

23rd November 1989.

Secretaries to Ministries,
Chief Secretaries of Provincial Councils,
Heads of Departments,
Government Agents,
Provincial Commissioners of Local Government.

Basic Personnel Data of Staff in Ministries/
Departments/Local Government Institutions/
Provincial Councils

Further to PA Circular No. 51/89 dated 23rd October 1989:

2. With a view to fulfilling the staffing needs of the Provincial Councils by the transfer of officers from the relevant sectors and to determine the excess cadres, a Committee has been set up in this Ministry. Mr. J. Weerasuriya of this Ministry has been appointed Project Director. His telephone No. is 693516.

3. Please nominate a Senior Officer from your Ministry/ Department etc. to co-ordinate with the Staffing Project indicating his name designation and telephone Number.

4. In addition to the information already called by PA Circular No. 51/89 please furnish the information in the format appended hereto to reach the Project Director by December 8th, 1989 the very latest. Please note that this information is required very urgently and that no further extensions of time can be given.

5. Where information has been already furnished in response to PA Circular No. 51/89, the present information should be related thereto by comparison with your office copies, which should enable you to obtain data on the present manpower.

M.N. Junaid
Secretary to State Ministry
of Public Administration and
Addl. Secretary to Ministry
of Public Administration.
Provincial Councils & Home
Affairs.

Sgd./ P.N.M. Fernando
Secretary,
Ministry of Public Administration,
Provincial Councils & Home Affairs,

Manpower data as at 31.10.89 - Ministries/Departments/
Local Authorities/Provincial Councils

Ministry/Office of the State Minister/Department/Local Authority/
Provincial Council :

1 * Service, Class, Grade	2 * Present Man- power (Pl. give No. of employees	3 Employees not covered in Column I (Pl.classify post)	4 No. of employees under Col. 3 service- wise	5 District- wise allocation	6 Cadre approved by Salaries & Cadre Committee	7 No. of employees allocated for devolved subjects (in terms of 13th amendment)

Certified correct.

Signature :

Name & Designation :

Date :

* In the case of Typists, Stenographers and Translators, please indicate medium.