02. එකෝව නාමක් විනාසකය නාමක් සිටින් වන්නේ 01/2017 දී, එහි නම් දෙන මාසයේ මෙයින් විදාහාරික නාමක් විනාසකය නාමක් විනාසකයේ නම් සිටින් කෙරේ ලබා ඇති පිළිමස්ත නාමක් විනාසකය සිටින් කෙරේ ලබා ඇති පිළිමස්ත නාමක් විනාසකය නාමක් විනාසකයේ නම් සිටින් කෙරේ ලබා ඇති පිළිමස්ත 12 දී මෙයින් වන්නේ මාසයේ මෙයින් විදාහාරික නාමක් විනාසකය සේවකයේ පිළිමස්ත නාමක් විනාසකය නාමක් විනාසකයේ නම් සිටින් කෙරේ ලබා ඇති පිළිමස්ත 07.
Public Service Commission Circular No : 01/2017

My No: PSC/APP/7/333/2012

Office Of The Public Service Commission
No.177, Nawala Road,
Narahenpita
Colombo 05.
....12..June, 2017

To All Secretaries of Ministries,
Heads of Departments,

Furnish particulars of officers in appointing to Posts on Permanent / Acting /
Attending to the duties basis.

When forwarding recommendations to the Public Service Commission on appointment of
officers to the posts, Grade I and Special Grade in Public Service on permanent / acting /
attending to the duties basis, the specimen Form EST 12 attached herewith should be
made use of in future, in place of Forms EST 10 and EST 04 that have been sofar utilized
in furnishing particulars of such officers.

The documents referred to in the relevant specimen Form should be sent as annexures
along with the form.

By order of the Public Service Commission,

[Signature]
I.M. Gamini Seneviratne
Secretary
Public Service Commission
APPOINTMENT ON PERMANENT BASIS / ACTING / ATTENDING TO DUTIES TO THE
POST OF CLASS I AND SPECIAL GRADE POSTS IN MINISTRY OF

01. Name in Full: Mr./Mrs./Miss.

(Name as mentioned in the Appointment letter)

02. Date of Birth: D/M/Y

03. Age: ........ Years.

04. NIC No: ...........................................

(Certified copy attached)

05. Service belongs to:

06. Details:

<table>
<thead>
<tr>
<th>Present</th>
<th>To be appointed</th>
</tr>
</thead>
<tbody>
<tr>
<td>-Designation</td>
<td></td>
</tr>
<tr>
<td>-Department</td>
<td></td>
</tr>
<tr>
<td>-Ministry</td>
<td></td>
</tr>
</tbody>
</table>

07. Date of joining to the Service: D/M/Y

08. Date of promotion to Class I: D/M/Y

09. Date of promotion to Special Grade: D/M/Y

I do hereby declare that the above particulars are true

10. Concurrence for release ment

Annexure .............

11. Concurrence for attachment

Annexure .............

12. Whether disciplinary inquiries are pending or punished on disciplinary grounds?

13. If “Yes” above, whether you recommend this officer to this post?

14. Any other relevant details:

(i) No of Approved cadre:

(Letter approved by Department of Management Services is attached)

(ii) Details of existing cadre

15. Recommendation of the Administrative Authority:

(Recommended to appoint on the basis of permanent or acting / attending to duties).

Date: ..............................................

Signature of the Administrative Authority