


Ministry of Public Administration,
Home Affairs & Administrative Reforms
Independence Square,
Colombo 07.
03rd January, 2001

Secretaries to Ministries,
District Secretaries and
Heads of Departments

PROMOTIONS IN THE OFFICE EMPLOYEES SERVICE

All Secretaries to Ministries, District Secretaries and Heads of Departments are hereby requested to take immediate action to fill vacancies existing in the Office Employees Service as at 31.12.2000 which are to be filled through promotions, in their Ministries/Departments.

02. The promotions of that service should be made as per the notification in Gazette Extra Ordinary No. 16/722 of 08th July 1992, issued to amend sections 11 and 12 (Promotions) of the minute of the Office Employees Service Published in Gazette Extra Ordinary No. 660/10 of 03rd May 1991. Accordingly, vacancies in Class II of Office Employees Service should be filled by promoting the officers who have been confirmed in the posts in Class III and Class III 'A' of Office Employees Service and have completed 3 years continuously satisfactory service on 31.12.2000.
03. Vacancies in Class I of the Office Employees Service should be filled by promoting the officers who have completed 09 years of service, on 31.12.2000 in a post in Class II of Office Employees Service with 5 years continuous satisfactory service immediately prior to the date of promotion.
04. These promotions should be made at Ministerial level based on the Seniority, and a maximum of 100 marks should be allocated for seniority. Seniority should be calculated by allocating 5 marks for each relevant year.
05. Letters of promotions for Class I and Class II of Office Employees Service are issued only as Class I and Class II of that service and placements in the relevant posts mentioned in schedule 'A' of the minutes of the Office Employees Service should be made by the Secretary of Ministry/Head of the Department, according to the existing number of vacancies.
06. The Board of Interview should consist of three members and should have the approval of the Director of Combined Services.
07. The Heads of Departments and District Secretaries should inform the Secretary of the relevant Ministry of the number of vacancies existing in their Departments, and all eligible permanent minor employees in the Combined Service serving in the Ministry should be subjected to interview.
08. Recommendations of the Board of Interview and the number of vacancies in Class I and Class II of the Service by 31.12.2000 should be sent to me along with the recommendations of the Secretary of the Ministry.
09. Granting of all such promotions should be completed before 30.04.2001 and, if there is any Ministry which has not so far granted promotions under Public Administration Circular No: 10/98 should first take action to grant those promotion and thereafter, should effect promotions as per this Circular.



M.N. Junaid,
Secretary,
Ministry of Public Administration,
Home Affairs & Administrative Reforms.