

1994.01.10

All Secretaries,  
Heads of Departments,  
Heads of Public Corporations and  
Statutory Boards.

**Granting of permanent appointments to Temporary,  
Casual, Substitute Employees and Trainees**

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Public Administration Circular No. 23/93 of 27.09.1993 on the above subject is hereby cancelled and replaced with this Circular.

02. Provisions in Public Administration Circular No.14/93 of 17.06.1993 issued on granting of permanent appointments to Temporary, Casual and Substitute Employees will be implemented as follows.

03. Granting of concessionary marks to Casual, Temporary and Substitute Employees in recruiting to Clerical and Allied Grades will be operative with effect from 09<sup>th</sup> May, 1993. Therefore, concessionary marks should be granted in recruitments for the posts where applications have been called to fill the vacancies before 09.05.1993, but not have been filled at that date and for all the recruitments in those grades which are gazetted on or after 09.05.1993.

04. This concession will be granted to those who have been employed on or before 01.04.1992 and who were in Clerical and Allied Grades as at 09.05.1993, irrespective of their being in service or not after 09.05.1993.

05. The concession granted to Casual, Temporary and Substitute Employees by Public Administration Circular No. 14/93 of 17/06.1993 will be extended to all the trainees who have satisfied the conditions of the said Circular.

06. Period of training of those who have been attached as trainees to Public Institutions since 01.07.1993 and those who will be attached in future should be restricted to one year and should not be extended further. The trainees attached to Public Institutions since 01.04.1992 upto 30.06.1993, could be given a further training upto 30.06.1994, at the discretion of the Head of Department. This restriction is not applicable to the trainees in engineering and other parallel technical fields.

Sgd: (Y.B. Pussedeniya)  
Secretary

Ministry of Public Administration.