

My No. 1117 (OES/X)

Dept. of Public Administration  
(Combined Services Division),  
Torrington Square,  
Colombo 7, December 19, 1972.

To: All Secretaries to Ministries  
and Heads of Departments.

### OFFICE EMPLOYEES SERVICE

Reference is requested to para 2:2 of Public Administration Circular No. 54 of 1st July, 1972 regarding "appointment" of officers. There was no provision in that Circular regarding appointments in the Office Employees Service.

2. It has now been decided by the Cabinet that appointments to Classes I, IA and II of the Office Employees Service will be made by the Secretaries of the respective Ministries on behalf of the Director-General of Public Administration. Appointments to Class III of the Service will, however, be made by the respective Heads of Departments.

3. Please take action accordingly.

B. MAHADEVA,  
Secretary to the Ministry of Public  
Administration, Local Government and  
Home Affairs and Acting Director-  
General of Public Administration.