

My number: කෘෂේෂේ/V16/රා.පරි.චක්‍ර./17/2018

Ministry of Public Administration and Disaster
Management,

Independence Square,

Colombo 07.

30.01.2019

Secretaries of Ministries,

Obtaining information for granting permanent appointments to Management Assistant and Primary Category Officers belonging to the Support Staff of Hon. Ministers/ Deputy Ministers to the posts in Office Employees' Service and Combined Drivers' Service under Public Administration Circular No.17/2018

Your attention is kindly drawn to Public Administration Circular No. 17/2018 dated 23rd August 2018. Accordingly, you are kindly informed to take action in the following manner in connection with granting permanent appointments to Management Assistant and Primary Category Officers belonging to the Support Staff of Hon. Ministers/ Deputy Ministers of your Ministries.

- I. The relevant officers shall have satisfied the educational qualifications mentioned in Public Administration Circular No. 17/2018. (shall have satisfied qualifications as per Section 8.4 of the Minute of Office Employees' Service No. 1777/35 dated 27.09.2012 and Section 7.2.2.1 of the Minute of Combined Drivers' Service No. 1875/39 dated 15.08.2014);
- II. Shall have completed a continuous service period of 03 years from the date of appointment to the support staff.
- III. Shall have served in posts belonging to the Combined Service.
- IV. Shall have possessed, as at the date of appointment to the support staff, a valid driving license issued by the Commissioner-General of Motor Traffic with regard to driving of private/hiring cars and station wagons which are less than 24 CWT of tare weight. (A driving license in vehicle Class C and C1 or a driving license in Class B under new procedure shall have been obtained.)

02. Appointment letters should be issued temporarily by the Head of the institution only to the officers who have satisfied above qualifications each and every way. The format of the temporary letter of appointment is attached herewith (Office Employees' Service – Annex 01, Combined Drivers' Service – Annex 02). The format of the history sheet, which should be prepared to certify that the officer has completed a continuous service period of three years from the date of appointment to the support staff (Annex 07), is also attached herewith. The form attached herewith (Office Employees' Service – Annex 03, Combined Drivers' Service – Annex 04) should be completed and sent to the Director General of Combined Services in order to issue formal letters of appointment to the officers preparing files separately for each officer. When the files are prepared, the certified copies of the documents mentioned in Office Employees' Service – Annex 05, Combined Drivers' Service – Annex 06 should also be sent.

03. Since it is not possible to grant formal appointments to the employees who have not satisfied the above mentioned qualifications, it is necessary for you to satisfy personally that the employee has possessed relevant qualifications when granting temporary appointments.

04. You are further informed to submit these files to the Director General of Combined Services in order to issue formal letters of appointment before the lapse of three months from the date of temporary letter of appointment.

A handwritten signature in black ink, appearing to read 'K.V.P.M.J. Gamage', with a large, stylized flourish at the end.

K.V.P.M.J. Gamage

Director General of Combined Services

My number:-
Ministry/ Department of.....
Colombo.
2018.

Mr./Mrs./Miss.....
N.I.C. number :-

Appointment to a post in Grade III of Office Employees' Service

In terms of the Public Administration Circular No. 17/2018, you are hereby appointed to a post ofin Grade III of Office Employees' Service to be effective from.....

02. This is a temporary letter of appointment and the Director General of Combined Services will issue in due course a formal letter of appointment if you have satisfied prescribed qualifications. Otherwise action will be taken to cancel this appointment.

03. You should be subjected to the provisions of the Establishments Code, Financial Regulations, Departmental Orders and other regulations and orders issued by the government from time to time.

04. The monthly salary scale entitled to this post is Rs.24,250-10x250-10x270-10x300-12x330-36,410/=. Payments will be made in terms of the provisions mentioned in the schedule II of the Public Administration Circular No. 03/2016 dated 25.02.2016. You should pass the efficiency bar examination prescribed for the Grade III of the Office Employees' Service within three years from the date of appointment.

