



மாகாண பொது நிர்வாக, உள்ளூராட்சி, கூட்டுறவு, கிராம அபிவிருத்தி,
வீதி அபிவிருத்தி, கைத்தொழில் அமைச்சு
வட மாகாணம்



පළාත් රාජ්‍ය පරිපාලන, පළාත් පාලන, සමුපකාර, ශ්‍රාම සංවර්ධන, මාර්ග
සංවර්ධන හා කටුම්භක අමාත්‍යාංශය, උතුරු පළාත

MINISTRY OF PROVINCIAL PUBLIC ADMINISTRATION, LOCAL GOVERNMENT,
CO-OPERATIVE, RURAL DEVELOPMENT, ROAD DEVELOPMENT & INDUSTRIES
NORTHERN PROVINCE

தொடர் இல: }
கையெழுத்து எண்: }
Ref No: }

எனது இல: }
மேல் எண்: } NP/02/18/GN/01
My No: }

PPA Circular:- NP/02/2007 (i)

12.07.2007

All Secretaries,
Heads of the Departments,
Northern Province.

Re Issue of list of duties to all employees in the NPC

You are aware that the government is embarking on a programme of administrative reforms which will necessitate a series of changes in the present practices in the Public Administration. It is also important that with the creation of Management Services particularly, the responsibilities assigned to them to be re-aligned with that of the objective of the creation of this service. Further the introduction of e-Administration will also require a change among all category of officers in respect of their responsibilities.

In order to move forward in this direction, you are requested to re-issue list of duties to all officers in your Ministry/Departments. All such list of duties shall have two parts.

Part 1 will consist of common responsibilities of each officer as given in the annexure and the part 2 will consist of the specific responsibilities assigned by the Head of Department.

Please ensure that all the lists of duties would be re-issued before 15.08.2007.


V.P. Balasingham,
Secretary

Sgd: S. Rangarajah,
Chief Secretary

செயலாளர் வீதி,
கிழக்கு மாகாணம், திருகோணமலை, இலங்கை.

කන්නියා පාර, වරොතහනගාර්,
ශ්‍රී ලංකාව,
Secretary : 026-2226954

Kanniya Road,
Varothayanagar, Trincomalee,
Sri Lanka.
Accountant: 060 2263850

Gen Office : 060 2266502
Fax : 026-2226954