



රාජ්‍ය පරිපාලන, පළාත් සභා සහ පළාත් පාලන අමාත්‍යාංශය
பொது நிர்வாக, மாகாண சபைகள் மற்றும் உள்ளூராட்சி அமைச்சு
Ministry of Public Administration, Provincial Councils and Local Government

ජීකාර්ද්ධ 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

දුරකථනය

தொலைபேசி: 011- 2694560

Telephone

ෆැක්ස්

தொலைநகல்: 011- 2692254

Fax

ඊ- මේල්

மின்னஞ்சல்: dgcs@pubad.gov.lk

E-mail

වෙබ් අඩවිය

இணைத்தளம்: www.pubad.gov.lk

Web Site

මගේ අංකය
எனது இல
My No

CS/OES/රා.ප.වකු./11/2026

ඔබේ අංකය
உமது இல
Your No

දිනය
திகதி
Date

2026.05.19

Secretaries of Ministries

Heads of Departments / Institutions

District Secretaries

Granting permanent appointments to employees who have been recruited to institutions in the public sector on a temporary, casual (daily wages), substitute, contract, or relief basis, in accordance with the 2026 Budget

Your kind attention is drawn to Public Administration Circular No. 11/2026 dated 30.04.2026 on the above matter. You are kindly informed to pay further attention to the following matters when granting permanent appointments to the aforementioned categories of employees, who were recruited for vacancies in the Drivers' Service and Office Employees' Service belonging to the Combined Services of your Ministry / Department / Institution, and to forward the relevant documents to me promptly in order to grant formal appointments.

- I. Must have been recruited to the posts in the Drivers' Service and Office Employees' Service belonging to the Combined Service and must have been serving in the said posts to date.
- II. Must have satisfied the educational qualifications stipulated in P.A.C. 25/2014 and P.A.C. 25/2014(I)
- III. Must have completed a satisfactory and continuous service period of 180 working days as of 01.09.2019.
- IV. Must have obtained a driving license issued by the Commissioner General of Motor Traffic for driving private/hired cars and station wagons with a tare weight of less than 24 cwt as at the date of appointment to the post of Driver on a temporary / casual (daily) / substitute / contract or relief basis. (Must have at least a Class C and C1 license or a Class B license according to the new driving license system)

02. Temporary letters of appointment must be issued by the Head of the Institution strictly for employees who satisfy the qualifications specified in Public Administration Circular 11/2026 and the aforementioned requirements in every respect.

- Format for temporary letter of appointment of Office Employees - **Annex 01**
- Format for temporary letter of appointment of Drivers - **Annex 02**

03. The attached application form (**Office Employees' Service - Annex 03, Drivers - Annex 04**) must be completed and forwarded to the Director General of Combined Services in that order, to prepare separate files and issue formal letters of appointment for each officer.

04. Further, the instructions specified in Office Employees' Service- **Annex 05** and Drivers- **Annex 06** must be strictly followed when preparing the files and certified copies of the documents should be attached in that exact order (so that document No. 01 is placed at the bottom of the file).

Please ensure that the given instructions are followed correctly, as submitting incomplete documents will cause delays in granting formal appointments. For further inquiries with regard to this matter, you may contact 0112696211 (O.E.S. - Extension 607/608 or Drivers' Service - Extension 609/610).

05. Since formal appointments cannot be granted to employees who do not satisfy the qualifications specified in Public Administration Circular 11/2026 and the aforementioned requirements, you must be personally satisfied that the relevant qualifications have been met when issuing temporary appointments.

06. You are further informed to submit the said files to the Director General of Combined Services in order to issue formal letters of appointment before the lapse of 03 months from the date of issuing the temporary letters of appointment.

Sgd/ N.U. Nishan Mendis
Director General of Combined Services

Telephone : 0112694560 - Ext 500
Fax : 0112692254
Email Address : dgcs.pubad@gmail.com

My number:-

Ministry/Department of

Colombo

.....2026.

..... (Name with initials according to the Birth Certificate and N.I.C.)

Mr./ Mrs./ Miss

N.I.C. number:-

Appointment to a Post in Grade III of the Office Employees' Service

In terms of Public Administration Circular 29/2019 I hereby appoint you to the post of in Grade III of the Office Employees' Service, with effect from 01.09.2019.

02. This is a temporary letter of appointment, and a formal letter of appointment will be issued in due course by the Director General of Combined Services if the prescribed qualifications have been satisfied. Otherwise, action will be taken to cancel this appointment.

