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

නිදහස් චතුරශ්‍රය, කොළඹ 07, ශ්‍රී ලංකාව
சுதந்திர சதுக்கம், கொழும்பு 07, இலங்கை
Independence Square, Colombo 07, Sri Lanka

මගේ අංකය / எனது இல / My No: MPA/PSD/PG.Con.

ඔබේ අංකය / உமது இல / Your No:

දිනය / திகதி / Date: 08.11.2023

Secretaries of All Ministries
Chief Secretaries of Provinces
Heads of Departments

Verification of the validity of certificates related to educational /professional qualifications that are submitted to prove qualifications stipulated in service minutes in relation to appointments to posts / promotions in the public service - Sri Lanka Planning Service

It has been informed by the letter of the Secretary, Public Service Commission No. PSC/PRO/HB/26/2023 dated 25.08.2023 that the Commission has decided that the certificates related to educational / professional qualifications submitted by officers to prove their qualifications in relation to appointments /promotions stipulated in service minutes should be submitted to the Public Service Commission after the Secretaries of Ministries holding the administrative authority of the respective post have verified those certificates from the institution that issued them.

02. You are kindly informed to submit the certified copies of the post graduate degree certificates and their academic transcripts of the officers, who have satisfied the requirement to possess a post-graduate degree, which should be submitted for the promotions in the Sri Lanka Planning Service, to the following address **before 15.12.2023** in order to be verified by the said post graduate institute and it is kindly emphasized that the officers who are still reading for the post-graduate degree should submit the certified copies of the said certificates for verification after completion of the relevant studies.

Director (Planning Service Division)
Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government
Independence Square
Colombo 07

Telephone: தொலைபேசி Telephone: 011-2696211-13, 011-2166000
ෆැක්ස් தொலைநகல் Fax: 011-2695279
ඊ-මේල් மின்னஞ்சல் E-mail: info@pubad.gov.lk
වෙබ් අඩවිය இணையத்தளம் Website: www.pubad.gov.lk

03. Further, verification of the postgraduate degrees does not exempt the verification of relevance of the subject fields, that must be completed for the promotions mentioned in the Service Minute. If the postgraduate degree completed by an officer is not directly related to a subject field specified in Appendix "e" of the Sri Lanka Planning Service Minute, he/ she should make separate arrangements to verify its relevance.

04. In case where officers have obtained only one postgraduate degree and it is from a foreign university or only the post graduate degree obtained from a foreign university, out of the several post graduate degrees followed by the officers, is relevant to the Service Minute, the said officers should submit a letter of request addressed to the administration of the respective university in addition to the certified copies of the certificates submitted for the verification of their postgraduate degree. (Its format should be is in accordance with Annex I)

05. The postgraduate degree certificates obtained from foreign universities should be referred to the respective foreign universities or higher education institutions and get verified. If any amount is charged for this purpose, the relevant officers will be informed in future with regard to the manner in which it should be paid.

Sgd./ P.W. Rajapaksa
Additional Secretary (Public Administration)
For Secretary,
Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government

Telephone : 0112688124
Fax : 0112691690
E-mail address: d.psd.pubad@gmail.com

Annexure I

Sample Letter

(Your Name)
(Address)
(Today's Date)

(Name of Recipient)
(Title)
(Address)

Dear Sir/Madam,

Verification of Authenticity of Foreign University Degree Certificate of Mr./Ms. …….. from University of ……..

I do hereby authorize the High Commission of Sri Lanka in ……. through Foreign Ministry in Sri Lanka to obtain the verification of authenticity of my degree certificate received from the University of ……. (with country)

Thank You.
……
Mobile No.: ……

Purpose: Please note that degree certificate is needed for (mention the purpose of getting degree verification)