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நிதி மற்றும் வெகுசன ஊடக அமைச்சு
MINISTRY OF FINANCE AND MASS MEDIA

මහලේකම් කාර්යාලය, කොළඹ 01.
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செயலகம், கொழும்பு 01.
இலங்கை

The Secretariat, Colombo 01.
Sri Lanka

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Websites } www.media.gov.lk

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எனது இல. }
My No. }

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உமது இல. }
Your No. }

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திகதி } 20.09.2017
Date }

M.S.D./Circular/2017

Management Services Circular No: 04/2017

Secretaries of Ministries

Chief Secretaries of Provincial Councils

Heads of the Departments

Heads of the Government Corporations,

Statutory Boards and Fully Owned Government Companies

Submission of Public Sector Cadre Information to the Cabinet of Ministers

As per the Cabinet Decision dated 15.08.2017, the responsibility of maintaining and updating the database of Public Sector Cadre Information indicating changes that had taken place pertaining to recruitments, resignation, vacation of post, dismissals, retirements and deaths of public officers have been assigned to the Department of Management Services and it has been instructed to forward the updated cadre information to the Cabinet of Ministers on quarterly basis.

02. Accordingly, the updated cadre information prepared in pursuant to the changes occurring as to the reason of recruitments, resignations, vacation of posts, dismissals, retirements and deaths, should be forwarded to the Department of Management Services via email address cadreinformation@gmail.com furnishing the information end of each quarter in a excel spreadsheet in the specimen application attached herewith. (Indicate name of the institution as the subject of e-mail)

03. You are kindly informed to forward the updated cadre information for 3rd quarter of year 2017 as at 30.09.2017 to the e-mail address of the Department of Management Services before 31.10.2017.
04. For further clarifications and instructions you are informed to contact the Department of Management Services 011- 2484682.

Sgd / R.H.S. Samarathunga

Secretary to the Treasury and
Secretary of Ministry of Finance and Mass Media

Copies

1. Secretary to the President
2. Secretary to the Prime Minister
3. Secretary to the Cabinet of Ministers
4. Secretary, Ministry of Public Administration and Management
5. Auditor General
6. Secretary, Public Service Commission
7. Secretary, National Salaries and Cadre Commission
8. Director General, Department of Pensions

Instructions to complete the application**Table 01**

- Designation - Designation should be as stipulated in the letters approved by the Department of Management Services
- Service - Indicate name of the service relevant to the post
Ex : SLAS,SLAcS,PMAS
An officer extraneous to such service, the relevant post should be indicated separately
(This is not relevant to the statutory institutions)
Ex : Indicate "Dept" if Departmental post
- Grade - Indicate the Class / Grade of the post as per the relevant Salary Circular (Ex : PA Circular No. 03/2016,.....)
(Please note to indicate Grade / Class relevant to the post not the officer holding the post at present.)
- Salary Code - The salary code relevant to the approved post should be indicated as per the Salary Circular applicable to the institution (Ex : PA Circular No. 03/2016, MSD Circular No. 02/2016,.....)
Ex : MN 2 (As per the PA Circular No. 03/2016)
- Service Level - Service level should be indicated as per the Salary Circulars relevant to the institution and amendments to the said circulars (Ex : PA Circular No. 03/2016, MSD Circular No. 02/2016,.....)
Ex : Senior Level - 1
Tertiary Level - 2
Secondary Level - 3
Primary Level - 4
- Approved Cadre - The cadre approved by the Department of Management Services on the relevant date.
- Existing Cadre - The actual cadre serving on relevant date
- For the period of to - under this column, changes made to the designation during this quarter should only be indicated.

Table 02

The total of the numbers mentioned in the column “Approved Cadre” and “Existing Cadre” in the table 01, should be indicated separately according to the service level.

Note :- Please indicate these information in English in MS Excel Sheet for ease of computerization and sent the soft copy to the e-mail cadreinformation@gmail.com and hard copy to the Department of Management Services through normal post.