

My No: I/543E/01/02(D) 7 (Anomalies)7  
Ministry of Public Administration,  
Home Affairs & Plantation Industries,  
Independence Square,  
Colombo 07.

08.08.1997.

To: All Secretaries and Heads of Departments.

**Collecting Information on Graduates engaged in  
Clerical and Allied Services**

Information is called from the Graduates who are engaged in clerical and allied services and those who are not holding staff posts.

02. It is expected to collect information on Graduates engaged in these services including the officers in clerical and allied services to whom relief was granted under Public Administration Circular No. 20/94.

03. For this purpose following services are defined as clerical and allied services.

1. General Clerical Service
2. Typists Service
3. Stenographer's Service
4. Book Keeper's Service
5. Shroff's Service
6. Store Keeper's Service

04. Please bring the contents of this Circular to the notice of all officers in the above services in your Ministry/Department/Office. Information from the relevant officers should be obtained in triplicate as per attached specimen form and the Heads of Departments should certify the correctness of the contents and forward these forms in duplicate to the following address retaining one copy with them or before 06.10.1997.

Director General of Establishments  
3<sup>rd</sup> Floor  
Ministry of Public Administration, Home Affairs &  
Plantation Industries,  
Independence Square,  
Colombo 07.

05. The information of the officers engaged in Provincial Public Service should be forwarded to the Director General of Establishments by the respective chief Secretary of Provincial council.

06. This information is requested for follow up action by the Ministry of Planning Implementation to proceed with steps indicated in paragraphs 3 and 5 of Public Administration Circular No: 20/94.

07. It is regretted that the applications forwarded after the prescribed date will not be considered, since considerable time has been granted to submit applications.

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