



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

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

මගේ අංකය  
எனது இல  
My No

75/10/GRADE III

ඔබේ අංකය  
உமது இல  
Your No

දිනය  
திகதி  
Date

05.08.2024

Secretaries of Ministries  
Chief Secretaries of Provinces  
Secretaries of Commissions  
Heads of Departments

**Submission of recommendations and documents for confirmation of the officers of Sri Lanka Administrative Service, in the appointment**

The three years of probation of the officers, who have been recruited to Sri Lanka Administrative Service as at 02.08.2021, completed on 02.08.2024. You are kindly informed to send the following documents in the order given along with your recommendation to Director (SLAS), Sri Lanka Administrative Service Division, Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government, Independence Square, Colombo 07 in order to take further action to confirm the officers, who have satisfied the relevant qualifications, in the appointment.

- I. Recommendation of the Head of the Institution to the effect that work, attendance and conduct of the officer are satisfactory.
- II. Two certified copies each of the annual review reports relating to the period from the date of appointment/ the date of accepting the appointment to the date on which the three years of probation completed as per Appendix No. 8 of the Procedural Rules of the Public Service Commission.
- III. Two certified copies of the certificate issued by Sri Lanka Institute of Development Administration to the effect that the officer has completed the Induction Training.
- IV. Two certified copies of the letter indicating the date on which the officer reported for the induction training at Sri Lanka Institute of Development Administration as per the provisions of the letter of appointment.

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Telephone

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011-2166000

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வெப்தளம்  
Website

www.pubad.gov.lk

- V. A clear certified copy of the Medical Examiner's Report issued as per Form Health 169 indicating that the officer is fit for the service.
- VI. Two downloaded copies of the results sheet published in the website of this ministry in order to confirm the results of the first Efficiency Bar examination of the officer.
- VII. Two certified copies of the letter by which the officer has been released from the requirement of acquiring the proficiency in other official language by the Head of the Institution as per Public Administration Circular 18/2020

Sgd/ S. Alokabandara

Additional Secretary (Public Administration) (Acting)  
For Secretary, Ministry of Public Administration,  
Home Affairs, Provincial Councils and Local  
Government

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