05. **It is compulsory to serve at least three years at the service station to which the first appointment is received.** However, the appointing authority has the authority to transfer a certain officer before the expiry of that period depending on the specific reasons determined by the appointing authority if a certain officer is required to be transferred.

06. Kindly note to inform me within two weeks that you have received this letter and whether you accept this post under the conditions stipulated herein. Your appointment will be cancelled if you fail to report for duty without any reasonable ground.

.....
Signature of the Head of the Ministry/
Department
Official Stamp:-

Copy :- Director General of Combined Services

My number:-
Ministry/ Department of.....
Colombo.

2018.

Mr./Mrs./Miss.....
N.I.C. number :-

Appointment to a post of Driver in Grade III

In terms of the Public Administration Circular No. 17/2018, you are hereby appointed to a post of Driver in Grade III to be effective from.....

02. This is a temporary letter of appointment and the Director General of Combined Services will issue in due course a formal letter of appointment if you have satisfied prescribed qualifications. Otherwise action will be taken to cancel this appointment.

03. You should be subjected to the provisions of the Establishments Code, Financial Regulations, Departmental Orders and other regulations and orders issued by the government from time to time.

04. The monthly salary scale entitled to this post is Rs. 25,790 - 10 X 270 - 10 X300 - 10 X 330 - 12 X 350 – 38,990/=. There is an efficiency bar before reaching the salary step of Rs.26,600. (As per Public Administration Circular No. 03/2016 dated 25.02.2016)

05. **It is compulsory to serve at least three years at the service station to which the first appointment is received.** However, the appointing authority has the authority to transfer a certain officer before the expiry of that period depending on the specific reasons determined by the appointing authority if a certain officer is required to be transferred.

06. Kindly note to inform me within two weeks that you have received this letter and whether you accept this post under the conditions stipulated herein. Your appointment will be cancelled if you fail to report for duty without any reasonable ground.

.....
Signature of the Head of the Ministry/
Department
Official Stamp:-

Copy :- Director General of Combined Services

Obtaining information for granting permanent appointments to Management Assistant and Primary Category Officers belonging to the Support Staff of Hon. Ministers/ Deputy Ministers to the posts in Office Employees’ Service under Public Administration Circular No.17/2018.

01. Name :
02. A certified copy of the National Identity Card
03. Certified copy of the officer’s letter of appointment to the support staff of Hon. Ministers/ Deputy Ministers
 Date of appointment post
04. Person who granted the appointment
05. Certified copy of the history sheet prepared for confirmation of the continuous service period of 03 years from the date of appointment to the support staff (Annex 07)
06. Whether the officer has completed a continuous service period of 03 years from the date of appointment to the support staff Yes No
07. Vacancies at the Ministry or Institutions under the Ministry Available Not Available
08. Certified copy of the birth certificate
 Date of birth National Identity Card Number
- Age as atat the time of recruitment to the post.....
09. Certified copies of the educational certificates
 i. Grade/ Year as per the school leaving certificate:-
 ii. Year of first sitting for G.C.E. (O/L).....
 Distinction :- Credit :- Ordinary :-
 iii. Year of second sitting for G.C.E. (O/L) (if applicable)
 Distinction :- Credit :- Ordinary :-
10. If there is any change in the name mentioned in the certificates submitted, whether an affidavit regarding the same has been attached Yes No

Since the officer has/ has not satisfied the qualifications as per Public Administration Circular No.17/2018, I hereby recommend/ not recommend him/her to be appointed to a post of.....in the Combined Office Employees’ Service to be effective from.....

.....
 Recommendation of the Secretary of the Ministry

Obtaining information for granting permanent appointments to Management Assistant and Primary Category Officers belonging to the Support Staff of Hon. Ministers/ Deputy Ministers to the posts in Combined Drivers' Service under Public Administration Circular No.17/2018.

