

Public Administration Circular : 11/2026

My number : EST-4/03/PMT/0201(I)  
Ministry of Public Administration,  
Provincial Councils and Local Government  
Independence Square  
Colombo 07.

30.04.2026

Secretaries to Ministries  
Chief Secretaries of Provinces  
Heads of Departments  
Heads of State Corporations and Statutory Boards

**Granting Permanent Appointments to the Employees Recruited on a Temporary, Casual (on Daily Wages), Substitute, Contract or Relief Basis to Serve in Institutions in the Public Sector in Accordance with Budget 2026**

As stated in the Budget Proposals 2026, a decision has been taken at the meeting of the Cabinet of Ministers held on 27.04.2026 to take action as per the provisions of this circular regarding employees currently serving on a temporary, casual (on daily wages), substitute, contract or relief basis in institutions in the public sector and employees who, after having served on temporary, casual (on daily wages), substitute, contract or relief basis, have received permanent appointments in accordance with the provisions of the relevant circulars, but whose appointments are not formal.

02. The employees currently in service who have satisfied the following qualifications as of 01.09.2019 in accordance with Public Administration Circular 29/2019 dated 18.09.2019, which brought Public Administration Circulars 25/2014 and 25/2014(I) again into effect, should be granted permanent appointments with effect from 01.09.2019. For this purpose,
  - I. They must have completed a satisfactory and continuous service period of 180 working days as of 01.09.2019. (No service break will occur due to formal leave days and public holidays.)
  - II. They must have satisfied the prescribed qualifications for the relevant post according to Public Administration Circular 29/2019, which brought Public Administration Circulars 25/2014 and 25/2014(I) again into effect.
  - III. They must belong to the Service Categories indicated in Public Administration Circular 25/2014 and at present, they must be continuously engaged in the same post/same institution in which they satisfied the qualifications as at 01.09.2019, within the same salary scale.
  - IV. Even though, the permanent appointments shall be effective from 01.09.2019, permanent appointments must be granted only if there are vacancies in the approved permanent cadre on the date this circular is issued. If there are no vacancies in the approved permanent cadre, the permanent appointment must be maintained so as to be personal to the holder of the post and the post must be considered abolished

when it becomes vacant due to the holder of the post being absorbed into another service, promoted, retired, resigned or for any other reason.

- V. Where the relevant permanent appointment has been made to be personal-to-holder of the post, no new recruitment must be made when vacancies occur in the relevant permanent posts and action must be taken to adjust these employees into the said vacancies on the approval of the Director General of Management Services.
- VI. The salaries and leave of the officers must be revised to correspond with a permanent appointment with effect from the date on which the permanent appointment is effective without payment of salaries in arrears.
- VII. Action must be taken by the Head of the Institution to organize training courses for satisfying the educational qualifications and to grant permanent appointments in accordance with Public Administration Circular 25/2014(I) dated 29.12.2014.

03. Action must be taken by the Heads of the Institutions to submit the particulars with regard to the employees who are granted permanent appointments under this circular in accordance with the the formats indicated in Annex 01 and 02, to the Director General of Management Services for granting approval for the staff of each institution.

04. Facilities required to satisfy the qualifications for confirmation in their respective posts should be provided to the employees receiving permanent appointments as 02 above and service confirmation must be granted within one year from the date of issuance of this circular, considering that employees currently in active service have completed their probation period. Accordingly, the following should be appropriately included under Serial Number 06 of the formal letter of appointment issued as per Sections 89 and 90, Chapter VII, Appendix 03 of the Procedural Rules of the Public Service Commission published in the Gazette Extra Ordinary of the Democratic Socialist Republic of Sri Lanka No. 2310/29 dated 14.12.2022. "Since this appointment is effective from 01.09.2019, the period from the said date to the date of granting the permanent appointment shall be considered as the period of probation."

05. The Chief Accounting Officer/ Head of the Institution must ensure to examine the possibility to attach the employees who are in excess in the departmental posts after granting permanent appointments in accordance with 02 above and implement a suitable methodology and the Director General of Management Services must be reported in this regard.

