
Sinhala	1 2 3	1 2 3	1 2 3		
Tamil	1 2 3	1 2 3	1 2 3		
English	1 2 3	1 2 3	1 2 3		
Other	1 2 3	1 2 3	1 2 3		
1 =	Excellent 2:	= Average 3	= Poor		

25. Drivers Information	(To be filled only by the Drivers)
25.1 Driving license Number:	
25.2 Date Issued (YYYYMMDD):	
25.3 Date of Expiry (YYYYMMDD):	
25.4 Class of Motor Vehicle:	

26. Translators Language	Information (To b	oe filled only by the	e Translators)	
Languages Qualified for Translating:	Sinhala/Tamil	Sinhala/English	Tamil/Sinhala	Tamil/English

27. Verification of Information (To be filled by the PMAS Officer who handles the personal files)
Director General of Combined Service
Mr / Mrs / Miss
is serving in this office. I hereby certify that the particulars specified in the above application have been checked with the personal file and found to be correct. Accordingly, the application is forwarded herewith.
Name of Subject Officer:
Date: Signature:
28. Verification of Information (To be filled by the Employee)
I do hereby certify that the particulars specified by the PMAS Officer (who handles my personal file) in this form are true and correct.
Name of Employee:
Date: Signature:
T.,
29. For Office Use Only
Data Entered by:
Date: Signature:
Data Validated by:
Date: Signature: