

1. **JOB TITLE:** DIRECTOR (ADMINISTRATION)
2. **THE NAME OF PRESENT OFFICER:** V.W.DHANASENA
1. **DIRECTORATE:** ADMINISTRATION
2. **ACCOUNTABILITY:** Reports to Director General of Customs
3. **JOB DESCRIPTION:** **Head of the Administration Directorate**
4. **PRIMARY DUTIES AND RESPONSIBILITIES:**
 - a. General supervision of the Staff officers and staff of the Administration Directorate
 - b. Authorizing overtime claims of Directors
 - c. All establishment matters with regard to Director General, Directors and Deputy Directors
 - d. Recruitment of staff through recruitment examinations and promotions through departmental examinations and interviews, and holding of Efficiency Bar Examination.
 - e. All Disciplinary matters
 - f. Matters connected to training
 - g. Submission of confidential documents to Bribery Commissioner's Department
 - h. Matters connected to Assets declarations
 - i. Coordinating DC meetings
 - j. Matters connected to Trade Unions
 - k. Supervision of Central Sales Unit
 - l. Supervision of Supply Division
 - m. Supervision of Transport Division
 - n. Parliamentary Questions
 - o. Construction projects
 - p. Tender matters
 - q. Replying to all General Audit Quarries

1. JOB TITLE: Deputy Director of Customs (Administration - I)

2. THE NAME OF PRESENT OFFICER: Mr.W.L.D.R.Kumaratilake

3. DIRECTORATE: Administration

4. ACCOUNTABILITY: Reports to Director (Administration)

5. JOB DESCRIPTION: Manages staff of professionals. Support personnel in the development and implementation of employee related matters.

6. PRIMARY DUTIES AND RESPONSIBILITIES:

Managing in professional staff in recruiting, transferring, promoting, retirements and all establishment matters.

Policy development and implementation in the field of HRM

Handling grievances, alternative dispute resolution and performance evaluation

Oversees and supervises office staff and assigned jobs. Coordinates human resource managements work within and among other directorates for optimum impact on the Department's mission

Formulates and documents HRD related policies, cadre, service minutes, procedures, job descriptions etc.,

Proposes strategies for reforms and re-structure for Departmental hierarchy and reengineering of its procedures.

Manages deployment of staff for overtime duties

Authorize entry of personnel and conveyances to Customs territories.

Coordinates with Department of Examination, holding examinations for Appointments, Promotions and Efficiency bars

1. **JOB TITLE:** Deputy Director of Customs (Administration- II)
2. **THE NAME OF PRESENT OFFICER:** Mr.H.M.Jayawardene
3. **DIRECTORATE:** Administration
4. **ACCOUNTABILITY:** Reports to Director (Administration)
5. **JOB DESCRIPTION:**
Attending all matters pertaining to supplies of services and goods to the department and maintain, inventories them and ensuring annual verifications management of department vehicle pool.
6. **PRIMARY DUTIES AND RESPONSIBILITIES:**
 - a. Making arrangement to procure fixed assets.
 - b. Maintenance of fixed assets and conducting annual verifications
 - c. Attend to repairs and maintenance of departmental vehicles
 - d. Making arrangements to issue departmental identity cards.
 - e. Management of janitorial and security services of department
 - f. Attending matters relating to contractual services and settlement of rentals
 - g. Attending to tender board matters
 - h. Attending to construct
 - i. Attending of S.O's. roster duties in imports, exports, Air cargo and Airport inward/outward duty stations.
 - j. Replying to audit queries.

1. **JOB TITLE:** Deputy Director of Customs (Administration- III)
2. **THE NAME OF PRESENT OFFICER:** Mr.L.P.Jayampathy
3. **DIRECTORATE:** Administration
4. **ACCOUNTABILITY:** Reports to Director (Administration)
5. **JOB DESCRIPTION:**

Manages staff of combined services and Assist Director Administration to maintain discipline of all departmental officers, replying audit queries, holding customs related inquiries.
6. **PRIMARY DUTIES AND RESPONSIBILITIES:**
 - a. To assist Director (Administration) for general supervision of the staff of Administration Division, their attendance, work, conduct and maintenance of discipline.
 - b. Administration and giving directions to subject clerks to attend establishment matters of combined services officers
 - c. Attending of S.O's. roster duties in imports, exports, Air cargo and Airport inward/outward duty stations.
 - d. Holding of Customs inquiries when appointed by the respective directors.
 - e. Progress reviewing of work at disciplinary and audit queries answering units of the office.
 - f. Replying to audit queries

1. **JOB TITLE:** Deputy Director of Customs (Central Sales)
2. **THE NAME OF PESENT OFFICER:** Mr.A. Kulathunga
3. **DIRETORATE:** Administration
4. **ACCOUNTABILITY:** Reports to Director (Administration)
5. **JOB DESCRIPTION:**

Sales of items which are forfeited by Customs such as motor vehicles, motor cycles, food items, electronic items etc. applying government tender procedure and deposit the revenue to the government.

6. PRIMARY DUTIES AND RESPONSIBILITIES:

- a. Ensure implementation of government tender procedure for sales of goods which are confiscated by the Customs.
- b. Preparation of tender document, publishing tender notices organizing tender board meeting and preparation of relevant reports.
- c. Communication with Director General of Customs, Ministry of Finance/Department/Cooperation and statutory bodies and replying their quarries regarding the subject.
- d. Submission to high panel items which are not sold by the normal tender board for make a decision.
- e. Organizing preliminary arrangements for disposed and released of sold items.
- f. Replying to audit quarries relevant to subject.
- g. Supervision and giving guidance to the staff.
- h. Replying to audit quarries.

1. **JOB TITLE:** Administrative Assistant - I
2. **THE NAME OF PRESENT OFFICER:** Mrs.H.A.V.Tisserae
3. **DIRECTORATE:** Administration
4. **ACCOUNTABILITY:** Reports to Director (Administration)
5. **JOB DESCRIPTION:**
6. **PRIMARY DUTIES AND RESPONSIBILITIES:**
 1. Assist DDC (Admin) I, II and III to perform their duties
 2. General Administration of Subordinate Staff of Administrative Division
 3. Maintaining daily attendance
 4. Attend all establishment matters of the Directorate
 5. Attend transport matters of the Department

1. **JOB TITLE:** Administrative Assistant - II
2. **THE NAME OF PRESENT OFFICER:** Mr.W.A.Ariyawansa
3. **DIRECTORATE:** Administration
4. **ACCOUNTABILITY:** Reports to Director (Administration)
5. **JOB DESCRIPTION:**
6. **PRIMARY DUTIES AND RESPONSIBILITIES:**
 1. Assist DDC (Admin) II to perform his duties
 2. General Supervision of subordinate staff of the Supplies Branch
 3. Attend to all Supplies management matters
 4. Attend all matters related to logistics services
 5. Replying all audit queries pertaining to Supplies & Services
 6. Assist Tender Board to perform their duties

1. **JOB TITLE:** Public Management Assistance Service (Grade I)
2. **SUBJECT:** Chief Clerk of the Administration Directorate
3. **THE NAME OF THE PRESENT OFFICER:** Mr. D.G.Leelarathna
4. **DIRECTORATE:** Administration
5. **ACCOUNT ABILITY:** Report to (Administrative Officer - I)
6. **JOB DESCRIPTION:** General Supervision the Administration Directorate
7. **PRIMARY DUTIES AND RESPONSIBILITIES:**
 - i. Overall Supervision of the Staff
 - ii. Handling of Tap-pole
 - iii. Handling of Petty Cash Account
 - iv. Matters related Publicity

1. JOB TITLE: Public Management Assistance Service (Grade II)

2. SUBJECT: AB/2D

3. THE NAME OF THE PRESENT OFFICER: Mrs. U.A.S.Nandani

4. DIRECTORATE: Administration

5. ACCOUNT ABILITY: Report to (Administrative Officer - I)

6. JOB DESCRIPTION: Clerical duties

7. PRIMARY DUTIES AND RESPONSIBILITIES:

- Establishment matters of personal files of Customs Inspectors Grade II

6. JOB TITLE: Public Management Assistance Service
(Grade II)

7. SUBJECT: AB/3C

8. THE NAME OF THE PRESENT OFFICER: Mrs. R.P.C.Samaranayake

9. DIRECTORATE: Administration

10. ACCOUNT ABILITY: Report to D D C (Administrative - I)

11. JOB DESCRIPTION: Clerical duties

12. PRIMARY DUTIES AND RESPONSIBILITIES:

- i. Handling files of Union matters
- ii. Printing and delivering Annual Performance Report
- iii. Handling Pension files
- iv. Maintaining Leave records of Customs Inspectors and sub Staff
- v. Issuing Vehicle Pass
- vi. Issuing Airport Pass

1. **JOB TITLE:** Public Management Assistance Service (Grade I)
2. **SUBJECT:** AB/3B
3. **THE NAME OF THE PRESENT OFFICER:** Miss. C.S.Samarawickrama
4. **DIRECTORATE:** Administration
5. **ACCOUNT ABILITY:** Report to D D C (Administration III)
6. **JOB DESCRIPTION:** Clerical duties
7. **PRIMARY DUTIES AND RESPONSIBILITIES:**
 - a. Establishment matters of personal files of following officers
SLAS Officers, Accountants, Administrative officers, Shroff, Excise Tax officers, Excise tax inspectors,
 - b. Replying to audit quarries pertaining to Administration Directorate

1. **JOB TITLE:** Public Management Assistance Service (Grade I)
2. **SUBJECT:** AB/1A
3. **THE NAME OF THE PRESENT OFFICER:** Miss. M.F.De Silva
4. **DIRECTORATE:** Administration
5. **ACCOUNT ABILITY:** Report to D D Customs (Administration I)
6. **JOB DESCRIPTION:** Clerical duties
7. **PRIMARY DUTIES AND RESPONSIBILITIES:**
 - a. Handling establishment matters of following departmental officers.
 - Director General of Customs
 - Director of Customs
 - Deputy Director of Customs
 - Assistant Director of Customs
 - Superintendent of Customs
 - b. Handling of promotion files of departmental officers.
 - c. Handling internal transfers of Departmental DCs / DDCs / ADCs / SCs.
 - d. Handling files of foreign leave (Private and No pay leave).
 - DGC / DC / DDC / ADC / SC
 - e. Attends to corresponds regarding appointing of Government Agent / District Secretary as Directors of Customs at Trincomalle & Galle Ports.

1. **JOB TITLE:** Public Management Assistance Service (Grade I)
2. **SUBJECT:** AB/AG/1
3. **THE NAME OF THE PRESENT OFFICER:** Mr. A.P. Somapala
4. **DIRECTORATE:** Administration
5. **ACCOUNT ABILITY:** Report to D D C (Administration III)
6. **JOB DESCRIPTION:** Clerical duties

7. PRIMARY DUTIES AND RESPONSIBILITIES:

- a. Attending to Preparation of replies to audit quarries of Auditor General.
- b. Handling matters pertaining to audit management committee meeting and publics accounts committee.
- c. Replying to audit quarries.

1. **JOB TITLE:** Public Management Assistance Service (Grade I)
2. **SUBJECT:** AB/AG/2
3. **THE NAME OF THE PRESENT OFFICER:** Mrs. H.D.M. Podimanike
4. **DIRECTORATE:** Administration
5. **ACCOUNT ABILITY:** Report to D D C (Administration III)
6. **JOB DESCRIPTION:** Clerical duties

7. PRIMARY DUTIES AND RESPONSIBILITIES:

- a. Attending to preparation of replies to audit quarries of Auditor General.
- b. Maintenance of relevant reports and documents.
- c. Replying to audit quarries.

1. **JOB TITLE:** Public Management Assistance Service (Grade I)
2. **SUBJECT:**
3. **THE NAME OF THE PRESENT OFFICER:** Mr. W.B. Palamure
4. **DIRECTORATE:** Administration
5. **ACCOUNTABILITY:** Report to D D Customs (Administration II)
6. **JOB DESCRIPTION:** Clerical duties

7. PRIMARY DUTIES AND RESPONSIBILITIES:

- a. Attending to repairs and maintenance of Air Conditioners.
- b. Attending to repairs of boats and boats engines of department.
- c. Settlement of bills of data communication.
- d. Attending to arrange training programmes for fire arms handling for Customs officers licensing of guns and obtaining arms and ammunition.
- e. Replying to audit quarries

1. **JOB TITLE:** Public Management Assistance Service (Grade I)
2. **SUBJECT:** TR/3
3. **THE NAME OF THE PRESENT OFFICER:** Mr. B. Jinarathne
4. **DIRECTORATE:** Administration
5. **ACCOUNT ABILITY:** Report to Deputy Director of Customs (Administration)
6. **JOB DESCRIPTION:** Clerical duties

7. PRIMARY DUTIES AND RESPONSIBILITIES:

- a. Attending to vehicles met with accidents, repairs and assist to holding of inquiries.
- b. Settlement of fuel billing
- c. Allocation of vehicles
- d. Attending matters pertaining to purchase of vehicles to department
- e. Preparation of tender documents to repair vehicles.
- f. Answering to Audit quarries
- g. Miscellaneous matters.

1. **JOB TITLE:** Public Management Assistance Service (Grade I)
2. **SUBJECT:** AB/2B/1
3. **THE NAME OF THE PRESENT OFFICER:** Mrs. M. Lakshmi Somaweera
4. **DIRECTORATE:** Administration
5. **ACCOUNT ABILITY:** Report to D D C (Administration I)
6. **JOB DESCRIPTION:** Clerical duties

7. PRIMARY DUTIES AND RESPONSIBILITIES:

- a. Handling and maintenance of personal files of Assistant Superintendent of Customs.
- b. Handling periodical transfers of Assistant Superintendent of Customs.
- c. Handling promotion of Assistant Superintendent of Customs.
- d. Replying to audit queries.

1. **JOB TITLE:** Public Management Assistance Service (Grade I)
2. **SUBJECT:** AB/2B/3
3. **THE NAME OF THE PRESENT OFFICER:** Mrs. K. Abeysekara
4. **DIRECTORATE:** Administration
5. **ACCOUNT ABILITY:** Report to D D C (Administration I)
6. **JOB DESCRIPTION:** Clerical duties
7. **PRIMARY DUTIES AND RESPONSIBILITIES:**
 - a. Handling establishment matters and personal files of ASC-II, CIC and IC-I
 - b. Collection declaration of assets & liabilities forms and keep them safe.
 - c. Replying to audit quarries.

1. **JOB TITLE:** Public Management Assistance Service (Grade I)
2. **SUBJECT:** AB/1B
3. **THE NAME OF THE PRESENT OFFICER:** Mrs. K.Y.G Gero
4. **DIRECTORATE:** Administration
5. **ACCOUNT ABILITY:** Report to D D C (Administration III)
6. **JOB DESCRIPTION:** Clerical duties

7. PRIMARY DUTIES AND RESPONSIBILITIES:

Establishment matters of personal files (Public Management Assistant).

- a. Handling of Personal files of Public Management Assistant Service.
- b. Handling of Promotion files of P.M.A.S. officers.
- c. Internal & Annual Transfer of P.M.A.Services.
- d. Appeals of Transfers.
- e. Foreign Leave of PMAS officers.
- f. Handling of Exams of P.M.A.S officers.
- g. Replying for audit quarries.

1. JOB TITLE: Public Management Assistance Service (Grade I)

2. SUBJECT: AB/5/A

3. THE NAME OF THE PRESENT OFFICER: Mrs. K.D.R.Sriyalatha

DIRECTORATE: Administration

5. ACCOUNT ABILITY: Report to D D C (Administration III)

6. JOB DESCRIPTION: Clerical duties

7. PRIMARY DUTIES AND RESPONSIBILITIES:

- a. Attending to all disciplinary matters of departmental officers
- b. Attending matters pertaining to delegations of authority.
- c. Attending to matter pertaining to Public Service Commission, Administrative Appeal Tribunal, Human Right Commission and Committee on Parliamentary Petition.
- d. Any other matters assign by DGC, DC & DDC.
- e. Replying to audit quarries.

