

Public Administration circular No. 18/95

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Ministry of Public Administration, Home Affairs,  
Plantation Industries and Parliamentary Affairs,  
Independence Square  
Colombo 07.

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All Secretaries of Ministries and  
Heads of Departments.

**Engagements of Officers of other services**  
**In the activities assigned to the posts**  
**In General Clerical Service**

The Trade Unions have pointed out that the achievement of the objectives of the Government in maintaining the Combined Services has been hindered due to the engagement of officers of the other Clerical Services as well as other services in posts belonging to the General Clerical Service. This has resulted in shrinkage of the General Clerical Service. They have further pointed out that it has become difficult to maintain any uniformity due to the varying positions adopted by several Departments and Ministries.

Therefore, please ensure that officers of other services or parallel services are not assigned to posts in the General Clerical service and to rectify any such assignment of duties already made.

**Sgd: R.S. Jayaratne,**  
Secretary,  
Ministry of Public Administration, Home Affairs,  
Plantation Industries and Parliamentary Affairs,