

Combined Services Circular No. 1/97(1)

My No: 1.GCS/4/97  
Combined Services Division  
My. of Public Administration, Home Affairs, Plantation  
Industries & Parliamentary Affairs,  
Independence Square,  
Colombo 07.

05th June 1997.

All Secretaries of Ministries and Heads of Departments,

**Performance Appraisal - Combined Service**  
**(General Clerical Services)**

Your attention is invited to the Circular No. GCS/1/97 of 31st March 1997, issued in regard to the above.

(1) Please amend the form No. 1 MPA/GCS attached to that Circular in the following manner.

i. Interpolate following item 1A and sub items at the end of sub item 1:7 of item 01 in page I.

**“1A Scope of duty**

1A1 - Have you been provided with a specific duty list or job description? .....

1A2 - Whether the Head of Unit at the beginning of the year had come to an agreement regarding the work targets discharged by you? .....

ii. Interpolate the following section to item No. 9 after the signature and date of the officer who made the appraisal in the observation and appraisal section indicated under item 8 in the last page.

“9 the above appraisal carried out in respect of above officer was brought to his/her notice and it was noted down by him/her.

.....  
officer subjected to appraisal

.....  
Appraiser “

iii. Please amend the earlier item No. 9 of the last page of the form as item No. 10.

R.S. Jayaratne  
Secretary  
Ministry of Public Administration, Home Affairs,  
Plantation Industries & Parliamentary Affairs.