



Census of Public and Semi-Government Sector Employment – 2006

Instructions for Heads of Institutions and officers In-charge of Branch offices under the Central Government and Provincial Councils

Employees are enumerated under three major categories in this census.

1. **State Sector**, which comprises of Ministries and Departments under the Central Government.
2. **Semi-Government Sector**, which comprises of Corporations, Boards, Authorities State Banks etc. and Public-Private companies under the Central Government
3. **Provincial Public Sector**, which comprises of Public Institutions and Local Authorities under the Provincial Councils
 - Please pay attention on these instructions prior to the distribution of relevant census schedules among your employees.
 - All employees should fill the self-information as applicable to 1st July 2006.

01. Employees to be included

- i. All permanent/temporary/casual and daily paid employees.
- ii. Those employed on contract basis.
- iii. Officers temporarily out of office for participate in conferences and trainings in or away from island.
- iv. Those who are interdicted
- v. Those on leave(compulsory leave, maternity leave, sick leave, study leave, no pay leave or other)

The supervising authority should complete respective specimen forms as far as possible with available information of officers coming under iii, iv, v above, when they are not easily reachable.

Teachers undergoing training in Training Colleges should be included only from Teachers' Training Colleges for the census.

02. Employees not to be included

- i. Employees considered to have vacated post due to strikes and other reasons
- ii. Contractors and their employees

03. Accuracy

Head of the Institution, Branch or Division should ensure that all employees under his purview have accurately completed census schedules as appearing below respectively and undersign after examination.

04. Completion of Census Schedules

4.1 Information on Identification.

- Sector in which the institution where you engage in service(Central Government/Provincial Public Sector/Semi Government Sector)
- Please state the relevant Provincial Council if in the Provincial Public Sector.
- Ministry/Provincial Ministry to which your institution is attached to.
- Department/Corporation/Board/Institution to which you are attached to.
- Address of the place you are working now.
- Administrative district where your service station is situated.
- Divisional Secretary's Division that service station is situated.

4.2 Question No.1.1 - Name with initials

since it is expected to computerize, the name of the employee at this census, please write the name with initials in English clearly. Use “ . “ or an empty cage to differentiate initials.

Example

K	.	A	.	D	A	H	A	M		P	R	A	S	A	D		B	A	N
D	A	R	A																

4.3 Question No.7.3 - Service (If you belong to a particular Combined Service only)

Please complete this if only you belong to a particular service such as “Sri Lanka Administrative Service”, “Sri Lanka Teachers Service”

4.4 Question No. 8 -Status of Appointment.

permanent employees in pensionable posts, should tick “√ “ cage No. 1 and permanent employees but having contributory Pension should tick off “√ “ cage No. 2, permanent employees but only having Employees Provident Fund should tick off “√ “ cage No. 3 . Employees those having rights for both pension as well as Employees Provident Fund should tick off cage No. 4.

4.5 Question No. 10 - Duration of the service in each sector

Here that State, Semi Government or Provincial Public Sector employees should state their periods of service in these Sectors. State the service period in each sector if one employee had been given an appointment in a separate sector on releasing from one sector but not being resigned from post.

4.6 Question No. 11 – Language Abilities

Tick off “√ “ cage No. 1 if the employee is able to engage in service in different language media. Tick off “√ “ cage No. 2 if able to read and write. If able to communicate please tick off “√ “ cage No. 3. Tick off “√ “ cage No. 4 if the relevant language medium is unfamiliar. One language medium might have more than one answer. Please state relevant information for every language medium.

4.7 Question No. 14.1 - Salary Group

State your salary group (Not applicable for Semi-Government Sector) Inquire from the salaries division of your institution if you are not aware of the salary group.

4.8 Question No. 14.2 - Total salary of June 2006.

Payments entitled per day from all his allowances should also be included, when stating the payment per day of a casual/temporary or a substitute employee coming under 14.2.5.

4.9 Question No. 15 - Details of loans.

Payments, with regard to a loan taken by an employee from his/her former place of employment too should be included in the relevant cage under this question.

4.10 Question No. 16 - Leave particulars of year 2005.

State “No” when no leave had been taken in 2005 for either or any of these seven categories of leave appearing. Employees not entitled for leave for year 2005 should write “not entitled for leave” and never should this question be kept unanswered.

4.11 Question No. 17(1) – District of permanent residency

District of permanent residency should be mentioned here. Those employees accommodated in a different venue in order to ease themselves to attend duties should mention the district of their permanent residency in spite of the district where they are temporarily accommodated.

4.12 Question No. 18- Mode of Travel and distance

State the mode of transport and distance from where the employee is accommodated or resided to the service station in kilometres

4.13 Question No. 19 - Knowledge in Using Computer

Please answer the questions 19.2.1, 19.2.2, 19. 2.3, and 19. 2.4 of the answer for 19.1 is yes.