

29.12.2014

Secretaries to Ministries,  
Chief Secretaries of Provinces,  
Heads of Departments,  
Heads of State Corporations and Statutory Boards,

**Granting Permanent Appointments to the employees recruited on Temporary, Casual (on daily wages), Substitute, Contract or Relief Basis, as per budget proposals 2015**

Your attention is drawn to Public Administration Circular 25/2014 dated 12.11.2014.

02. The government has decided to take actions as follows in confirming the employees of the Primary Grade, who have not completed the educational qualifications mentioned in paragraph 03 of the above Circular.

(I) Employees belonging to the Primary Grade, who have been recruited on Temporary, Casual (on daily wages), Substitute, Contract or Relief Basis and have not fulfilled the educational qualifications in the Service Minute of the Office Employees' Service and the approved Schemes of Recruitment but have completed 03 years as at 01.05.2014, to be recruited to the permanent posts as follows.

- (a) Organizing a 10 day week end training course to fulfill educational qualifications.
- (b) Conducting this training programme at the level of District Secretariats under the supervision of the Sri Lanka Institute of Development Administration.
- (c) Issuing a formal certificate by the Sri Lanka Institute of Development Administration for the employees who become qualified at the end of the training.
- (d) Considering the employees who obtain the said certificate as having passed Grade 8.

03. Relevant appointing authorities should discuss with the District Secretaries regarding the appropriate courses to be conducted in order to fulfill the qualifications mentioned in paragraph 02 (I) above and should take necessary action to conduct the above mentioned training programmes in a proper manner.

04. Relevant appointing authorities should take action to grant permanent appointments in the same posts to employees who have been recruited on Temporary, Casual (on daily wages), Substitute, Contract or Relief Basis to serve in projects implemented on local funds and employed in the posts relevant to salary codes included in Public Administration Circular 25/2014 .

05. Action should be also taken as per paragraph 4 above, to confirm the employees who have been employed in development projects implemented under foreign funds or employees who have been employed in such projects by recruitment through local service providers.

06. This Circular is issued with the concurrence of the General Treasury.

Sgd/P.B. Abeykoon  
Secretary  
Ministry of Public Administration and Home Affairs