



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 වතුරලය, කොළඹ 07, ශ්‍රී ලංකාව.

சுதந்திரச் சதுக்கம், கொழும்பு 07, இலங்கை.

Independence Square, Colombo 07, Sri Lanka

දුරකථන
தொலைபேசி: (94) 011- 2694560
Telephone

ෆැක්ස්
தொலைநகல்: (94) 011- 2692254
Fax

ඊ-මේල්
மின்னஞ்சல்: dgcs@pubad.gov.lk
E-mail

වෙබ් අඩවිය
இணையத்தளம்: www.pubad.gov.lk
Web Site

මගේ අංකය
எனது இல
My No

CS/DOS/Policy/පොදු

ඔබේ අංකය
உமது இல
Your No

දිනය
திகதி:
Date

27.04.2022

Secretaries of Ministries
Heads of Departments
District Secretaries
Divisional Secretaries

Confirmation of Appointment of the Officers recruited to Development Officers' Service in year 2013

When granting permanent appointments in the Development Officers' Service in year 2013, for the trainees who have completed one year training and recruited under the program of employing unemployed graduates in 2012, appointments letters have been issued after the effective date of the appointment for the certain trainees.

02. These officers have been continuously trained till the receipt of the letter of appointment and they have been paid the salary by placing on the initial salary step of MN-4 salary scale from the effective date of appointment.

03. Accordingly, when submitting the documents relevant to the confirmation of the appointment you are kindly informed to revise the date in the place where the date of assuming duties should be mentioned in the letter confirming that the officer has reported for duty as per Appendix 04 of the Procedural Rules of Public Service Commission so as to confirm that the officer has assumed duties from the effective date of the appointment.

Eg: Date of appointment	:	01.03.2013
Date of assuming duties	:	02.05.2013
The manner in which the date of assuming duties should be revised in Appendix 04]	: On 02.05.2013 to be effective from 01.03.2013

04. You are further informed that the following instructions should be followed when forwarding the leave reports, preparing reports on probation period and history sheets of such officers.

- I. When submitting the leave report, leave particulars should be included from the date of first appointment to the end of the three - year probation period.

Eg: If the date of appointment of the officer is 01.03.2013,

- The leave report should be submitted based on the calendar years from 01.03.2013 to 29.02.2016.

- II. Annual reports from the date of first appointment to the date of completion of the Efficiency Bar Examination should be submitted at the time of submission of the Annual Review Reports prepared as per Appendix 05 of the Procedural Rules.

Eg: If the date of appointment of the officer is 01.03.2013 and the date of completion of the Efficiency Bar Examination is 22.12.2016,

Review Report:

- 01.03.2013 – 28.02.2014
- 01.03.2014– 28.02.2015
- 01.03.2015– 29.02.2016
- 01.03.2016–21.12.2016

- III. When indicating the assumption of duties in the history sheet of the officer as per letter of appointment, it should be accurately indicated so as to confirm that the officer has assumed duties with effect from the date of appointment as per Para. 03 above and salary increments of year 2014 and 2015 should be indicated corresponding to the effective date of assuming duties.

Eg: History sheet

- Assumption of duties -Reporting for duty on 02.05.2013 to be effective from 01.03.2013 as per the letter of Director General of Combined Service No: dated
- Salary increment date
 - Mention as “Payment of salary increment entitled as at 01.03.2014” against the date on which the salary increments were approved.
 - Mention as “Payment of salary increment entitled as at 01.03.2015” against the date on which the salary increments were approved.