

Quarterly Cadre Information Sheet

Department of Management Services

Administration

Human Resource Development and Other

Sector

Sub Sector

This Sheet should be compiled by the institute as the given information in annexure - 01

* As per the Attachement

1. Ministry/ Provincial Council/ District Secretariat : Ministry Public Administration Provincial Councils and Local Government
 2. Department/ SOE Name/ Institution/ Divisional Secretariat : Poojapitiya
 3. Address : Divisional Secretariat, Poojapitiya
 4. Cadre information as at : 2025.07.01 - 2025.09.30

Table - 01

Designation	Service	Grade	Salary Code	Service Level	DMS Approved Cadre			Existing Cadre				For the Period of 2025.07.01 To 2025.09.30								
					Permanent	Contract	Casual	Permanent	Contract	Casual	Other (Acting/)	Recruitments	Promotions	Secondments	Resignations	Vacations of Posts	Dismissals	Retirements	Deaths	
Divisional Secretary	SLAS	I	SL 1-2016	Senior	1			1												
Assistant Divisional Secretary	SLAS	III	SL 1-2016	Senior	1			1												
Assistant Director (Planining)	SLPS	11-B	SL 1-2016	Senior	1			1												
Accountant	SLACS	11	SL 1-2016	Senior	1			1												
Administrative Officer	PMAS		MN 7- 2016	Tertiary	1			1												
Administrative Grama Niladhari	Supra		MN 7- 2016	Tertiary	1			1												
Translator		1	MN 6- 2016	Tertiary	1			1												
Addl.District Registrar	RegS	111-11	MN 5- 2016	Tertiary	1			1												
Development coordinator	AS		MN 4- 2016	Secondary	1			1												
Development officer - (Development)	DOS		MN 4- 2016	Secondary	76			76												
Development Assistant	AS		MN 4- 2016	Secondary	1			1												
Development officer	DOS		MN 4- 2016	Secondary	8			8												
Development officer -2021	DOS		MN 4- 2016	Secondary	—			4												
Development officer -2022	DOS		MN 4- 2016	Secondary	—			13												
Technical Officer	SLTS	Traning	MN 3- 2016	Secondary	2			1												
Management Service Officer	PMAS	I/II/III	MN 2- 2016	Secondary	27			26												
Grama Niladhari		I/II/III	MN 2- 2016	Secondary	67			58												
Information & Com.Tech.Assistant	SLICTS		MT 1-2016	Secondary	1			1												
Technical Assisstant	Departmental	111	MT-1-2016	Secondary	1			1												
Drivers	CDS	Special/1	PL 03-2016	Primary	2			2												
K.K.S.	OES	1/11/111	PL 01-2016	Primary	7			6												
Total					201	0	0	206	0	0	0	0	0	0	0	0	0	0	0	

Table - 02*

Service Level	Approved Cadre	Existing Cadre
Senior	4	4
Tertiary	4	4
Secondary	184	190
Primary	9	8
Total	201	206

*All institutions (Ministries/ Departments/ Special Spending Units/ District & Divisional Secretariats/ Provincial Councils & SOE's) should have to fill in the table 02 based on Management Services Circular No 01/2025 (Annexure III) & Public Administration Circular No 10/2025 (Annexure IV).

Local Holiday - Development Officers	3
Foreing Holiday	—

5. I certify that the above information is correct

6. Name & Signature of Head of the Institute

7. Contact Details
 Contact Officer (Name) : Mrs. S.W.J. Niroshani
 Designation : Administrative Officer
 Telephone No. : 0812-300502