1. **JOB TITLE:** Public Management Assistance Service (Grade I)
2. **SUBJECT:** AB/S/1
3. **THE NAME OF THE PRESENT OFFICER:** Mrs. U. Amarasiri
4. **DIRECTORATE:** Administration
5. **ACCOUNT ABILITY:** Report to D D C (Administration II)
6. **JOB DESCRIPTION:** Head of Branch (Supply)
7. **PRIMARY DUTIES AND RESPONSIBILITIES:**
 - a. General Supervision of supplies branch.
 - b. Management of Janitorial Services of department.
 - c. Management of Security Service of department.
 - d. Maintenance of building and attending to the work of electricity supply.
 - e. Replying to audit quarries.

1. JOB TITLE: Public Management Assistance Service (Grade I)

2. SUBJECT: AB/S/05

3. THE NAME OF THE PRESENT OFFICER: Mrs. P. R. Rubasinghe

4. DIRECTORATE: Administration

5. ACCOUNT ABILITY: Report to D D C (Administration II)

6. JOB DESCRIPTION: Clerical duties

7. PRIMARY DUTIES AND RESPONSIBILITIES:

- a. Settlement of water, electricity and other utility bills of department.
- b. Settlement of rentals.
- c. Preparation of service agreement.
- d. Maintenance and attending to repairs of departmental quarters and other buildings belongs to department.
- e. Replying to audit quarries pertaining to supply.

1. JOB TITLE: Public Management Assistance Service (Grade I)

2. SUBJECT: AB/S/04

3. THE NAME OF THE PRESENT OFFICER: Mrs. K.P. Ramanayake

4. DIRECTORATE: Supplies

5. ACCOUNT ABILITY: Report to D D C (Administration II)

6. JOB DESCRIPTION: Clerical duties

7. PRIMARY DUTIES AND RESPONSIBILITIES:

- a. Registration of suppliers.
- b. Purchase of uniform material, shoes, rain coat and other relevant items.
- c. Replying to audit quarries.

1. **JOB TITLE:** Public Management Assistance Service (Grade I)
2. **SUBJECT:** AB/S/7
3. **THE NAME OF THE PRESENT OFFICER:** Mrs. T.A.P.S.Jayasena
4. **DIRECTORATE:** Administration
5. **ACCOUNT ABILITY:** Report to D D C (Administration II)
6. **JOB DESCRIPTION:** Clerical duties

7. PRIMARY DUTIES AND RESPONSIBILITIES:

- a. Appointment panel of board of surveys.
- b. Organize matters pertaining to annual board of surveys and verifications.
- c. Issuing of Customs Identity cards.
- d. Arranging printing works and settlement of bills.
- e. Making arrangement to printing CHA passes and Customs stickers.
- f. Making arrangement to act under FR 104.
- g. Replying to audit quarries relating to the subject.

1. JOB TITLE: Public Management Assistance Service (Grade I)

2. SUBJECT: AB/S/3

3. THE NAME OF THE PRESENT OFFICER: Mrs. S.K.C.Fernando

4. DIRECTORATE: Administration

5. ACCOUNT ABILITY: Report to D D C (Administration II)

6. JOB DESCRIPTION: Clerical duties

7. PRIMARY DUTIES AND RESPONSIBILITIES:

- a. Purchase of office equipments and stationeries.
- b. Attend to repairs of office equipment and machines.
- c. Purchase and delivering of news papers and periodicals.
- d. Attend to repairs and maintenance of computers, printers and other accessories.
- e. Attend to repairs of photocopy machine, fax machines.
- f. Replying to audit quarries.

1. **JOB TITLE:** Building Supervisor
2. **SUBJECT:** Supervising the buildings
3. **THE NAME OF THE PRESENT OFFICER:** Mr. T.A.S.N. Tambugala
4. **DIRECTORATE:** Administration
5. **ACCOUNT ABILITY:** Report to DDC (Administration II)
6. **JOB DESCRIPTION:** Supervising and maintaining of Buildings

7. PRIMARY DUTIES AND RESPONSIBILITIES:

- a. Inspection of buildings and report faults if any.
- b. Supervision maintenance of building.
- c. Supervision repair work of air conditions and other related building appliances.
- d. Attend to minor repair works.

