

Quarterly Cadre Information Sheet
Department Of Managemenet Services

1. MiNistry /Provincial Council/District Secretariat : Ministry Public Administration,Home Affairs, Provincial Councils and Local Government
2. Department/SOE Name/Institution/Divisional Secretariat : Poojapitiya
3. Address : Divisional Secretariat, Poojapitiya
4. Cardre Information as at : 2026.03.01 - 2026.03.15

Table 01

	Designation	Service	Grade	Salary Code	Service Level	DMS Approved Cadre			Existing Cadre				For the Period of 2026.03.01 to 2026.03.15								
						Permanent	Contract	Casual	Permanent	Contract	Casual	Other (Acting)	Recruitments	Promotionas	Secondments	Resignations	Vacations of Posts	Dismissals	Retirements	Deaths	
1	Divisional Secretary	SLAS	I	SL 1-2016	Senior	1			1								—				
2	Assistant Divitional Secretary	SLAS	III	SL 1-2016	Senior	1			1								—				
3	Assisstant Director (Planinng)	SLPS	II	SL 1-2016	Senior	1			1								—				
4	Accountant	SLACS	III	SL 1-2016	Senior	1			1								—				
5	Administrative Officer	PMAS	Supra	MN 7- 2016	Tertiary	1			1								—				
6	Administrative Grama Niladhari		Supra	MN 7- 2016	Tertiary	1			1								—				
7	Translator		I	MN 6- 2016	Tertiary	1			1								—				
8	Addl.District Registrar	RegS	II/I	MN 5- 2016	Tertiary	1			1								—				
9	Development coodinator	AS	I	MN 4- 2016	Secondary	1			1								—				
10	Development officer - (Development)	DOS	I/II/III	MN 4- 2016	Secondary	76			76								—				

11	Development Assistant	AS		MN 4- 2016	Secondary	1			1										
12	Development officer	DOS	I/II/III	MN 4- 2016	Secondary	8			8										
13	Development officer - 2021	DOS	III	MN 4- 2016	Secondary	–			4										
14	Development officer - 2022	DOS	III	MN 4- 2016	Secondary	–			12										
15	Technical Officer	SLTS	III	MN 3- 2016	Secondary	2			1								1		
16	Management Service Officer	PMAS	I/II/III	MN 2- 2016	Secondary	27			27								–		
17	Grama Niladhari		I/II/III	MN 2- 2016	Secondary	67			56								11		
18	Information & Com.Tech.Assistant	SLICTS	III	MT 1-2016	Secondary	1			1								–		
19	Technical Assisstant	Departmental	II	MT-1-2016	Secondary	1			1								–		
20	Drivers	CDS	II/III	PL 03-2016	Primary	2			2								–		
21	K.K.S.	OES	I/II/III	PL 01-2016	Primary	7			5								2		
Total						201			203								14		

Table - 02

Service Level	Approved Cadre	Existing Cadre
Senior	4	4
Tertiary	4	4
Secondary	184	188
Primary	9	7
Total	201	203

Local Holiday - Development Officers	3
Foreing Holiday	–

5. I certify that the above information is correct

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6. Name & Signature of Head of the Institute

7. Cotact Details

Contact Officer : Mrs. S.W.J. Niroshani

Designation : Administrative Officer

Telephone No : 0812-300502