



අධිකරණ, රාජ්‍ය පරිපාලන, ස්වදේශ කටයුතු, පළාත් සභා, පළාත් පාලන සහ කම්කරු අමාත්‍යාංශය
நீதி, பொது நிர்வாக, உள்நாட்டலுவல்கள், மாகாண சபைகள், உள்ளூராட்சி மற்றும் தொழில் அமைச்சு
Ministry of Justice, Public Administration, Home Affairs, Provincial Councils, Local Government and Labour

රාජ්‍ය පරිපාලන අංශය (එකාබද්ධ සේවා) பொது நிர்வாகப் பிரிவு (இணைந்த சேவைகள்) Public Administration Division (Combined Services)
නිදහස් වතුරලය, කොළඹ 07, ශ්‍රී ලංකාව. சுதந்திரச் சதுக்கம், கொழும்பு 07, இலங்கை. Independence Square, Colombo 07, Sri Lanka

දුරකථනය 011- 2696211 தொலைபேசி: 011- 2695279 011- 2695279 011- 2695279 011- 2695279
Telenhone தொலைபேசி: 011- 2696211 தொலைபேசி: 011- 2695279 தொலைபேசி: 011- 2695279 தொலைபேசி: 011- 2695279
Telophone தொலைபேசி: 011- 2696211 தொலைபேசி: 011- 2695279 தொலைபேசி: 011- 2695279 தொலைபேசி: 011- 2695279

මගේ අංකය } CS/DOS/Policy/පොදු
எனது இல } உமது இல } PSC/EST/06-05/03/2015
My No } Your No } Date } 02.10.2024

Secretaries of Ministries
Heads of Departments
District Secretaries
Divisional Secretaries

Completion of the work related to confirmations in service/ promotions of the officers in the Development Officers' Service without delay

I have observed that the work related to the confirmations in service/ promotions of the officers in the Development Officers' Service has been delayed due to the following reasons.

- I. Delay in getting the degree verification of the officers by the Heads of the Institutions.
- II. Not submitting the documents and forms that should be submitted for confirmation in service and promotion properly.
 - The relevant documents should be submitted through the form CS/DOS/Con/Recom/2022 indicated in my letter No: CS/DOS/Policy/පොදු/01 dated 29.06.2022 as per the instructions given therein for the confirmation in service of the officers, who have been appointed to the Development Officers' Service before 01.01.2020.
 - Form CSC-I and CSC-II and other relevant documents should be submitted as per the instructions given in the letter No: PA/CS/POLICY/Guidelines dated 24.08.2020 for the confirmation in service of the officers, who have been appointed to the Development Officers' Service on or after 01.01.2020.
 - The relevant documents should be submitted along with the form indicated in my letter No: CS/DOS/Policy/පොදු dated 12.05.2023 as per the instructions given in the said letter for the promotion of the officers, who have been appointed to the Development Officers' Service on or after year 2013, to Grade II on average performance.

- The relevant documents should be submitted as per the instructions given in my letter No: CS/DOS/අන්තර්ග්‍රහණය dated 20.07.2020 on grade promotions of the officers, who have been absorbed into the Development Officers' Service, along with the application CS/DOS/PRO/APP indicated in the same. (All the documents and annexes mentioned herein are indicated under Special Notices of the web page relevant to the Development Officers' Service in the website of this ministry)

- III. The long delay in forwarding the relevant documents/ particulars to the Director General of Combined Services, even though details with regard to the required documents/ particulars are published in the website as per the letters submitted for confirmations in service/ promotions of the officers. (The documents/ particulars required for the establishment matters of the officers in the Development Officers' Service are indicated under Notices in the web page of this ministry. The relevant link is <https://www.pubad.gov.lk/web/images/contents/cs-services/dos/dos-deficiencies-in-the-doc-submitted-for-confirmation-promotion-other-organizational-matters.pdf>)
- IV. Delay in submitting the documents to be submitted in case of a change in the name after receiving the appointment (Revised birth certificate, affidavit, relevant Treasury Declaration 394)

02. An officer cannot sit for the Efficiency Bar examination prescribed for a grade higher than his/ her present grade as per Public Service Commission Circular No: 02/2023. Further, instances have been observed where officers were unable to sit for the Efficiency Bar examination on the prescribed time and faced many other difficulties due to the delay in confirmation in service/promotion on the above grounds.

03. Therefore, it is hereby emphasized that it is the responsibility of the respective officer in charge of the subject and the Staff Officer in charge of the said establishment matters to properly submit the documents relevant to confirmations in service/ promotions of the officers and you are kindly informed that the respective officers should bear the responsibility in case where a certain officer is prejudiced due to not properly submitting the documents.

Sgd/ S. Alokabandara
Director General of Combined Services