03. You must be subject to the provisions of the Establishments Code, Financial Regulations, Departmental Orders, and any other regulations and orders issued by the Government from time to time.

04. The monthly salary scale applicable to this post is Rs. 24,250 - 10 x 250 - 10 x 270 - 10 x 300 - 12 x 330 – 36,410/=. Payments will be made in accordance with the provisions specified in Schedule II of the Public Administration Circular No. 03/2016 dated 25.02.2016. You must pass the Efficiency Bar Examination prescribed for Grade III of the Office Employees' Service within three years from the date of appointment.

05. **You must compulsorily serve for a minimum period of 03 years at the workplace where you receive your first appointment.** However, if it becomes necessary to transfer an officer before the expiration of the said period due to any special reasons determined by the Appointing Authority, he/she shall have the power to do so.

06. Please acknowledge receipt of this letter and inform me within two weeks whether you accept this post under the conditions stipulated herein. Failure to report for duty as stated above without a valid reason will result in the cancellation of this appointment.

.....
Signature of the Head of the Ministry/ Department

Official Stamp:-

Copy:- Director General of Combined Services

My number:-
Ministry/Department of
Colombo
.....20...

Mr./ Mrs./ Miss.

N.I.C. number:-

Through

Appointment to the post of Driver in Grade III

In terms of Public Administration Circular 29/2019, I hereby appoint you to the post of Driver in Grade III, with effect from **01.09.2019**.

02. This is a temporary letter of appointment, and a formal letter of appointment will be issued in due course by the Director General of Combined Services if the prescribed qualifications have been satisfied. Otherwise, action will be taken to cancel this appointment.

03. You must be subject to the provisions of the Establishments Code, Financial Regulations, Departmental Orders, and any other regulations and orders issued by the Government from time to time.

04. The monthly salary scale applicable to this post is Rs. 25,790 - 10 X 270 - 10 X 300 - 10 X 330 - 12 X 350 – 38,990/=. You must complete an efficiency bar before reaching the salary step of Rs. 26,600. (In accordance with Public Administration Circular No. 03/2016 dated 25.02.2016).

05. You must compulsorily serve for a minimum period of 03 years at the workplace where you receive your first appointment. However, if it becomes necessary to transfer an officer before the expiration of the said period due to any special reasons determined by the Appointing Authority, he/she shall have the power to do so.

06. Please acknowledge receipt of this letter and inform me within two weeks whether you accept this post under the conditions stipulated herein. Failure to report for duty as stated above without a valid reason will result in the cancellation of this appointment.

.....
Signature of the Head of the Ministry/ Department
Official Stamp:-

Copy:- Director General of Combined Services

Granting permanent appointments to employees who have been recruited to institutions in the public sector on a temporary, casual (daily wages), substitute, contract, or relief basis, in accordance with the 2026 Budget

Name of the officer with initials :-

National Identity Card Number :-

Name of the institution to which the appointment was made:-

		Page number												
01.	Certified copy of the birth certificate issued by the Registrar General													
1.1	<table border="1"> <tr> <td>Date of birth</td> <td></td> <td>Age as of 01.09.2019</td> <td>Years</td> <td>Months</td> <td>Days</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Date of birth		Age as of 01.09.2019	Years	Months	Days							
Date of birth		Age as of 01.09.2019	Years	Months	Days									
1.3	If the officer is over 45 years of age, whether an appointment has been granted according to 8.ii of P.A.C. 11/2026: Yes <input type="checkbox"/> No <input type="checkbox"/>													
02.	Certified copy of the National Identity Card													
03.	Affidavit, if there is any discrepancy in the name on the certificates submitted.													
04.	Certified copy of the school leaving certificate Grade 8/ Grade 9 Passed <input type="checkbox"/> Failed <input type="checkbox"/>													
4.1.	If the officer has failed Grade 8 / Year 9, a certified copy of the certificate proving completion of the training course in accordance with P.A.C. Circular 25/2014(1)													
4.2	<table border="1"> <tr> <td rowspan="2">If appeared for the G.C.E. (O/L) Examination, a certified copy of the results sheet</td> <td>Distinction</td> <td>Very Good Pass</td> <td>Credit</td> <td>Ordinary Pass</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>	If appeared for the G.C.E. (O/L) Examination, a certified copy of the results sheet	Distinction	Very Good Pass	Credit	Ordinary Pass								
If appeared for the G.C.E. (O/L) Examination, a certified copy of the results sheet	Distinction		Very Good Pass	Credit	Ordinary Pass									
05.	Certified copy of the letter issued by the Director General of Management Services, approving the post prior to 01.09.2019.													
06.	Certified copy of the letter of recruitment on a temporary / casual (daily wages) / substitute / contract or relief basis Post to which the officer was recruited : <input type="text"/> Date of appointment : <input type="text"/>													
07.	Certified copy of the history sheet (General 226 A) (180 working days must be completed as of 01.09.2019)													
08.	Temporary letter of appointment issued in accordance with P.A.C. 29/2019 or 11/2026 Post to which the officer was appointed : <input type="text"/> Date of appointment: <input type="text"/>													
09.	Completed e-Human Resources (e-HR) data report													