1. **JOB TITLE:** Public Management Assistant Service (grade II)
2. **SUBJECT :** AB/S/6
3. **THE NAME OF THE PRESENT OFFICER:** Mr. W.B. Palamure
4. **DIRECTORATE:** Administration
5. **ACCOUNTABILITY:** Report to DDC (Administration II)
6. **JOB DESCRIPTION:** Clerical Duties

7. PRIMARY DUTIES AND RESPONSIBILITIES:

1. Maintaining of Air Conditioners
2. Handling of Fire Arms subject
3. Purchasing of Chemical Items

- 1. JOB TITLE:** Public Management Assistant Service (grade I)
- 2. SUBJECT :** AB/S/9
- 3. THE NAME OF THE PRESENT OFFICER:** Mr. H.P.Lesly Abeywardene
- 4. DIRECTORATE:** Administration
- 5. ACCOUNTABILITY:** Report to DDC (Administration II)
- 6. JOB DESCRIPTION:** Clerical Duties
- 7. PRIMARY DUTIES AND RESPONSIBILITIES:**
 - vii. Maintaining Fixed Assets Register
 - viii. Issuing and Stationeries

- 1. JOB TITLE:** Public Management Assistant Service (grade I)
- 2. SUBJECT :** Head of the Transport Division
- 3. THE NAME OF THE PRESENT OFFICER:** Mr. A.D.Sirisena
- 4. DIRECTORATE:** Administration
- 5. ACCOUNTABILITY:** Report to DDC (Administration II)
- 6. JOB DESCRIPTION:** Clerical Duties
- 7. PRIMARY DUTIES AND RESPONSIBILITIES:**
 1. Over role supervision of the Transport Division
 2. Purchasing of Vehicles to the Department
 3. Administrative matters related to Drivers

1. JOB TITLE: Public Management Assistant Service (grade II)

2. SUBJECT : AB/TR/MV/1

3. THE NAME OF THE PRESENT OFFICER: Mr. G.G.Abeyrathna

4. DIRECTORATE: Administration

5. ACCOUNTABILITY: Report to DDC (Administration II)

6. JOB DESCRIPTION: Clerical Duties

7. PRIMARY DUTIES AND RESPONSIBILITIES:

1. Repairing of Vehicles
2. Insuring of Vehicles
3. Licensing of Vehicles

1. JOB TITLE: Public Management Assistant Service (grade I)

2. SUBJECT : AB/2B/II

3. THE NAME OF THE PRESENT OFFICER: Mr. S.Athukorala

4. DIRECTORATE: Administration

5. ACCOUNTABILITY: Report to DDC (Administration I)

6. JOB DESCRIPTION: Clerical Duties

7. PRIMARY DUTIES AND RESPONSIBILITIES:

1. Handling of Establishment Files of Assistant Superintendent of Customs Grade II
2. Obtaining necessary approvals of Foreign Leave of all officers

- 1. JOB TITLE:** Public Management Assistant Service (grade II)
- 2. SUBJECT :** AB/TR/3
- 3. THE NAME OF THE PRESENT OFFICER:** Mr. B.Jinarathna
- 4. DIRECTORATE:** Administration
- 5. ACCOUNTABILITY:** Report to DDC (Administration II)
- 6. JOB DESCRIPTION:** Clerical Duties
- 7. PRIMARY DUTIES AND RESPONSIBILITIES:**
1. Dealing with Accidents of Motor Vehicles
 2. Issuing of Extra Fuel
 3. Maintaining of Drivers' Running Charts
 4. Allocation of Motor Vehicles to Officers
 5. Replying to General Audit Quarries

- 1. JOB TITLE:** Public Management Assistant Service (grade III)
- 2. SUBJECT :** AB/TR/2
- 3. THE NAME OF THE PRESENT OFFICER:** Mr.Jayantha Rodrigo
- 4. DIRECTORATE:** Administration
- 5. ACCOUNTABILITY:** Report to DDC (Administration II)
- 6. JOB DESCRIPTION:** Clerical Duties
- 7. PRIMARY DUTIES AND RESPONSIBILITIES:**
1. Servicing of Motor Vehicles
 2. Checking Fuel consumption
 3. Supply of Fuel to Vehicles
 4. Settling of Fuel Bills

