# Calling particulars of vacancies in the Management Service Officers' Service of the Combined Service - 2025

Annex - 01

WW. COLOR	Town		et consu	+occur	ALC: CO	
Name	OI.	the	inst	itui	ion	÷

Address

Particulars of an officer who can be contacted for obtaining information regarding the

vacancies in your institution

Name of the officer

Post :

Telephone number :

Indicate accurately the number of vacancies in the Management Service Officers' Service that exist as at 31.12.2024 in your institution in accordance with the following format. The number of officers who have obtained leave as per Circular No. 14/2022 should not be considered vacancies.

Table A - If there are sub-offices functioning under your institution, indicate all the vacancies that exist under your institution in this table, including the vacancies in those sub-offices.

Serial Name of the institution		Particulars related to Grade III/II and I of the Management Service Officers' Service as at 31.12.2024					Particulars related to Supra Grade of the Management Service Officers' Service as at 31.12.2024						
	Name of the institution	Approved	Actual	Number of officers	Number of	Approved	Actual number of officers			Number of officers	Number		
027700434251		number of officers		who have obtained leave as per Circular No. 14/2022			Substant	Acting in posts	On contract basis	who have obtained leave as per Circular No. 14/2022	of vacancies		
1													

Table B - If there are sub-offices functioning under your institution/ head office, indicate in this table accurately how the vacancies in those offices exist in each sub-office.

			District	(71,000)		ed to Grade III/II and l Officers' Service as at	Shell et al fine	Partice	ilars relat		Grade of the vice as at 31.1:	Management Service ( 2.2024	Number
Serial	Name of the office/ sub-office	Town where the office is	where the	Approved	Actual	Number of officers	1000	Approved		al number o	of officers	Number of officers	Number
number		located	office is located		number of officers	who have obtained leave as per Circular No. 14/2022	Number of vacancies	GP272 GV	Substant	Acting in posts	On contract basis	who have obtained leave as per Circular No. 14/2022	of
1													
2				- 8						1			
3									,				
4													
5													
			Total	0	0	0	0	0	0	0	0	0	0

 The Microsoft Excel sheet that contains the form to be completed can be downloaded via the following link or by scanning the QR code given below.



## https://drive.google.com/drive/folders/1Pgw\_2FDQoKnkQSb3ErXVdshDNV4C0NQa?usp=drive\_link

- Mention the name and address of your ministry/ commission/ department/ district secretariat accurately.
- In cases of ministries that functioned previously as several ministries and function at present as one
  ministry but where vacancies exist separated by divisions, mention the name of the division within
  brackets at the end of the name of the ministry.
  - E.g. Ministry of Public Administration, Provincial Councils and Local Government (Provincial Councils and Local Government Division)
- Enter accurately the particulars of a Staff Grade Officer who can be contacted to obtain information regarding the vacancies in your institution.
- If your institution has only a head office, enter the particulars of the vacancies relevant to that office
  accurately in Table A, and enter those particulars accurately under Head Office in Table B.

## Example 01

	Calling partie	culars of vac	ancies in t	he Man	agement	Service Officers	' Service	of the C	ombine	d Servi	ce - 2025	A	nnex - 01
Name of Address	f the institution : Commission to Investigate : 36 Malalasekara Mawatha, Colom		Bribery or C	Corruption									
Particul	ars of an officer who can be contacted for ob es in your institution	on regarding	g the Name of the officer Post Telephone number			: A.B.C. Perera : Administrative Officer : 011-2345678							
The nun	accurately the number of vacancies in the M aber of officers who have obtained leave as p	er Circular No. 1	4/2022 shou	ld not be co	onsidered va	acancies.				Alm USS			
Table A	- If there are sub-offices functioning under	our institution, i	ndicate all th	Part	iculars relati	inder your institution i ed to Grade III/II and l Officers' Service as at	of the			d to Supra		Management Service C	officers'
Serial number	Name of the institu	tion		Approved Actual Number of offi				Approved	Actual number of officers			Number of officers	Number
	HARAN DA GARAGO BARNASAN TAN			number of officers	number of	who have obtained leave as per Circular No. 14/2022	Number of vacancies	number of officer	Substant ive	Acting in posts	On contract basis	who have obtained leave as per Circular No. 14/2022	of vacancie
1	Commission to Investigate Allegations	of Bribery or Co	rruption	10	6	0	4	3	1	1	0	0	2
Table B	- If there are sub-offices functioning under y	our institution/ b	ead office, in	Part	iculars relat	entely bow the vacan ed to Grade III/II and I Officers' Service as at	of the			d to Supra		Management Service C 2.2024	Micers'
Serial	Name of the office/ sub-office	Town where the office is	where the			Number of officers	Number of vacancies		Actu	al number	of officers	Number of officers who have obtained leave as per Circular No. 14/2022	Number of vacancies
Serial	round of the other par enter	located	office is located		umber number of	er of who have obtained		Approved number of officers	Substant ive	Acting in posts	On contract basis		
						, anteresters							
	Head Office	Colombo 07	Colombo	10	6	0	4	3	1	1	0	0	2
	Head Office	Colombo 07	Colombo		6	. CONTROLLUSIONS	4	3	1	1	0	0	2
number 1	Head Office	Colombo 07	Colombo		6	. CONTROLLUSIONS	4	3	1	1	0	0	2
number 1 2	Head Office	Colonsbo 07	Colombo		6	. CONTROLLUSIONS	4	3	1	1	0	0	2

 If there are sub-offices functioning under your institution, mention the approved number of posts, actual number of officers and total number of vacancies in the head office and all sub-offices in Table A.
 Indicate in Table B accurately how the vacancies exist in the head office and each sub-office.

