



රාජ්‍ය පරිපාලන, ස්වදේශ කටයුතු, පළාත් සභා හා පළාත් පාලන අමාත්‍යාංශය  
பொது நிர்வாக, உள்ளாட்டலுவல்கள், மாகாண சபைகள் மற்றும் உள்ளூராட்சி அமைச்சு  
Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government

ඒකාබද්ධ සේවා අංශය

இணைந்த சேவைகள் பிரிவு

COMBINED SERVICES DIVISION

නිදහස් වතුරගුය, කොළඹ 07, ශ්‍රී ලංකාව.

சுதந்திரச் சதுக்கம், கொழும்பு 07, இலங்கை.

Independence Square, Colombo 07, Sri Lanka

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වෙබ් අඩවිය

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Telephone

Fax

E-mail

Web Site

මගේ අංකය  
எனது இல  
My No

} කා.සේ.සේ./V16/ අා.ක.කා.කි.

ඔබේ අංකය  
உமது இல  
Your No

දිනය  
திகதி:  
Date

} 15.09.2022

Secretaries of All Ministries

Heads of Departments

District Secretaries

Divisional Secretaries

**Making the affairs of the officers in the Combined Services more efficient and minimizing the use of printed documents as much as possible through the use of the website and e-mail of the Ministry**

Action has been taken by the Combined Services Division to perform certain establishment activities online in order to minimize the delays in providing services to around 140,000 officers belonging to 7 Combined Services and provide a more efficient service.

02. Since it is observed that the services provided can be further made efficient by using the following strategies with the aim of utilizing the existing limited resources economically even within the prevailing conditions, you are kindly requested to make the relevant officers aware of the following matters.

03. Accordingly, calling for particulars required to make the decisions relevant to the following requests received by the Combined Services Division is not carried out using printed documents from 15.09.2022 and action shall be taken to call for particulars strictly through the website of this Ministry on every Monday. The said documents related to calling for the said particulars can be checked according to the respective service by logging in through the link <https://bit.ly/cmblist-e>. (The QR code of the said link is indicated at the end of the letter)

- I. Confirmations in service
- II. Grade promotions
- III. Requests for leave to be spent out of Sri Lanka
- IV. Requests for concessions for Efficiency Bar examinations
- V. Sending on retirement
- VI. Releases, resignations
- VII. Change of name as per Treasury Circular 394
- VIII. Granting approval for acting/ performing duties in the post and other requests received by this Division

04. You are further informed to use the registered post or normal post to send the particulars to be submitted as indicated in the website and refrain from sending the copies of the same along with the officer or through the post. Further, you are informed to send the replies to the “Director General of Combined Services” and unnecessary delays can be avoided by clearly indicating the service to which the officer belongs and the relevant matter (Eg: Indicate “M.S.O.S. - Confirmations” in case of confirmation in service of an officer of Management Services Officers’ Service and indicate “O.E.S. - Transfers” in case of a transfer of an officer in Office Employees’ Service) at the top left corner of the envelope .

05. Since certain letters to your Ministry/ Department/ Institution are due to be sent strictly through e-mail in future, you are further informed to accurately indicate the valid e-mail address used at your service station and send along with the next request.

06. Further, it has been observed that most of the letters received daily by this Division are sent repeatedly and they are not essential. Therefore, you are kindly informed to temporarily refrain from forwarding the copies of the letters sent on the following matters to the Combined Services Division.

- I. Copies of the letters sent to notify the Director General of Combined Services that the letters of confirmations in service, grade promotions have been received and the relevant letters have been forwarded to the respective officer.
- II. Copies of letters informing the officer of payment of language allowances, reimbursement of the allowances for computer training.
- III. Copies of the letters of salary increments and salary conversions.
- IV. Copies of the letter of notifying the officer through Head of the Department after receiving the approval of the Director General of Combined Services for acting in post, leave to be spent out of Sri Lanka and sending on retirement.
- V. Copies of the letters sent again after notifying the officers in Grade I of Management Services Officers’ Service that they have completed the 10 day course for exempting from the Efficiency Bar examination.
- VI. Copies of letters informing that the officer has reported for duty at the end of the period of maternity leave.
- VII. All the letters relevant to accidents

07. You are informed that the copies of the letters of transfers and temporary attachments, copies of the letter relevant to the releases made by the institutions after receiving the approval of the Director General of Combined Services should be sent to the Combined Services Division as before.

08. You are informed to send the reports on leave obtained by the officers (Maternity leave, lapsed leave, accident leave and all other types of leave), copies of letters of informing the officer that he/ she has fulfilled/ exempted from the requirement of acquiring proficiency in

official language and copies of the letters of informing the officer of his/ her results of the Efficiency Bar examination strictly when confirming in service, granting promotions along with the other documents or obtaining special instructions. You are further informed to use both sides of the paper as much as possible when sending the essential copies of letters.

