

Important and Urgent

My No: 543E817D(1)
Ministry of Public Administration,
Provincial Councils & Home Affairs,
Independence Square,
Colombo 7.
25th March, 1990.

To: Secretaries to Ministries;
Chief Secretaries to Provincial
Councils; Secretaries to Governors,
Heads of Departments; Secretaries
To Provincial Public Service
Commissioners; and Chairman/Competent
Authorities of Public Corporations/
Government Owned Companies/Government
Owned Business Undertakings/Other Statutory
Authorities.

**National Policy for future recruitment/promotion
to Public Service, Provincial Public Service,
Public Corporations, Government Owned Business
Undertakings and government Owned Companies**

Your attention is drawn to Public Administration Circular
No: 15/90 dated 09th March, 1990.

02. Please note that all recruitment to the above mentioned
Services should be frozen with effect from 23.03.90. The confirmation of
casual/temporary officers should also be stopped with effect from this date.

03. The 75% allotment of the total number of vacancies for the
Sinhala Community as per paragraph 02(i)(g) of the above circular with
include all minorities other than Tamils/persons of Indian origin and
Muslims. Malays will be included in the 8% allotted to Muslims.

04. A situation report as for 01.01.90 for each of the Services/
Posts & action taken thereafter should be sent to reach me on or before
30th April, 1990 in the format given in Annexure 1.

05. Recruitment and promotion to the posts in the above mentioned
Services are the responsibilities of the respective Appointing Authorities.
You are requested to personally ensure the effective and fair implementation
of the above Circular. No deviations there from will be permitted. Any
problems, issues or acts of non-compliance should be immediately brought
to my notice without delay, in future.

06. Please acknowledge receipt of this letter.

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

Part I
**Situation Report as on 01.01.90 & New
 Recruitment made after 01.01.1990 for
Grades clerical and above**

- (a) Province:
- (b) Department/Corporation etc:
- © Ministry:
- (d) Name designation and the official address of the co-ordinating officer responsible for this report:

Telephone No:

- (1) Service/Post:
-
- (2) Whether an approved scheme of recruitment is available:
- (3) Approved cadre by S & CC: (or other Authority incase of Corporations etc.)
- (4) Actual number of officer as at 01.01.90:
- (5) Number of vacancies filled after 01.01.90 upto the date of reporting:

- (i) Sinhala
- (ii) Tamil
- (iii) Muslim (including Malays)
- (iv) Persons of Indian Origin
- (v) Other Minorities

Total

=====

- (6) Number of vacancies not filled within the approved cadre by S & CC: (or other Authority incase of Corporations etc.)

Date: Signature
Name & Designation

Note: One form should be filled for each separate Service/Post.(should be sent on or before 30th April, 1990 to the Secretary, Ministry of Public Administration, Provincial Councils & Home Affairs) All belonging to one Service or post as the case may be (through they are stationed in several departments or in several locations), should be covered in one form. Delete whatever is inapplicable. Since this is a specimen form, you may adapt it to suit the special requirements of your institution.

Part II

**Situation Report as on 01.01.90 and New
Recruitment made after -1.01.90 for grades
Below clerical level.**

- (a) Province:
- (b) Department/Corporation etc:
- © Ministry:
- (d) Name designation and the official address of the co-ordinating officer responsible for this report:

Telephone Number:

- (1) Service/Post:
- (2) Whether an approved scheme of recruitment is available:
- (3) Approved cadre by S & CC (or other Authority in case of Corporations etc) and district wise distribution:

<u>District</u>	<u>Number</u>
1.	
2.	
3.	
4.	

	Total
	=====

Note: If the cadre has not been distributed among districts (i.e. if you have a block cadre), you are expected to allocate the cadre on the staff needs of Districts & within the total cadre sanctioned by S & CC (or other Authority).

- (4) Actual number of serving officers as at 01.01.90 and district wise distribution:

<u>District</u>	<u>Number</u>
1.	
2.	
3.	
4.	

	Total
	=====

(5) Number of vacancies filled after 01.01.90 upto the date of reporting:

	<u>Dist.</u>	<u>Dist.</u>	<u>Dist.</u>	<u>Dist.</u>
(i) Sinhala				
(ii) Tamil				
(iii) Muslim (including Malays)				
(iv) Persons of Indian Origin				
(v) Other Minorities				
Total	-----	-----	-----	-----
	=====	=====	=====	=====

(6) Number of vacancies not filled within the approved cadre by S & CC (or other Authority in case of Corporations etc.) as at the date of reporting and district wise distribution:

<u>District</u>	<u>Number of Vacancies</u>
1.	
2.	
3.	

Date:

Signature
Name & Designation

Note: One form should be filled for each separate Service/Post. (should be sent on or before 30th April, 1990 to the Secretary, Ministry of Public Administration, Provincial Councils & Home Affairs). All belonging to one Service or post as the case may be (though they are stationed in several departments or in several locations), should be covered in one form. Delete whatever is inapplicable. Since this is a specimen form you may adapt it to suit the special requirements of your institution.

* (asterisk in form) - If more than ¾ Districts please note in a separate sheet & attach.