



பிரதீப் பிரதம செயலாளர் அலுவலகம் (நிருவாகம்) - கிழக்கு மாகாணம்  
 නියෝජ්‍ය ප්‍රධාන ලේකම් කාර්යාලය (පරිපාලන) - නැගෙනහිර පළාත  
 OFFICE OF THE DEPUTY CHIEF SECRETARY (ADMINISTRATION) - EASTERN PROVINCE

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 Date. }

16.03.2016

All Secretaries,  
 Deputy Chief Secretaries,  
 Heads of the Departments,  
 Eastern Province.


**Details of Staff Position**

You are kindly requested to submit the details of staff positions for the following categories, who were appointed by the PPA, Eastern Province. The annexed format can be downloaded on [www.ep.gov.lk](http://www.ep.gov.lk). If you want to prepare the same format as your own, you are instructed to use MS EXCEL work sheet to prepare. Sub institution details & Separate the Approved cadre for sub institution should be mentioned on the annexed format one by one and use separate forms for each category (Please See the sample filled format for your easy reference).

Please send the hard copy on or before 01<sup>st</sup> of April' 2016 by post and send soft copy via [admep2cadre@gmail.com](mailto:admep2cadre@gmail.com)

1. Management Assistant – Supra
2. Management Assistant III / II / I
3. Development Officer
4. Technical Officer
5. Draughtsman
6. ICT Assistant
7. Drivers Service
8. Office Employee Service
9. Translator

Your prompt response in this regard is highly appreciated.

  
**A.H.M. Ansar**  
 Deputy Chief Secretary – Administration  
 Eastern Province

கனியா வீதி, வரோதாய நகர்,  
 திருகோணமலை.

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 Gen. Office II : 026 2222114  
 Admin Officer : 026 3269885

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 ත්‍රිකුණාමලය.

Deputy Chief Secretary : 026 2222703  
 Assistant Chief Secretary I : 026 3269883  
 Assistant Chief Secretary II : 026 2222593

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