

My No: 1/104/T.U.
Combined Services Division,
Ministry of Public Administration,
Management and Reforms,
Independence Square,
Colombo 07.

17.01.2002

Secretaries to Ministries
Heads of Departments
District Secretaries.

ABOLITION OF CLASS II OF THE TRANSLATORS' SERVICE

The government has decided to abolish Class II of the Translators Service with effect from 01.07.2001.

02. Accordingly, officers in the under mentioned categories will be absorbed in the following manner.

- (a) Officers in Class II Grade I of the Translators Service, from the date on which they complete 15 years of service in the Translators Service or from 01.07.2001. whichever is earlier.
- (b) Officers who have passed the examination for promotion from Class II Grade II to Class II Grade I of the Translators Service from the date of passing the examination or from 01.07.2001 whichever is earlier.
- (c) Other officers in Class II Grade II with effect from 01.07.2001,

In such absorption officers mentioned in 'C' above should be placed as junior to those mentioned in 'a' and 'b' above.

03. Officers those who are absorbed in the above manner will be placed on the relevant salary scale from the date of absorption and arrears of salaries will be paid from 01.07.2001.

04. For the purpose of absorption in to Class I the officers in Class II/II and II/I of the Translators Service should be informed to apply as per the Specimen Form of applications attached herewith to the Director General of Combined Services through their Heads of Departments/Institutions before 31.03.2002.



S. Ranugge,
Secretary,
Ministry of Public Administration,
Management and Reforms.

**APPLICATION FORM FOR THE ABSORPTION OF OFFICERS IN
CLASS II/II AND II/I IN TO CLASS I OF THE TRANSLATORS' SERVICE**

01. Full name of the applicant:-
02. Ministry/Department:-
03. Date of appointment to the Translators' Service:-
04. Date of absorption in to the Combined Translators Service:-
05. Present Grade:-
06. Date of appointment to that Grade:-
07. The date of passing the examination, If the officer has been appointed to Class II/I on the results of the examination for promotions:-

I hereby certify that the particulars given from 01 to 07 above by me are correct.

Date

Signature of the Applicant

Certificate of the Head of the Department

I certify that the particulars furnished by Mr./Mrs./Miss.
are correct .

Date:-

**Signature of the Head of the
Department/Institutions
Official Stamp**