



**INSTRUCTIONS FOR PREPARING THE PARTICULARS OF VACANCIES**

- 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](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 particulars of vacancies in the Management Service Officers' Service of the Combined Service - 2025												Annex - 01	
Name of the institution : Commission to Investigate Allegations of Bribery or Corruption													
Address : 36 Malalasekara Mawatha, Colombo 07													
Particulars of an officer who can be contacted for obtaining information regarding the vacancies in your institution						Name of the officer : A.B.C. Perera							
						Post : Administrative Officer							
						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.													
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 number	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							
		Approved number of officers	Actual number of officers	Number of officers who have obtained leave as per Circular No. 14/2022	Number of vacancies	Approved number of officers	Actual number of officers			Number of officers who have obtained leave as per Circular No. 14/2022	Number of vacancies		
1	Commission to Investigate Allegations of Bribery or Corruption	10	6	0	4	3	Substantive	Acting in posts	On contract basis	0	0	2	
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.													
Serial number	Name of the office/ sub-office	Town where the office is located	District where the office is located	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					
				Approved number of officers	Actual number of officers	Number of officers who have obtained leave as per Circular No. 14/2022	Number of vacancies	Approved number of officers	Actual number of officers			Number of officers who have obtained leave as per Circular No. 14/2022	Number of vacancies
1	Head Office	Colombo 07	Colombo	10	6	0	4	3	1	1	0	0	2
2													
3													
4													
5													
Total				10	6	0	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.

## Example 02

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 Address : 24 Sir Marcus Fernando Mawatha, Colombo 07				Name of the officer : A.B.C. Perera Post : Administrative Officer Telephone number : 011-2345678									
Particulars of an officer who can be contacted for obtaining information regarding the vacancies in your institution													
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 number	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							
		Approved number of officers	Actual number of officers	Number of officers who have obtained leave as per Circular No. 14/2022	Number of vacancies	Approved number of officers	Actual number of officers			Number of officers who have obtained leave as per Circular No. 14/2022	Number of vacancies		
1	Department of Agrarian Development	125	90	3	35	6	Substantive	Acting in posts	On contract basis	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.													
Serial number	Name of the office/ sub-office	Town where the office is located	District where the office is located	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					
				Approved number of officers	Actual number of officers	Number of officers who have obtained leave as per Circular No. 14/2022	Number of vacancies	Approved number of officers	Actual number of officers			Number of officers who have obtained leave as per Circular No. 14/2022	Number of vacancies
1	Head Office	Colombo 07	Colombo	75	60	2	15	4	2	0	0	0	2
2	District office of Agrarian Development - Gampaha	Gampaha	Gampaha	30	15	0	15	1	0	0	0	0	1
3	Agrarian Development Center - Maho	Maho	A'pura	20	15	1	5	1	1	0	0	0	0
4													
5													
Total				125	90	3	35	6	3	0	0	0	3

- 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.

## Example 03

Calling particulars of vacancies in the Management Service Officers' Service of the Combined Service - 2025											Annex - 01		
Name of the institution : District Secretariat - Colombo Address : Narahenpita Rd, Colombo 05				Name of the officer : A.B.C. Perera Post : Administrative Officer Telephone number : 011-2345678									
Particulars of an officer who can be contacted for obtaining information regarding the vacancies in your institution													
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 number	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							
		Approved number of officers	Actual number of officers	Number of officers who have obtained leave as per Circular No. 14/2022	Number of vacancies	Approved number of officers	Actual number of officers			Number of officers who have obtained leave as per Circular No. 14/2022	Number of vacancies		
1	District Secretariat - Colombo	78	59	0	19	5	3	1	0	0	0	2	
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.													
Serial number	Name of the office/ sub-office	Town where the office is located	District where the office is located	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					
				Approved number of officers	Actual number of officers	Number of officers who have obtained leave as per Circular No. 14/2022	Number of vacancies	Approved number of officers	Actual number of officers			Number of officers who have obtained leave as per Circular No. 14/2022	Number of vacancies
1	District Secretariat - Colombo	Colombo 05	Colombo	30	20	0	10	3	2	1	0	0	1
2	Divisional Secretariat - Seethawaka	Hanvella	Colombo	25	18	0	7	1	0	0	0	0	1
3	Divisional Secretariat - Padukka	Padukka	Colombo	23	21	0	2	1	1	0	0	0	0
4													
5													
Total				78	59	0	19	5	3	1	0	0	2

- Please rename the accurately completed Microsoft Excel sheet by the name of your institution and email it to [csrec.pubad@gmail.com](mailto:csrec.pubad@gmail.com) before 15.02.2025.