01. Name :
02. A certified copy of the National Identity Card
03. Certified copy of the officer's letter of appointment to the support staff of Hon. Ministers/
Deputy Ministers
Date of appointment post
04. Person who granted the appointment
05. Certified copy of the history sheet prepared for confirmation of the continuous service
period of 03 years from the date of appointment to the support staff (Annex 07)
06. Whether the officer has completed a continuous service period of 03 years Yes No
from the date of appointment to the support staff
07. Vacancies at the Ministry or Institutions under the Ministry Available Not Available
08. Certified copy of the birth certificate
Date of birth National Identity Card Number
Age as atat the time of recruitment to the post.....
09. Certified copies of the educational certificates
i. Grade/ Year as per the school leaving certificate:-
ii. Year of first sitting for G.C.E. (O/L).....
Distinction :- Credit :- Ordinary :-
iii. Year of second sitting for G.C.E. (O/L) (if applicable)
Distinction :- Credit :- Ordinary :-
10. Certified copy of the driving license not expired
11. If there is any change in the name mentioned in the certificates Yes No
submitted, whether an affidavit regarding the same has been attached

Since the officer has/ has not satisfied the qualifications as per Public Administration Circular No.17/2018, I hereby recommend/ not recommend him to be appointed to a post of.....in the Combined Drivers' Service to be effective from.....

.....
Recommendation of the Secretary of the Ministry

Obtaining information for granting permanent appointments to Management Assistant and Primary Category Officers belonging to the Support Staff of Hon. Ministers/ Deputy Ministers to the posts in Office Employees' Service under Public Administration Circular No.17/2018.

1. Copy of the birth certificate certified by the Registrar General, which has been certified by the Head of the Department.
2. Copy of the National Identity Card, certified by the Head of the Department.
3. Copy of the pupil's record sheet, certified by the Head of the Department.
4. Copy of the results sheet of G.C.E. O/L examination, certified by the Head of the Department.
5. Copy of the officer's letter of appointment to the support staff of Hon. Ministers/ Deputy Ministers, certified by the Head of the Department.
6. Certified copy of the history sheet prepared for confirmation of the continuous service period of 03 years from the date of appointment to the support staff.(Annex 07)
7. An affidavit if there is any change in the name mentioned in the certificates submitted.
8. Recommendation of the Secretary of the Ministry.

Obtaining information for granting permanent appointments to Management Assistant and Primary Category Officers belonging to the Support Staff of Hon. Ministers/ Deputy Ministers to the posts in Combined Drivers' Service under Public Administration Circular No.17/2018.

1. Copy of the birth certificate certified by the Registrar General, which has been certified by the Head of the Department.
2. A certified clear copy of the valid driving license.
3. Copy of the National Identity Card, certified by the Head of the Department.
4. Copy of the pupil's record sheet, certified by the Head of the Department.
5. Copy of the results sheet of G.C.E. O/L examination, certified by the Head of the Department.
6. Copy of the officer's letter of appointment to the support staff of Hon. Ministers/ Deputy Ministers, certified by the Head of the Department.
7. Certified copy of the history sheet prepared for confirmation of the continuous service period of 03 years from the date of appointment to the support staff.(Annex 07)
8. An affidavit if there is any change in the name mentioned in the certificates submitted.
9. Recommendation of the Secretary of the Ministry

History sheet of the employees belonging to the supporting staff of Hon. Ministers/ Deputy Ministers

Ministry :..... Post of the employee :.....

Full name :..... Date of engagement in the service :.....

(If the name of the employee has been changed, the date of change)

Date of birth :..... Salary and salary increment date :.....

Marital status :.....

Name of the spouse :.....

Periods relevant to service breaks:

(The period in which the employee has not reported for duty continuously for one month or more should be mentioned along with the reasons for such situation)

Name and signature of the responsible officer who recruits the employee:

(The officer shall be an inspector, who is a Staff Officer not at the level below of a Clerk in Class I or at equivalent Grade)

.....
.....
.....

Name and signature of the officer to whom the employee reports:

Indicate whether the employee should report for duty on Sundays depending on the nature of duties:

Has the employee served in public service before :.....

:.....

I hereby certify that the above particulars are accurate

.....

Signature and official stamp of the Head of the Department

.....	Number of days
	Salary number (If available only)
	Salary and reference for the mode of payment

one month or more should be mentioned along with the reasons for such situation