

My No. : II/309 E/95/II
Ministry of Public Administration
and Home Affairs,
Independence Square,
Colombo 07.

23 November, 1999.

To All Secretaries of Ministries,
Chief Secretaries of Provincial Councils &
Heads of Departments

**Confirmation of Temporary, Casual and Substitute
Employees of Minor Grades in the Public Service**

The Government has decided that the Temporary, Casual and Substitute Employees of Labour Grades, Office Employees' Service and Drivers Service in recruitment grades of the Public Service, who have completed 180 days of continuous service as at 1st November, 1999 and whose work and conduct are satisfactory should be confirmed in their posts with effect from 1st November, 1999 provided the following requirements have been fulfilled.

- (I) There should be vacancies in the approved permanent cadre.
- (II) Should have continuously performed the duties of the permanent post in the approved cadre vacant at present.
- (III) Should have the required qualifications stipulated in the approved scheme of recruitment.

02. Action in this regard should be taken immediately. The particulars of the number of employees so confirmed under each Department should be reported to the Director General of the National Budget with a copy to the Ministry of Public Administration and Home Affairs.

03. This activity should be completed before 31st December, 1999.

Sgd. Mahinda Bandusena
Secretary,
Ministry of Public Administration
and Home Affairs.