

My No:OES/V/Min of Pub Admin/25/2014
Ministry of Public Administration and Home Affairs
Independence Square
Colombo 07
19.11.2014

Secretaries of Ministries,
Heads of Department,
District Secretaries

Obtaining information for granting permanent appointments under Public Administration Circular 25/2014 to the employees recruited under temporary/ casual (on daily wages) / substitute contract or relief basis

Your kind attention is hereby drawn to the Public Administration Circular No 25/2014 dated 12th November 2014. Therefore, you are kindly requested to take action in the following manner for the purpose of confirming the officers who have been recruited to your Ministry/ Department on temporary/ casual (on daily wages) / substitute contract or relief basis to the posts in Combined Service which are available for making such appointments.

- I. Should have satisfied the educational qualifications mentioned in P.A. Circular No 25/2014
 - II. Should have completed a continuous service of 180 days
 - III. Should have served in the posts belonging to Combined Services
 - IV. Should have obtained a valid driving license issued by the Motor General of Motor Traffic to drive private/ hired vehicles and station wagons of which tare is below 24 cwt as at the date of appointments on temporary/ casual (on daily wages) / substitute contract or relief basis have been made (at least it is required to a driving license in Class C and C1 or a license in Class B according to new driving license.
2. The Head of the Department should issue temporary letters of appointment strictly to the employees who have satisfied each and every way above qualifications. The specimen of the temporary letter of appointment is attached herewith (K.K.S- Annex 1, Driver – Annex 2). A separate file should be prepared for each officer and the specimen attached herewith should be perfected for the purpose of issuing formal letter of appointment (K.K.S- Annex 1, Driver – Annex 2) and further they should be sent to the Director General of Combined Services when these files are prepared K.K.S- Annex 1, Driver – Annex 2, the certified copies of the document mentioned in K.K.S- Annex 1, Driver – Annex 2 should be attached.
 3. Since it is not possible to issue formal letters of appointment to the employees who have not satisfied qualifications mentioned above, you should personally be satisfied to the effect that the employee has satisfied relevant qualifications, when granting temporary letter of appointments.
 4. You are further informed to send relevant files to the Director General of Combined Service in order to issue formal letters of appointment before the lapse of 03 months from the issuance of temporary letters of appointment.

K.V.P.M.J. Gamage
Director General of Combined Services

Temporary Letters of Appointment

My No:-
..... Ministry/ Department
Colombo
.... 2014

Mr/ Mrs/Miss
through
.....

N.I.C. No :-

Appointment to a Post in Grade III of Office Employees Service

You are hereby appointed to a post of Grade III of Office Employees Service with effect from as per P.A. Circular No 25/2014.

2. This shall be considered as a temporary letter of appointment. A formal letter of appointment will be issued by the Director General of Combined Services in due course if prescribed qualifications have been satisfied. Otherwise action will be taken to cancel this appointment.
3. You will be subjected to the provisions of the Establishments Code, Financial Regulaions, Departmental Orders and any other regulations and Orders issued from time to time by the government.
4. The monthly salary scale entitled to this post is Rs. 11730- 10X120-10X130-10X145- 12X160- 17,600/- . Salaries will be paid in terms of the provisions of Public Administration Circular No 06/2006 dated 25.04.2006. You are required to pass the Efficiency Bar Examination prescribed for the Grade III of Office Employees Service within 03 years from the date of appointment.
5. You should acknowledge the receipt of this letter and inform within two weeks whether you accept this appointment under the conditions mentioned above. This appointment is liable to be canceled if you fail to report for duty without any reasonable ground.

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Head of the Ministry/ Department
Signature:-
Seal :-

Copy:- Director General of Combined Services

Temporary Letters of Appointment

My No:-
..... Ministry/ Department
Colombo
.... 2014

Mr
through
.....

N.I.C. No :-

Appointment to a Post in Grade III of Drivers' Service

You are hereby appointed to a post of Grade III of Office Employees Service with effect from as per P.A. Circular No 25/2014.

2. This shall be considered as a temporary letter of appointment. A formal letter of appointment will be issued by the Director General of Combined Services in due course if prescribed qualifications have been satisfied. Otherwise action will be taken to cancel this appointment.

3. You will be subjected to the provisions of the Establishments Code, Financial Regulations, Departmental Orders and any other regulations and Orders issued from time to time by the government.

4. The monthly salary scale entitled to this post is Rs. 12470- 10X130-10X145-10X160- 12X170- 18,860/- . Salaries will be paid in terms of the provisions of Public Administration Circular No 06/2006 dated 25.04.2006. First efficiency Bar Examination is before reaching Rs.12,860/-

5. You should acknowledge the receipt of this letter and inform within two weeks whether you accept this appointment under the conditions mentioned above.

.....
Head of the Ministry/ Department
Signature:-
Seal :-

Copy:- Director General of Combined Services

Obtaining information for granting permanent appointments under Public Administration Circular 25/2014 to the employees recruited under temporary/ casual (on daily wages) / substitute contract or relief basis

- 01. Name:-
- 02. A certified copy of the National Identity Card
- 03. The certified copy of the letter of recruitment on temporary/ casual (on daily wages) / substitute contract or relief basis
Date of Appointment and Post
- 04. By whom the appointment has been granted?
- 05. Certified copy of the History Sheet (General 226 “A”). Has the employee completed 180 working days
Yes No
- 06. Certified copy of the Birth Certificate
Date of Birth National Identity Card No
- Age as at on which the employee was recruited the post
- 07. Certified copies of the educational qualifications
As per the School Leaving Certificate :- Has the employee passed Grade 8/ Year 9? Yes No
School of passing:-
- 08. Is the recruitment in line with Management Services Circular 33?
- 09. Certified copy of the driving license which is not expired
- 10. An Affidavit if there is a change of the name in the certificates 9attached)

Since the employee has/ has not satisfied the qualification as per the Public Administration Circular 25/2014 it is/ it is not recommended to appoint him/her to the post in the Drivers' Service with effect from 24.10.2014.

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Recommendation of the Head of the Department

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Recommendation of the Secretary of the Ministry

**Obtaining information for granting permanent appointments under Public Administration
Circular 25/2014 to the employees recruited under temporary/ casual (on daily wages) / substitute
contract or relief basis**

1. Certified copy of the Birth Certificate
2. Certified copy of the National Identity Card
3. Certified copy of the letter of recruitment on temporary/ casual (on daily wages) / substitute contract or relief basis
4. Certified copy of the History Sheet (General 226 “A”) (180 working days should be completed as at 24.10.2014
5. certified copy of the school leaving certificates
6. An affidavit if there is a name change in the certificates
7. Recommendation of the Head of the Department
8. Recommendation of the Secretary of the Ministry

**Obtaining information for granting permanent appointments under Public Administration
Circular 25/2014 to the employees recruited under temporary/ casual (on daily wages) / substitute
contract or relief basis**

01. Certified copy of the Birth Certificate
02. Certified copy of the National Identity Card
03. Certified copy of the letter of recruitment on temporary/ casual (on daily wages) / substitute contract or relief basis
04. Certified copy of the History Sheet (General 226 “A”) (180 working days should be completed as at 24.10.2014
05. certified copy of the school leaving certificates
06. An affidavit if there is a name change in the certificates
07. A clear copy of the valid driving license
08. Recommendation of the Head of the Department
09. Recommendation of the Secretary of the Ministry