My No. PA/CS/CADER/ U H/ 06 Unit V Combined Services Division Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government Independence Square Colombo 07.

09.06.2020

Secretaries of Ministries Heads of Departments District Secretaries

Calling particulars of the employees in Office Employees' service and Drivers' service belonging to Combined Service

I have observed that holding of efficiency bar examinations and granting of promotions to each grade of the employees in Office Employees' service and Drivers' service belonging to Combined Service, which have been published in the Gazette Extra Ordinary No 1777/35 dated 27.09.2012 and No 1875/39 respectively, are not made on due time as a result of a certain problematic situation. Therefore in order to introduce a new process to avoid such situation, you are hereby requested to collect particulars of employees in Office Employees' service / Drivers' service belonging to Combined Service and serving attached to your Ministry/ Department/ District Secretariat as at 01.03.2020 strictly in accordance with the following specimen and then send these particulars along with a covering letter and with your recommendation to reach 'Director General of Combined Services, Unit V, Combined Services Division, Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government, Independence Square, Colombo 07 before 31.07.2020. Further kindly note to send the soft copy of particulars through csoesunit5@gmail.com.

Very important

You are kindly informed to call the particulars of employees in Departments/offices under your Ministry and Divisional Secretariats under District Secretariats to your Ministry/District Secretariat and to send final report along with the observations of the Secretary of the Ministry/District Secretary and a covering letter. Cooperation extended by you in this regard is highly appreciated.

Sgd/ S.Aloka Bandara Director General of Combined Services

Name of y	our Ministry:		Approved number of drivers as at 01/03/2020:			Number of vacancies:			
Serial number	Name of the officer	Grade	Number of the letter of appointment/	Whether the officer has passed/ has not	Whether the officer has passed/ has not	Whether the officer has passed/ has not passed the		Reasons for not holding the	Others
			National	passed the 1 st	passed the 2 nd	3 rd efficien		efficiency	
			Identity Card	efficiency bar	efficiency bar	examination		bar	
			number	examination	examination	examination		examination	
Name of t	he department/ office unde	r vour Minist	rv. Approx	ed number of driver	s as at 01/03/2020		Number	of vacancies:	
Serial	Name of the officer	Grade	Number of the	Whether the	Whether the	Whether the		Reasons for	Others
number		0.000	letter of	officer has	officer has	officer has passed/ not has not passed the		not holding	3
			appointment/	passed/ has not	passed/ has not			the	
			National	passed the 1 st	passed the 2 nd			efficiency	
			Identity Card	efficiency bar	efficiency bar	examinatio	n	bar	
			number	examination	examination			examination	
Name of your District Secretariat:			Approved number of drivers as at 01/03/2020:			Number of vacancies:			
Serial	Name of the officer	Grade	Number of the	Whether the	Whether the	Whether th	_	Reasons for	Others
number			letter of	officer has	officer has	officer has		not holding	
			appointment/	passed/ has not	passed/ has not	has not passed the		the	
			National	passed the 1 st	passed the 2 nd	3 rd efficien	•	efficiency	
			Identity Card	efficiency bar	efficiency bar	examinatio	n	bar	
			number	examination	examination			examination	
Name of the Divisional Secretariat Approved number of drivers as at 01/03/2020: Number under your District Secretariat:						of vacancies:			
Serial	Name of the officer	Grade	Number of the	Whether the	Whether the	Whether th	10	Reasons for	Others
number	Name of the officer	Grade	letter of	officer has	officer has	officer has passed/		not holding	Others
			appointment/	passed/ has not	passed/ has not	has not pas		the	
			National	passed the 1 st	passed the 2 nd	3 rd efficien		efficiency	
			Identity Card	efficiency bar	efficiency bar	examination	•	bar	
			number	examination	examination	- Chairmatic	•••	examination	
					2 2				

Name of y	your Ministry:	Appro	ved number of offic	cers of Office Employ	ees' Service as at 01,	/03/2020:	Number	of vacancies:	
Serial	Name of the officer	Grade	Number of the	Whether the	Whether the	Whether the		Reasons for	Others
number			letter of	officer has	officer has	officer has	•	not holding	
			appointment/	passed/ has not	passed/ has not			the	
			National	passed the 1 st	passed the 2 nd			efficiency	
			Identity Card	efficiency bar	efficiency bar			bar	
			number	examination	examination			examination	
							1		
Name of t	the department/ office unde	r your Minist	•	ved number of office 01/03/2020:	rs of Office Employe	es' Service	Number	of vacancies:	
Serial	Name of the officer	Grade	Number of the	Whether the	Whether the	Whether t	he	Reasons for	Others
number			letter of	officer has	officer has	officer has passed/		not holding	
			appointment/	passed/ has not	passed/ has not	has not pa		the	
			National	passed the 1 st	passed the 2 nd	3 rd efficien	cy bar	efficiency	
			Identity Card	efficiency bar	efficiency bar	examination	on	bar	
			number	examination	examination			examination	
Name of y	your District Secretariat:		Approved	number of officers o	f Office Employees' S	Service	Number	of vacancies:	
			as at 01/0	3/2020:					
Serial	Name of the officer	Grade	Number of the	Whether the	Whether the	Whether t	he	Reasons for	Others
number			letter of	officer has	officer has	officer has	passed/	not holding	
			appointment/	passed/ has not	passed/ has not	has not pa		the	
			National	passed the 1 st	passed the 2 nd	3 rd efficien	cy bar	efficiency	
			Identity Card	efficiency bar	efficiency bar	examination	on	bar	
			number	examination	examination			examination	
Name of t	 the Divisional Secretariat		Approved	number of officers o	 of Office Employees' S	l Service	Number	of vacancies:	
under you	ur District Secretariat:		as at 01/0	3/2020:					
Serial	Name of the officer	Grade	Number of the	Whether the	Whether the	Whether t	he	Reasons for	Others
number			letter of	officer has	officer has	officer has	passed/	not holding	
			appointment/	passed/ has not	passed/ has not	has not pa	ssed the	the	
			National	passed the 1 st	passed the 2 nd	3 rd efficien		efficiency	
			Identity Card	efficiency bar	efficiency bar	examination		bar	
			number	examination	examination			examination	
	•		1						