

Department of Management Services
Circular No. 11

My No.DMS/ST&HR/01
Department of Management Services,
Colombo 1.

10. 07.2001

To all Secretaries to Ministries

**Expeditious filling of Vacancies in Research
and Development Institutions**

The Cabinet of Ministers at their meeting held on 04.10.2000 approved the granting of authority for all Research and Development and Science and Technology Institutions under Ministries to fill vacancies within the approved cadre.

In filling such vacancies you may adhere to the following guidelines.

1. The management to ensure that the vacant posts are within the approved cadre.
2. Board of Directors to examine and satisfy themselves of the necessity to fill such vacancies.
3. Ensure availability of adequate financial provision for filling of vacancies.
4. Strictly adhere to the approved schemes of recruitment in filling such vacancies.

The condition in paragraph 1(h) of the Budget Circular No. 91 of 04.04.2001 is not applicable to these institutions.



(P.B. Jayasundera)
**Secretary to the Treasury
& Secretary to the
Ministry of Finance
& Planning**

- CC:**
1. Director General, National Budget
 2. Director General, Public Finance
 3. Heads of relevant institutions