

Administration & Establishment Branch

The main task of the establishment division is to perform administrative duties of the officers who work under the District secretary. The following duties are also carried out by this division.

- New appointments
- Extensions of service
- Retirements of service
- Preparing jurists list
- Training activities for officers
- Issuing holiday railway warrants
- Issuing loan facilities for officers
 - ❖ Property loans
 - ❖ Vehicle loans
 - ❖ Distress loans
 - ❖ Bicycle loans

In addition to establishment duties following duties also carried out by the branch

- Administration and supervision of the 13 divisional secretaries
- Buddhist and cultural affairs, (Wesak festival organizing and Bellanvila and Kotte perahera activities)
- Social services
- Disaster management. (floods, tsunami)
- Timber permits activities
- Housing development activities
- Election activities
- Training activities for officers
- Participation and contribution to the ceremonial activities of the state
- General duties and disciplinary activities of gramaniadari officers
- Computerizing the registering of births, marriages, and deaths in the district
- Appointing and all other activities of the registrar of birth, marriage, and death
- Appointing graduate trainees

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