

Public Administration Circular No.336.

To All Heads of Departments
including Secretaries to Ministers.

Persons appointed to Minor Grades deployed
as Stenographers, Typists or Clerks in
Sinhala, Tamil or English Medium.

Please forward to the Director of Combined Services
the Name/Date of Birth/Date of appointment/Educational
Qualifications/Nature of appointment (whether casual,
temporary or permanent) of every person in your Department
or Ministry office considered as a Department, who, although
holding an appointment in a minor grade is deployed for duty
as a clerk, stenographer or typist.

02. I shall be glad if you could have this information reach
the Director of Combined Services by 15th August, 1986.

Sgd/
/Melvin Wijesekera
Director of Combined
Services.

Sgd/D.B.I.P.S.Siriwardhana
Secretary,
Ministry of Public Administration.

Ministry of Public Administration,
Independence Square,
Colombo - 07,
July 22nd, 1986.

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