

Secretaries of All Ministries

Chief Secretaries of Provincial Councils

Heads of Departments, where officers of Sri Lanka Engineering Service are serving

<u>Obtaining Particulars on the Vacancies of Sri Lanka Engineering Service</u> (Special Grade)

You are kindly informed to send me the particulars on the vacancies existing at present and the posts, which are due be fallen vacant as at 30.06.2019, relevant to Sri Lanka Engineering Service in your Ministry/ Department/ Provincial Council in accordance with Form 01 and 02.

02. You are further informed to prepare the forms in Microsoft Excel using the fonts of **Times New Roman or Iskoola Pota** and send a soft copy of the same to the email address <u>esbpubad@gmail.com</u> before 05.07.2019.

03. Your cooperation in this regard is highly appreciated.

Sgd/ J.J. Rathnasiri Secretary Ministry of Public Administration and Disaster Management

Copy: Secretary, Public Service Commission – F.Y.I.

Form 01

Sri Lanka Engineering Service

Name of the Institution :

Serial Number	Name of the post in Special Grade approved by the Department of Management Services	Number of the service category to which the post belongs (Civil 01, Civil 07, Mechanical 01, Chemical 01 etc.)	Name of the officer who is serving in this post at present	The present Grade in which the officer has been placed	Whether the officer serves at present on permanent/ acting /performing duties basis	Date of assuming duties of this post
1						
2						
3						
4						
5						

.....

Head of the Institution

(Official stamp)

Form 02

Sri Lanka Engineering Service

Name of the Institution:

Serial Number	Name of the post which has fallen vacant	Number of the service category to which the post belongs (Civil 01, Civil 07, Mechanical 01, Chemical 01 etc)	Date on which the post has fallen vacant	The manner in which the post has fallen vacant
1				
2				
3				
4				

.....

Head of the Institution

(Official Stamp)