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அரசாங்க நிர்வாக மற்றும் உள்நாட்டலுவல்கள் அமைச்சு

Ministry of Public Administration and Home Affairs

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கிராம அலுவலர் நிர்வாகப்பிரிவு

Grama Niladhari Administration Division

නිදහස් වතුරළය කොළඹ 07. சுதந்திர சதுக்கம், கொழும்பு 07. Independence Square -Colombo 07.

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මගේ අංකය
எனது இல
My No

HAF-3-RECRU-08-002

ඔබේ අංකය
உமது இல
Your No.

දිනය
நிதி
Date

05.07.2013

To All Divisional Secretaries,

Promotion to Supra Grade in the Grama Niladhari Service on merit basis, 2011 (2012).

The Public Service Commission has decided to call all the candidates who have been qualified from the Competitive Examination for Promotion of Grama Niladaries to Supra Grade on merit, for an interview. Arrangements have been made to hold interviews at the Ministry of Public Administration and Home Affairs in order to verify the qualifications of said candidates. The list of names of the candidates who got qualified for the interview is published in the web site of this ministry. (www.pubad.gov.lk)

02. Please make arrangements to update the files of Grama Niladharies relevant to your Divisional Secretariat (The list of names of the relevant Grama Niladharies of your Divisional Secretariat published in the web site of ministry) Furthermore, please be kind enough to flag the following documents of the updated personal files mentioning the name of the relevant documents and submit the same to this Ministry before 12.07.2013.

- I. Letter of First Appointment / Letter of absorption to Grama Niladari Service
- II. Letter of Confirmation in service
- III. Letter of Appointment to Grade 1 (If the relevant promotion has been Anti-dated , that letter)
- IV. Reports of Salary increment earned within 05 years immediately preceding 13.01.2012 (2007, 2008, 2009, 2010 and 2011)
- V. Reprimands and disciplinary action taken against the officer, if any
- VI. Reputations and Commendations received by the officer (Using form general 230 and without using such form)

03. At the instances where candidates have won places at the competitions among Grama Niladhari Divisions, Divisional Secretary should certify the year of the competition and the place won by the officer.

04. Furthermore, take action to inform the officers to submit an affidavit if there is any difference in the name mentioned in the application and the results sheet.



J.C. Ranepura
Senior Assistant Secretary
(Grama Niladhari Admin) Acting
Ministry of Public Administration and Home Affairs

Copy:

01. To All District Secretaries - For your information