

Quarterly Cadre Information Sheet

Department of Management Services

This Sheet should be compiled by the institute as the given information in annexure - 01

1. Ministry/ Provincial Council/ District Secretariat : Finance & Mass media
2. Department/ SOE Name/ Institution/ Divisional Secretariat : Legal Affairs
3. Address : Secretariat building, Colombo - 01.
4. Cadre information as at 2018.06.30

Table - 01

Designation	Service	Grade	Salary Code	Service Level	DMS Approved Cadre			Existing Cadre				For the Period of 31/03/2018 To 30/06/2018							
					Permanent	Contract	Casual	Permanent	Contract	Casual	Other (Acting/)	Recruitments	Promotions	Secondments	Resignations	Vacations of Posts	Dismissals	Retirements	Deaths
Director		I	SL 1	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Assistant Director	SLAS	III/II	SL 1	1	3	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Accountant	SLAcS	III/II	SL 1	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Senior Legal Officer		III/II	SL 1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Legal Officer		III/II	SL 1	1	4	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Development Officer	DOS	III/II/I	MN 4	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Management Assistant	PMAS	III/II/I	MN 2	3	4	0	0	4	0	0	0	0	0	0	0	0	0	0	0
Computer & Typing Secretary	Dept.		MN2 -2016-III	3	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Driver		I/II	PL 3	4	2	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Office employment Assistant		I/II/III	PL 3	4	3	0	0	1	1	0	0	0	0	0	0	0	0	0	0
Director General	Contract			1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Additional Director General	Contract			1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Director	Contract			1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Legal Advisor	Contract			1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Total					21	4	0	11	1	0	0	0	0	0	0	0	0	0	0

Table - 02

Service Level	Approved Cadre	Existing Cadre
Senior	14	4
Tertiary	1	0
Secondary	5	4
Primary	5	4
Total	25	12

5. I certify that the above information is correct

.....

6. Name & Signature of Head of the Institute

7. Contact Details

Contact Officer (Name) : Mr.A.K.D.D.Arandara
 Designation : Director(Legal)
 Telephone No. : 112484670