1. JOB TITLE: Public Management Assistant Service (grade II)

2. SUBJECT : AB/2C

3. THE NAME OF THE PRESENT OFFICER: Mr. D.G.H.L.Bandara

4. DIRECTORATE: Administration

5. ACCOUNTABILITY: Report to DDC (Administration I)

6. JOB DESCRIPTION: Clerical Duties

7. PRIMARY DUTIES AND RESPONSIBILITIES:

1. Handling of Establishment matters of following officers
 - a. Chief Inspectors Customs
 - b. Inspectors of Customs
2. Dealing with AGRAHARA Insurance matters

1. JOB TITLE: Public Management Assistant Service (grade II)

2. SUBJECT : AB/2D

3. THE NAME OF THE PRESENT OFFICER: Mrs. U.A.S.Nandanie

4. DIRECTORATE: Administration

5. ACCOUNTABILITY: Report to DDC (Administration I)

6. JOB DESCRIPTION: Clerical Duties

7. PRIMARY DUTIES AND RESPONSIBILITIES:

1. Handling of Establishment matters of Inspectors of Customs Grade II

1. JOB TITLE: Public Management Assistant Service (grade I)

2. SUBJECT : AB/2E

3. THE NAME OF THE PRESENT OFFICER: Mrs. C.J.Weerakkody

4. DIRECTORATE: Administration

5. ACCOUNTABILITY: Report to Administrative Officer - I

6. JOB DESCRIPTION: Clerical Duties

7. PRIMARY DUTIES AND RESPONSIBILITIES:

4. Handling of Establishment matters of following officers

- Drivers
- KKS
- Employees of Marian Division

1. JOB TITLE: Public Management Assistant Service (grade I)

2. SUBJECT : AB/3A

3. THE NAME OF THE PRESENT OFFICER: Mrs. D.R.L.Gunaratne

4. DIRECTORATE: Administration

5. ACCOUNTABILITY: Report to DDC (Administration III)

6. JOB DESCRIPTION: Clerical Duties

7. PRIMARY DUTIES AND RESPONSIBILITIES:

1. Maintaining of Leave Records of the Department

- 1. JOB TITLE:** Public Management Assistant Service (grade II)
- 2. SUBJECT :** AB/T1
- 3. THE NAME OF THE PRESENT OFFICER:** Miss. K.L.D/Lekamge
- 4. DIRECTORATE:** Administration
- 5. ACCOUNTABILITY:** Report to Administrative Officer - I
- 6. JOB DESCRIPTION:** Clerical Duties
- 7. PRIMARY DUTIES AND RESPONSIBILITIES:**
 1. Receiving and distributing of Letters

- 1. JOB TITLE:** Public Management Assistant Service (grade I)
- 2. SUBJECT :** AB/T2/1
- 3. THE NAME OF THE PRESENT OFFICER:** Mrs. D.A.Seelawathie
- 4. DIRECTORATE:** Administration
- 5. ACCOUNTABILITY:** Report to (Administrative Officer - I
- 6. JOB DESCRIPTION:** Clerical Duties
- 7. PRIMARY DUTIES AND RESPONSIBILITIES:**
 1. Receiving Daily Mail (Normal post)
 2. Receiving of Daily Mail (Registered post)
 3. Distributing of Received mail

- 1. JOB TITLE:** Public Management Assistant Service (grade I)
- 2. SUBJECT :** AB/2A & 2G
- 3. THE NAME OF THE PRESENT OFFICER:** Mrs. L.G.Premalatha
- 4. DIRECTORATE:** Administration
- 5. ACCOUNTABILITY:** Report to DDC (Administration I)
- 6. JOB DESCRIPTION:** Clerical Duties
- 7. PRIMARY DUTIES AND RESPONSIBILITIES:**
 1. Matters related to Appointments, Creating of Posts, Conducting all Exams,
 2. Scheme of Recruitments
 3. Miscellaneous matters