All the above information, arranged in order of the file, is true and correct, and all relevant qualifications have been satisfied in accordance with P.A.C. 11/2026. Therefore, I recommend appointing the above-mentioned individual to the post of of the Combined Office Employees' Service with effect from.....

.....
Head of Department / Authorized Officer
Signature and Date (with Official Stamp)

.....
Secretary of the Ministry / Authorized Officer
Signature and Date (with Official Stamp)

Granting permanent appointments to employees who have been recruited to institutions in the public sector on a temporary, casual (daily wages), substitute, contract, or relief basis, in accordance with the 2026 Budget

Name of the officer with initials :-

Workplace :-

01.	A certified copy of the letter of recruitment on a temporary, casual (daily wages), substitute, contract, or relief basis: Date of appointment <input type="text" value="..YYYY/MM/DD.."/>	
02.	Certified copy of the history sheet (General 226 A) (180 working days must be completed as of 01.09.2019)	
03.	Temporary letter of appointment issued in accordance with P.A.C. 29/2019	
04.	Birth certificate issued by the Registrar General	
05.	Date of birth: <input type="text" value="..YYYY/MM/DD.."/>	
05.1	Age as of 01.09.2019 years: <input type="text"/> Months: <input type="text"/> Days: <input type="text"/>	
05.2	If the officer is over 45 years of age, whether an appointment has been granted according to 8.ii of P.A.C. 11/2026: Yes <input type="checkbox"/> No <input type="checkbox"/>	
06.	Certified copy of the N.I.C. N.I.C. number : <input type="text" value="....."/>	
07.	Certified copy of the school leaving certificate	
07.1	Grade 8/ Year 9 Passed <input type="checkbox"/> Failed <input type="checkbox"/>	
08.	Results sheet of the G.C.E. (O/L) examination Distinction: Very Good Pass: Credit: Ordinary Pass:	
09.	If the officer has failed Grade 8 / Year 9, a certified copy of the certificate proving completion of the training course in accordance with P.A.C. Circular 25/2014(1)	
10.	Certified copy of the unexpired, valid driving license (if the electronic driving license is not available, the certificate issued in lieu containing details of the expiry dates for each vehicle category)	
11.	Recommendation of a Government Medical Officer regarding normal vision, night vision, and color vision (Health 169 / Health 307)	
12.	A certified copy of the letter issued by the Director General of Management Services, approving the post as of 01.09.2019	
13.	Affidavit, if there is any discrepancy in the name on the certificates submitted.	
14.	e-Data report	

All the above information, arranged in order of the file, is true and correct. Since all relevant qualifications have been satisfied in accordance with P.A.C. 11/2026, I recommend / do not recommend appointing the above-mentioned individual to the Combined Drivers' Service with effect from

.....
Head of the Department
Signature and Date (With official stamp)

.....
Secretary of the Ministry
Signature and Date (With official stamp)

Granting permanent appointments to employees who have been recruited to institutions in the public sector on a temporary, casual (daily wages), substitute, contract, or relief basis, in accordance with the 2026 Budget

I kindly inform you to forward the following documents in order of sequence (ensuring document No. 01 is at the bottom of the file) to the Director General of Combined Services, for the purpose of granting a formal appointment in the Combined Office Employees' Service as per Public Administration Circular 11/2026 dated 30.04.2026. When submitting photocopies, they must be certified as true and correct by the Head of the Department or by a formally authorized officer.