#### Calling particulars of vacancies in the Management Service Officers' Service of the Combined Service - 2025 Annex - 01 Name of the institution: Department of Agrarian Development : 24 Sir Marcus Fernando Mawatha, Colombo 07 Name of the officer : A.B.C. Perera Particulars of an officer who can be contacted for obtaining information regarding the : Administrative Officer vacancies in your institution Telephone number : 011-2345678 Indicate accurately the number of vacancies in the Management Service Officers' Service that exist as at 31.12.2024 in your institution in accordance with the following format The number of officers who have obtained leave as per Circular No. 14/2022 should not be considered vacancies. Particulars related to Grade III/II and I of the Particulars related to Supra Grade of the Manage Service as at 31.12.2024 ent Service Officers' Management Service Officers' Service as at 31.12,2024 Serial Number of officers who have obtained Number of officers Name of the institution Actual number of officers Acting in leave as per Circular No. 14/2022 No. 14/2022 of officers officers ive posts Department of Agrarian Development 125 90 3 35 6 3 0 0 0 3 Table B - If there are sub-offices functioning under your institution/ head office, indicate in this table accurately how the vacancies in those offices exist in each sub-office. Particulars related to Supra Grade of the Manag Service as at 31.12.2024 Particulary related to Grade III/II and I of the Number of officers who have obtained Number of officer who have obtained Name of the office/ sub-office leave as per Circ No. 14/2022 ave as per Circula No. 14/2022 of officers officers of officer 2 Head Office 75 60 15 0 2 Colombo 07 District office of Agrarian Development

Action should be taken by district secretariats to indicate the particulars of vacancies that exist in
divisional secretariats under them. Mention the approved number of posts, actual number of officers and
total number of vacancies in the district secretariat and the relevant divisional secretariats in Table A.
Indicate in Table B accurately how the vacancies exist in the district secretariat and each divisional
secretariat.

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0

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0

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### Example 03

Gampah

Agrarian Development Center - Maho

Maho

	Calling parti	culars of vac	ancies in t	he Man	agement	Service Officers	Service	of the C	ombine	ed Servi	ce - 2025	A	nnex - 01	
Name of	the institution : District Secretariat - Col : Narahenpita Rd, Colombo 05	ombo												
	us of an officer who can be contacted for o is in your institution	on regarding		Post		: A.B.C. Perera : Administrative Officer : 011-2345678								
The nun	accurately the number of vacancies in the Maber of officers who have obtained leave as	per Circular No. 1	4/2022 shou	ld not be co	onsidered v	acancies.				7120160.001 <del>8</del> 00				
labse A	- If there are sub-offices functioning under	your institution, to	ndicate all th	Parti	iculars relat	ed to Grade III/II and I Officers' Service as at	of the	100000000000000000000000000000000000000		d to Supra			officers'	
Serial number	Name of the institu	ution		Approved number of officers	number of	Number of officers who have obtained leave as per Circular No. 14/2022	Number of vacancies	Approved number of officers	228200	Acting in posts	ACCOMPANIE	Number of officers who have obtained leave as per Circular No. 14/2022	mber of officers to have obtained of vacanci v	
1	District Secretariat - Colombo			78	59	0	19	5	3	1	0	0	2	
Fable B	- If there are sub-offices functioning under	your institution/ h	ead office, in	dicate in t	his table acc	urately bow the vacan	cies in those	offices ex	ist in eacl	sub-offic	60			
	170 17	WE 1980	District			ed to Grade III/II and I Officers' Service as at						le of the Management Service Officers' s at 31.12.2024		
Serial	Name of the office/ sub-office	Town where the office is	where the	Approved	Actual	Number of officers	Number of vacancies	Annoused	Actual number of officers			Number of officers	North	
number	located	located	office is located	number of officers	number of officers			Approved number of officers	Substant ive	Acting in posts	On contract basis	Company of the last of the las		
1	District Secretariat - Colombo	Colombo 05	Colombo	30	20	0	10	3	2	1	0	0	1	
2	Divisional Secretariat - Seethawaka	Hanwella	Colombo	25	18	0	7	1	0	0	0	0	1	
3	Divisional Secretariat - Padukka	Paduldo	Colombo	23	21	0	2	1	1	.0	0	0	0	
4											2			
5					ľ i									

 Please rename the accurately completed Microsoft Excel sheet by the name of your institution and email it to csrec.pubad@gmail.com before 15.02.2025.