

# TECHNICAL NOTES

## Nature of Designation

All public employees were grouped into three groups by the public circular number 6/2006 and the same definition was used in defining nature of designation

<b>Primary Grade</b>	Employees performing the basic functions that facilitate the implementation carrying out of activities of the government institutions at the primary level are brought under this category.
<b>Secondary Grade</b>	Employees who are not belonged to primary grade or staff grade are categorized in this grade.
<b>Staff Grade</b>	Officers of all Island services and persons recruited with a degree qualification or a defined duration of service in a managerial post handling executive functions are brought under this category

## Status of Appointment

This refers to on which basis the employee is granted the appointment. The summary form contains three categories under this item

<b>Permanent Employee</b>	A person who appointed to a post approved as a permanent post and subject to have a pension or a contributory pension or subject to contribute the public service Provident Fund or Employees Provident Fund was considered as a permanent employee.
<b>Casual / Temporary Employee</b>	A person who appointed to a post approved as a casual post or a temporary post on a daily pay basis, for a short period was considered as a casual / temporary employee.
<b>Other Employee</b>	All other employees who appointed to a public or Semi - Government institution on any basis other than the above were included here. For example, employees on contract basis, trainee teaches etc.

## Language Proficiency

The employees were instructed to state their working ability in Sinhala, Tamil and English languages if they able to perform their duties in each language.