

My No. E/4/3/1/14-1  
Ministry of Public Administration and  
Home Affairs  
Independence Square  
Colombo 07.  
06th December, 2006

Secretaries to Ministries  
Chief Secretaries of Provincial Councils  
Heads of Departments and  
Heads of Public Corporations and  
Statutory Boards

**Granting permanent status to employees recruited to  
Government Institutions, Corporations and Statutory  
Boards on Temporary, Casual, Substitute and Contract Basis**

The Government has decided that employees in the posts, categorized as minor employees grades according to the service classification, which was effective until 31.12.2005 and recruited to Government Institutions, corporations and Statutory Boards on Temporary, Casual, Substitute and Contract Basis should be granted permanent status with effect from 01.11.2006, if they fulfill the following requirements.

- I. There should be vacancies in the approved cadre.
  - II. Should possess satisfactory and continuous service of 180 days (working days) as at 01.11.2006 in a permanent post presently vacant and belonging to the approved cadre. In calculating the 180 days in respect of officers who are required to work on Public Holidays, Saturdays and Sundays, the days on which the officers were on duty on such days should be taken into account.
  - III. Should possess the qualifications laid down in the Scheme of Recruitment relating to the post.
  - IV. In the case of an appointment made on the above basis after the issue of Management Services Circular Nos. 16 and 16/1 dated 01.10.2002 and 24.10.2002 formal approval of the Department of Management Services should have been obtained.
  - V. In the case of employees who are qualified to be made permanent as above, they can be made permanent in the service although they have completed the age of 45 years as at 01.11.2006 if they were below the age of 45 years at the time they were appointed on Temporary, Casual, Substitute, and Contract Basis.
02. The relevant appointing authority should take steps to grant permanent status to all employees who fulfill the above requirements.
03. This Circular is issued with the concurrence of the General Treasury.

Sgd. D.Dissanayake  
Secretary  
Ministry of Public Administration and Home Affairs