1. A copy of the birth certificate issued by the Registrar General or Additional District Registrar, of which both sides are certified
2. A certified copy of the National Identity Card
3. An affidavit if there is any discrepancy in the name on the certificates submitted. (The format of the affidavit is given in Annex 07)
4. A certified copy of the school leaving certificate
5. A certified copy of the certificate issued to prove the completion of the relevant training course in accordance with Public Administration Circular No. 25/2014(I). (Only if applicable)
6. A certified copy of the results sheet of the G.C.E. (O/L) examination issued by the Department of Examinations (only if appeared)
7. A certified copy of the letter issued by the Director General of Management Services approving the post in the Office Employees' Service (prior to 01.09.2019).
8. A certified copy of the letter of recruitment on a temporary, casual (daily wages), substitute, contract, or relief basis.
9. A certified copy of the History Sheet (General 226 'A') (180 working days must be completed as of 01.09.2019)
10. The temporary letter of appointment copied to the Director General of Combined Services (In accordance with Annex 01)
11. Recommendations of the Head of the Department and Secretary of the Ministry (Format in Annex 03)
12. The data sheet provided under the e-Human Resources Project in the section of the Combined Services Division on the website of the Ministry of Public Administration, Provincial Councils and Local Government must be downloaded, completed, and submitted.

Granting permanent appointments to employees who have been recruited to institutions in the public sector on a temporary, casual (daily wages), substitute, contract, or relief basis, in accordance with the 2026 Budget

When submitting the documents required to grant a formal appointment in the Combined Drivers' Service in accordance with Public Administration Circular 11/2026 dated 30.04.2026 to the Director General of Combined Services, you are kindly requested to forward the following documents in the sequence specified in Annex No. 04. When submitting copies, they must be certified as true and correct by the Head of the Department or by a formally authorized officer.

1. A copy of the birth certificate issued by the Registrar General or Additional District Registrar, of which both sides are certified
2. A certified copy of the National Identity Card
3. An affidavit if there is any discrepancy in the name on the certificates submitted. (Annex 07)
4. A certified copy of the school leaving certificate
5. A certified copy of the certificate issued to prove the completion of the relevant training course in accordance with Public Administration Circular No. 25/2014(I). (Only if applicable)
6. A certified copy of the results sheet of the G.C.E. (O/L) examination issued by the Department of Examinations (only if appeared)
7. A certified copy of the letter issued by the Director General of Management Services approving the post of Driver (prior to 01.09.2019).
8. A certified copy of the letter of recruitment on a temporary, casual (daily wages), substitute, contract, or relief basis.
9. A certified copy of the History Sheet (General 226 'A') (180 working days must be completed as of 01.09.2019)
10. The temporary letter of appointment copied to the Director General of Combined Services (In accordance with Annex 02)
11. Recommendations of the Head of the Department and Secretary of the Ministry (Format in Annex 04)

12. Certified copy of the unexpired, valid driving license (If the electronic driving license is not available, the certificate issued in lieu containing details of the expiry dates for each vehicle category must be submitted.)
13. Recommendation of a Government Medical Officer regarding normal vision, night vision, and color vision (Health 169 / Health 307)
14. The data sheet provided under the e-Human Resources Project in the section of the Combined Services Division on the website of the Ministry of Public Administration, Provincial Councils and Local Government must be downloaded, completed, and submitted.

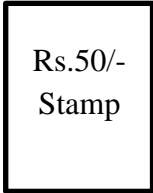
Oath / Affirmation

I, [Full Name with surname as appeared on the birth certificate] (N.I.C. No:), residing at[Address], being a follower of[Religion], do hereby solemnly affirm and declare on oath as follows:

- 01. I am the deponent above-named.
- 02. My name appears as on my Birth Certificate bearing number
- 03. My name appears as on my National Identity Card bearing number
- 04. My name appears as on my school leaving certificate.
- 05. In the results sheet of the G.C.E. (O/L) examination issued to me by the Department of Examinations, Sri Lanka / School (Name of the school must be mentioned) for the year under Index Number, my name appears as
- 06. My name appears as on the letter of recruitment under a temporary, casual (daily wages) / substitute / contract or relief basis.

(Mention the name exactly as it appears in each of those certificates.)

Accordingly, I solemnly declare that I,, am one and the same person identified by all the names specified in numbers 02, 03, 04, 05, and 06 above.



Deponent

Signed before me at on this day of by the deponent, having read and understood the above statement.

} Signature / Official Stamp