

12.11.2014

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments
Heads of the State Corporations and Statutory Boards

**Granting Permanent Appointments to the employees recruited on
Temporary, Casual (on daily wages), Substitute, Contract or Relief Basis,
as per Budget Proposals 2015**

The government has decided as per budget proposals 2015 to grant permanent appointments with effect from 24.10.2014 to the employees who have been recruited and are still in the service on Temporary, Casual (on daily wages), Substitute, Contract or Relief basis to serve in Public Service, Provincial Public Service and State Corporations and Statutory Boards.

2. Accordingly, permanent appointments are granted to the employees who have completed a continuous and satisfactory service of 180 days in the posts belonging to following service categories as at 24.10.2014.

- (a) Primary Grade – Unskilled (PL 01)/ (U-PL1)
- (b) Primary Grade – Semi Skilled (PL 02)/ (U-PL2)
- (c) Primary Grade – Skilled (PL 03)/ (U-PL3)
- (d) Management Assistant – Non Technical Segment 02 (MN 01)/ (U-MN1)
- (e) Management Assistant – Technical Segment 03 (MT 01)
- (f) Management Assistant – Non Technical C1 (MA1-1)
- (g) Management Assistant – Non Technical C2 (MA 1-2)

3. It is sufficient for these employees belonging to service categories mentioned in (a), (b) and (c) above, to have passed at least Grade 08/ Year 09 for the purpose of granting permanent appointments. However, the employees belonging to the service categories mentioned in (d), (e), (f) and (g) above, shall have passed G.C.E. (O/L) Examination at least in 06 subjects including Language or Literature and Mathematics.

4. Relevant appointing authorities shall take action to grant permanent appointments with effect from 24.10.2014 to all employees, who become eligible as per the provisions of this Circular, in the same posts to which they have been recruited under the service categories mentioned above.

5. Once relevant appointments are granted, it shall be reported promptly to the Director General of Management Services in accordance with the specimen attached herewith in order to update the staff of each institution.

6. The provisions of this Circular are not applicable to the projects that fall under Management Services Circular No 33.

7. Hereinafter employees shall be recruited on Temporary, Casual (on daily wages), Substitute, Contract or Relief basis to serve in Public Service, Provincial Public Service and State Corporations and Statutory Boards after obtaining the prior approval of the Department of Management Services for the staff and obtaining approval for relevant allocations. Therefore, all the Heads of Institutions shall adhere to the above methodology.

8. This Circular is issued with the concurrence of the General Treasury.

Sgd/ P.B. Abeykoon
Secretary
Ministry of Public Administration and Home Affairs

Confirmation of the employees recruited on Temporary, Casual (on daily wages), Substitute, Contract or Relief basis – as at 24.10.2014

Ministry :

Department :

Particulars of the officers who are confirmed			Recruitment on Temporary, Casual (on daily wages), Substitute, Contract or Relief basis		Confirmation	
Name	Date of Birth	NIC No	Date of Recruitment	Post to which the recruitment has been made	Date of granting the appointment	Post