09. You are requested to use the e-mail address mentioned in Annex 01 and minimize the use of fax as much as possible for all the inquiries made from this division.

10. You are informed to follow the instructions indicated in my letters No: CS/DOS/Policy/පොදු, CS/DOS/Policy/පොදු/01 dated 16.06.2022 and 20.06.2022 issued for the Development Officers' Service.

11. Your cooperation is expected for this programme, which is implemented with the aim of utilizing the resources economically.

Sgd/ S. Alokabandara  
Director General of Combined Services

Telephone: 0112-694560



(QR code of the link for logging in the website in which the documents for calling required particulars are indicated)

## Annex 1

Name	Post	E-mail address
Mrs. B.N. Liyanage	Director of Combined Services I (Management Services Officers' Service)	dcs1.pubad@gmail.com
Mr. A.M.N. Amarasinghe	Director of Combined Services II (Disciplinary, Recruitments & Examinations, Graduate Trainee Recruitment and Information and Communication Technology Service)	dcs2.pubad@gmail.com
Mr. A.M.N. Amarasinghe (Covering of duty)	Director of Combined Services III (Government Translators' Service, Sri Lanka Librarians' Service, Combined Drivers' Service and Office Employees' Service)	dcs3.pubad@gmail.com
Mr. L.D.V. Thilakarathne	Director of Combined Services IV (Development Officers' Service)	dcs4.pubad@gmail.com
<b>Management Services Officers' Service</b>		
Mr. U.M.S.S. Madhushanka	Assistant Director of Combined Services Services (Management Services Officers' Service- Grade I)	adcs1.pubad@gmail.com
Mrs. I. Galappaththi	Assistant Director of Combined Services Services (Management Services Officers' Service- Grade II)	adcs2.pubad@gmail.com
Mrs. M.N.H. Pieris	Assistant Director of Combined Services Services (Management Services Officers' Service- Grade III)	adcs3.pubad@gmail.com
Mrs. K.M.K.K. Kulathunga	Deputy Director of Combined Services (Transfers of Management Services Officers' Service and Management Services Officers' Service - Supra Grade)	<a href="mailto:ddcs4.pubad@gmail.com">ddcs4.pubad@gmail.com</a>

**Government Translators' Service, Sri Lanka Government Librarians' Service . Sri Lanka Information and Communication Technology Service Combined Drivers' Service Office Employee Service**

Mrs. P. Emalini	Assistant Director of Combined Services (Office Employees' Service)	<a href="mailto:adcs5.pubad@gmail.com">adcs5.pubad@gmail.com</a>
Mrs. S.W.C.H. Ruwanpura	Assistant Director of Combined Services (Government Translators' Service, Sri Lanka Government Librarians' Service, Combined Drivers' Service)	<a href="mailto:adcs6.pubad@gmail.com">adcs6.pubad@gmail.com</a>
Mrs. K.M.N. Dilhari	Assistant Director of Combined Services (Information and Communication Technology Service)	<a href="mailto:adcs7.pubad@gmail.com">adcs7.pubad@gmail.com</a>
<b>Development Officers' Service</b>		
Mr. U.M.S.S. Madhushanka	Assistant Director of Combined Services (Transfers)	<a href="mailto:adcsdos1.pubad@gmail.com">adcsdos1.pubad@gmail.com</a>
Mrs. M.K.E.S.K. Jayawardhane	Deputy Director of Combined Services (Releases, leave to be spent out of Sri Lanka, changes of names, acting in posts and other establishment issues)	<a href="mailto:adcsdos2.pubad@gmail.com">adcsdos2.pubad@gmail.com</a>
Mrs. Shifka	Assistant Director of Combined Services (Confirmations in service)	<a href="mailto:adcsdos4.pubad@gmail.com">adcsdos4.pubad@gmail.com</a>
Ms. P.K. Pathberiya	Deputy Director of Combined Services (Absorptions, sending on retirement, policy matters)	<a href="mailto:adcsdos5.pubad@gmail.com">adcsdos5.pubad@gmail.com</a>
Ms. G.H.H. Gamage	Assistant Director of Combined Services (Promotions)	<a href="mailto:adcsdos6.pubad@gmail.com">adcsdos6.pubad@gmail.com</a>
<b>Recruitments and examinations</b>		
Mr. W.W.L.L.T. Wejewickrama	Assistant Director of Combined Services (Recruitments and Examinations Division)	<a href="mailto:adcs.rec.pubad@gmail.com">adcs.rec.pubad@gmail.com</a>
<b>Disciplinary</b>		
Mrs. K.M.N. Dilhari	Assistant Director of Combined Services (Disciplinary Division)	<a href="mailto:adcs.disc.pubad@gmail.com">adcs.disc.pubad@gmail.com</a>