06. Authority is vested in the Director General of Combined Services to issue formal letters of appointment to employees who have served on temporary, casual (on daily wages), substitute, contract or relief basis in posts belonging to the Primary Service Category of the Combined Services and to attach employees in excess receiving permanent appointments to the posts in Combined Service at their current places of work to other places of work where vacancies exist.

07. In case where permanent appointments have been granted in accordance with Public Administration Circular No. 25/2014 dated 12.11.2014 and Public Administration Circular No. 25/2014(I) dated 29.12.2014 and if further approval for such posts is required with regard to the requests made by Heads of Institutions to the Department of Management Services, the Department of Management Services shall promptly grant the necessary approval.

08. Action must be taken as per the following conditions in respect of the employees to whom permanent appointments cannot be granted as per this circular since they have been granted permanent appointments, deviating from the provisions of the circulars issued on granting permanent appointments to the employees serving on temporary, casual (on daily wages), substitute, contract or relief basis prior to the issuance of Public Administration Circular 29/2019 dated 18.09.2019, which brought Public Administration Circulars 25/2014 and 25/2014(I) again into effect.

- i. The permanent appointments of the employees, who have satisfied the other qualifications as per the circular and have been granted permanent appointments on a date other than the date on which permanent appointments must be granted as per the circular to employees who have not exceeded 45 years of age as at the date on which they were recruited on temporary, casual (on daily wages), substitute, contract or relief basis as per the circulars issued for granting permanent appointments to the employees recruited on temporary, casual (on daily wages), substitute, contract or relief basis, must be accepted as formal appointments.
- ii. The appointments of the employees who had satisfied the other qualifications as per the circulars issued for granting permanent appointments to the employees recruited on temporary, casual (on daily wages), substitute, contract or relief basis prior to the issuance of Public Administration Circulars 25/2014 and 25/2014(I) but had exceeded 45 years of age at the time of appointment on temporary, casual (on daily wages), substitute, contract, or relief basis and nonetheless have been granted permanent appointments must be hypothetically converted into appointments under the Public Service Provident Fund scheme and the benefits that should be granted at the end of service should be determined accordingly. For such appointees who have already concluded their service and are not receiving a pension, the government contribution due to an appointment under the Public Service Provident Fund, along with an amount of Widow's and Orphan's Pension recovered from the employee, if any, must be paid to the officer as a lump sum.

09. No permanent appointment must be granted under this circular to any person who is otherwise unsuitable for government employment, notwithstanding eligibility for a permanent appointment under the preceding provisions.

10. Henceforth, recruitment of a person who has not satisfied the prescribed qualifications for the relevant posts and any recruitment outside the approved staff must not be made on temporary, casual (on daily wages), substitute, contract or relief basis deviating from the approved Scheme of Recruitments or Service Minutes. If such recruitment is made, the responsibility for such action must be borne by the Appointing Authority and/or the officer signing the letters of appointment, as the case may be.

11. This circular is issued with the concurrence of the General Treasury.

Sgd./ S. Alokabandara  
Secretary  
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**Granting permanent appointments to employees recruited on temporary, casual (on daily-wages), substitute, contract, and relief basis as at 01.09.2019**

Ministry :.....  
 Department :.....  
 Institution :.....

Particulars of the employees who have been confirmed in service			Recruitment on temporary, casual (on daily-wages), substitute, contract, and relief basis		Granting permanent appointments	
Name	Date of birth	N.I.C. number	Date of recruitment	Post to which the employee was recruited	Date of granting appointments	Post

**Annex 02**

**Calling information on posts to which recruitments have been made on temporary, casual (on daily wages), substitute, contract and relief basis as at the date 30.04.2026**

Ministry/ Department/ Institution: .....

Designation	Salary Code	Number of posts approved by the Department of Management Services as at 30.04.2026	Number of actual posts existing as at 30.04.2026	Vacancies (Surplus / shortage)	Number of employees to be confirmed in service as per P.A. Circular No. 11/2026	Surplus/Shortage (After taking action as per P.A. Circular No. 11/2026)
a	b	c	d	e (c-d)	f	g