

Management Services Circular No. 28

My No. DMS/CM/Gen.
Department of Management Services,
General Treasury,
Colombo 1.

10.04.2006

To: All Secretaries to Ministries/
Chief Secretaries of Provincial Councils/
Heads of Departments/
Chairmen of Public Corporations/
Statutory Bodies and Government Owned Companies.

Suspension of recruitments to Public Service, Provincial Public Services including Provincial Councils, Public Corporations, Statutory Bodies, and Government Owned Companies

All recruitments to Staff, Subordinate and Minor grades posts in the Public Service, Provincial Public Services including Provincial Councils, Public Corporations, Statutory Bodies, and Government Owned Companies, whether on permanent/temporary/casual/substitute/contract or any other basis should be suspended with immediate effect, and such activities should, as from this date, be carried out only as provided for in the paragraphs that follow.

- (a) Granting of promotions or filling of vacancies through promotion in different services should be done in accordance with approved procedures.
 - (b) Creation of posts under exceptional circumstances and those which are essential, including effecting of recruitments to such posts, as well as filling of vacancies in critical positions in the exigencies of service, should be done only with the prior approval of the Department of Management Service (DMS) and also after ascertaining the availability of financial provision required therefor.
 - (c) Further action in respect of those posts for which recruitment procedure as relating to (b) above has already been commenced, should also be pursued with the prior approval of the DMS and also after ascertaining that the financial provision required for the purpose are available.
 - (d) Where it is proposed to create posts or fill vacancies in the above manner, the Secretary to the relevant Line Ministry or the Chief Secretary of the Provincial Council, should carry out an evaluation thereon and satisfy himself as to the necessity therefor and the application for approval of the request with sufficient justification and observations should be submitted personally signed by such Secretary or the Chief Secretary.
 - (e) Filling of vacancies relating to projects implemented with foreign assistance should be done only in terms of Management Services Circular No. 10 of 26.12.2000.
02. You are hereby requested to ensure that action is taken to bring the above instructions to the notice of all Heads of Institutions under your purview, for compliance.

Sgd./P B Jayasundara,
Secretary,
Ministry of Finance and Planning.

- Copies to :
1. Secretary to the President.
 2. Secretary to the Prime Minister.
 3. Secretary to the Cabinet.
 4. Secretary, M/PA.&HA
 5. Auditor General.
 6. Secretary, PSC.
 7. Secretary, Finance Commission.