

To: All Permanent Secretaries
and Heads of Departments.

Casual Employees in Government Departments and Corporations

The Government has made the following decisions with regard to casual employees in Government Departments and Statutory Boards and Corporations:—

- 1:1. Each Government Department and each Statutory Board or Corporation should fix, from time to time, the *permanent* cadre of employees required in each grade to carry out its programme of work having regard to the volume of work involved on a continuing long-term basis.
 - 1:2. Once the permanent cadre is so fixed, suitable casual employees now in service could be absorbed to fill vacancies in the permanent cadre provided they have a minimum of three years' service and provided their work, attendance and conduct are satisfactory.
 - 1:3. In the case of skilled and semi-skilled labour, the minimum service qualification referred to in sub-para 1:2 above may be relaxed taking into consideration the present dearth of skilled man power.
 - 1:4. All casual employees who are absorbed into the permanent cadre should be prepared to serve in any part of the Island. This should be a condition of appointment to the permanent cadre.
 - 1:5. The services of casual employees who are engaged in a specific project, temporary activity or an ad hoc assignment should be terminated on completion/abandonment of such project/activity/assignment, irrespective of the time involved for its completion if alternative job opportunities are not available.
 - 1:6. Employees whose services are required seasonally (e.g. on agricultural farms), should always be engaged on a casual basis.
 - 1:7. As far as possible, all large contracts involving construction and building activities should be handed over to Government Departments and State Corporations which are capable of handling such projects, to enable these Departments/Corporations to keep their work force gainfully occupied.
2. In fixing the permanent cadre of employees in accordance with para. 1:1 above, Government Departments should consult the Director of Supply and Cadre, General Treasury and his approval should be obtained.
 3. The claims of temporary employees with or without prior casual service for appointment to the permanent cadre should also be considered along with the claims of casual employees.
 4. Casual or temporary employees absorbed into the permanent cadre should have the minimum qualifications prescribed for the post or grade to which they are appointed in accordance with the scheme of recruitment for that post or grade.

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