

My No.1/543E817D(II)

Public Administration Circular No: 12/92

Ministry of Public Administration,
Provincial Councils & Home Affairs,
Independence Square,
Colombo 07.

03rd March, 1992

To: All Secretaries to Ministries,
Chief Secretaries to Provincial Councils,
Secretaries to Governors,
Heads of Departments,
Government Agents, and
Chairman/Competent Authorities of
Public Corporations, Govt. Owned
Business Undertakings and
Govt. Owned Companies.

Trainees in the Public Sector.

It has been decided to assess the number of trainees being trained in various areas in the Public Sector Institutions.

02. You are requested to provide information about these trainees in the format annexed to this Circular on or before 25.03.1992. A separate Form should be filled for each Ministry/Department/Institution. It is responsibility of the Secretary/Head of Department/Head of institution to collect information from sub units or district offices under his purview, collate them and forward them to me under the Ministry/Department/Institution respectively.

03. A copy of this report should be sent to the Secretary, Ministry of Policy Planing & Implementation for his information.

Sgd: M.N.Junaid
Secretary,
Ministry of Public Administration,
Provincial Councils & Home Affairs