

My No: 1/CE/98-9  
Ministry of Public Administration,  
Home Affairs & Plantation Industries,  
Independence Square,  
Colombo 7.  
29th July, 1998

To All Secretaries to Ministries  
Heads of Departments,  
Heads of State Institutions under Provincial Councils,  
Heads of Corporations, Statutory Boards and Public -Companies

### **Census of Public and Semi - Government Sector Employment - 1998**

The Department of Census and Statistics has made arrangements to conduct the next Census of Public & Semi-Government Sector Employment on 1st July 1998. Similar Censuses have been conducted by the Department of Census and Statistics with the assistance of the Ministry of Public Administration in 1968, 1972 and 1976. The Department of Census & statistics was also responsible for conducting the four Censuses in 1980, 1985, 1990 and 1994 respectively. This is the eighth in the series of such Censuses.

02. The Census covers all employees (Permanent, Temporary, Casual and those Employed under Contract Basis) of Ministries, Departments, Statutory Boards, Corporations and Private Companies under the Central Government and of State Institutions under the Provincial Councils (including Local Authorities) The required data should be supplied by the employees themselves by filling in the schedules.

03. The schedules will be supplies to the employees by the Department of Census & Statistics, through the Co-ordinating officer of the relevant Ministry/Provincial Council.

It is essentials to :

- Ensure that the schedules are distributed to all employees in your institution
- Retrieve the completed schedules from the employees
- Check for accuracy, completeness and coverage
- Despatch the completed questionnaires to Department of Census and Statistics by 15<sup>th</sup> July 1998

04. The data collected through this Census programme will be of considerable use to the Government and to the country. I therefore earnestly request you to make the necessary arrangements to effectively carry our the above work ensuring total enumeration and collection of complete information from all employees of your institution.

P.A.Senaratne  
Secretary  
Ministry of Public Administration,  
Home Affairs & Plantation Industries

- Copy : 1. Director General, Department of Census & Statistics.  
2. Secretary, Ministry of Finance & Planning.