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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.

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எனது இல
My No

CS/DOS/Policy/පොදු/01

ඔබේ අංකය
உமது இல
Your No

දිනය
திகதி:
Date

04.03.2024

All Secretaries of Ministries
Heads of Departments
District Secretaries
Divisional Secretaries

Calling for information on the inactive files of officers who received permanent appointments in the Development Officers' Service under the Combined Service

Combine Service Division is handling more than 82,000 files of the Development Officers belonging to Combine Service. It is observed that a considerable number of files are inactive out of those files.

02. Therefore, a problematic situation has arisen when maintaining such files and carrying out establishment activities in relation to them. In order to avoid such problems, you are kindly informed to submit to me the particulars of the officers of your ministry/ department/ institution who are not engaged in the service at present due to the following reasons.

- Particulars of the officers who were engaged in the Development Officers' Service and then appointed to and are serving in another post in the public service, but the recommendations relevant to releasing them from the Development Officers' Service have not yet been submitted to the Combined Services Division (Annex -01)
- Particulars of the officers who were engaged in the Development Officers' Service and resigned from the public service, but the recommendations relevant to the officer's resignation from the Development Officers' Service have not yet been submitted to the Combined Services Division (Annex - 02)
- Particulars of the officers who have been treated as having vacated the post but have not yet submitted appeals(Annex - 03)
- Particulars of the officers who received appointments to the Development Officers' Service and passed away while engaged in the service (Annex - 04)

Sgd/ S. Alokabandara
Director General of Combined Services

Particulars of the officers who were engaged in the Development Officers' Service and then appointed to and are serving in another post in the public service, but the recommendations relevant to releasing them from the Development Officers' Service have not yet been submitted to the Combined Services Division

Serial number	Name of the officer	Appointment number (CS/DOS/.....)	Particulars of the officer's appointed to another post in the public service			Reasons for not submitting the documents relevant to releasing the officer to date	For use of the Development Officers' Service Division
			Post	Date of appointment	The officer has / has not accepted the appointment		

Signature of the head of the institution:

Official stamp of the head of the institution:

Particulars of the officers who were engaged in the Development Officers' Service and resigned from the public service, but the recommendations relevant to the officer's resignation from the Development Officers' Service have not yet been submitted to the Combined Services Division

Serial number	Name of the officer	Appointment number (CS/DOS/.....)	Date on which the officer resigned from the public service	Reasons for not submitting the documents relevant to the officer's resignation to date	For use of the Development Officers' Service Division

Signature of the head of the institution:

Official stamp of the head of the institution:

Particulars of the officers who have been treated as having vacated the post but have not yet submitted appeals

Serial number	Name of the officer	Appointment number (CS/DOS/.....)	Date of issue of the notification on vacation of the post	For use of the Disciplinary Division		For use of the Development Officers' Service Division
				Has an appeal been made?	If an appeal has been made, the current status of the same	

Signature of the head of the institution:

Official stamp of the head of the institution:

Particulars of the officers who received appointments to the Development Officers' Service and passed away while engaged in the service

Serial number	Name of the officer	Appointment number (CS/DOS/..... ..)	Date of appointment	Has the officer passed the first efficiency bar examination?	Has the officer been confirmed in the Development Officers' Service?	Date of the officer's demise	For use of the Development Officers' Service Division

Signature of the head of the institution:

Official stamp of the head of the institution: