

Public Administration Circular No: 02/2002

My No : 1/CE/02-6  
Ministry of Public Administration,  
Management and Reforms,  
Independence Square,  
Colombo 07.  
12.06.2002

All Secretaries to Ministries,  
Heads of Departments,  
Heads of State Institutions under Provincial Councils,  
Heads of Corporations, Statutory Boards and Public - Private Companies.

### **Census of Public and Semi - Government Sector Employment - 2002**

The Department of Census and Statistics has made arrangements to conduct the next Census of Public & Semi-Government Sector Employment on 1st July 2002. This is the ninth in the series of such Censuses.

02. The Census covers all employees (Permanent, Temporary, Casual and those Employed under Contract Basis) of Ministries, Department, Statutory Boards, Corporations, and Public-Private Companies under the Central Government and of State Institutions under the Provincial Councils (including Local Authorities). Required data should be supplied by the employees themselves by filling in the schedules.

03. The schedules will be supplied to the employees by the Department of Census & Statistics, through the Co-ordinating officer of the relevant Ministry/Provincial Councils. It is essential to :

- Ensure that the schedules are distributed to all employees in your institution.
- Retrieve the completed schedules from the employees.
- Check for accuracy, completeness and coverage by the appointed officers.
- Dispatch the completed questionnaires to Department of Census and Statistics by 15 the July 2002.

04. The Data collected in this Census will be immensely useful in policy making and planning for the development of the country. I therefore earnestly request you to make the necessary arrangements to effectively carry out the above work, ensuring total enumeration and collection of complete information from all employees of your institution.

**Sgd. Dita Wimalasiri**  
Secretary  
Ministry of Public Administration,  
Management and Reforms