

PSC Circular : 2/2016

My No : PSC/APP/HB/02-2016

Office of the Public Service Commission

No 177, Nawala Road, Narahenpita, Colombo 05

02nd May 2016

To all Secretaries of Ministries and Heads of Departments,

Avoiding delays concerning Appointments and Promotions.

Repeated inquiries have to made due to Ministries and Departments not forwarding all related documents, exhaustively at one stretch in their submissions of recommendations on appointments and promotions. Owing to this reason, the Public Service Commission has decided that following measures be adopted to avoid delays caused in making of decisions by the commission.

02. At the very first instance itself where the recommendations of the relevant Administrative Authority in connection with the interviews relating to appointments and promotions are forwarded to the Public Service Commission, the originals of such interview schedules, report containing recommendations of the interview board concerned as well as the files of certificates containing certified copies of all documents that were made use of for awarding marks to each candidate at the interview should be submitted.

03. The relevant Administrative Authority should ensure that all requirements as specified in the forms and check lists of the website www.psc.gov.lk are completely met when submitting recommendations on other matters pertaining to appointments and promotions.

By order of the Public Service Commission


H.M. Gamini Senavirathne

Secretary

Public Service Commission