

My No. E4/3/1/14-1
Ministry of Public Administration and
Home Affairs
Independence Square
Colombo 07
17th July, 2007

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**

Your attention is drawn to the Public Administration Circular No.21/2006 dated 06.12.2006 on the above subject.

02. It has now been decided by the Government to amend the said circular, substituting the following paragraph in place of section III of the circular

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- (a) Should possess the qualifications as specified in the Scheme of Recruitment relating to the post.
 - (b) Those employees who have completed a continuous period of three (03) years of satisfactory service as at 01.11.2006 in a vacant post even though they have not complied with the required qualifications for the relevant post as specified in the scheme of Recruitment can be made permanent in the vacant posts subsequent to their participation at a program of training relevant to the post and conducted by a training institution of the Government and having obtained a certificate.
 - (c) The Public Service Training Institute, the Government Technical Colleges, the National Youth Services Council, (NYSC) the National Apprentice and Industrial Training Authority (NAITA) are considered to be the accredited institutions for such training and, a full time training of 03 days decided by the Appointing Authority as applicable to the relevant post, would suffice.
 - (d) Those employees who have completed such training programs successfully as at 30.06.2007 can be made permanent in their posts with effect from 01.07.2007. In the case of those who have not undergone such training permanency in their posts shall be granted subsequent to having organized a suitable training by an institution stated in para (c) above and completed the training successfully. It is the sole responsibility of the Appointing Authority concerned to initiate necessary steps after having conducted such training programs prior to the date of 31.10.2007.

03. In future the Appointing Authority shall be held answerable for any recruitments made even on temporary, casual, substitute or contract basis, if such appointees have not complied with the qualifications as required.

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