



DME- 49

1. Organizational details

1. Company Name:

- i. (සිංහලෙන්).....
- ii. In English.....

2. Address:

3. Nature: Manufacturing Services

4. Divisional Secretariat Office.....

5. District.....

6. Telephone Number.....

7. Fax.....

8. Email.....

9. Website.....

10. Head of the Company

- i. Name
(සිංහලෙන්)
- (In English)
- ii. Designation
- iii. (සිංහලෙන්)
- (In English)

11. Coordinator's Details

- i. Name.....
- ii. Designation.....
- iii. Address.....
- iv. Mobile.....
- v. Office Tel.....
- vi. Email.....

12. Organizational Location

- i. Closest city.....
- ii. Distance from the closest city..... km

13. Organizational Classification (According to the number of employers)

- i. Number of full time employers is more than 200
- ii. Number of full time employers is between 50 & 200
- iii. Number of full time employers is less than 50

14. Business Field:

Travel & Transport		Construction Services	
Hotel & Tourism		Banking & Insurance	
Agriculture & relating Services		Pharmaceutical products	
Apparel & Textile		Hospitals	
Auto mobile & Vehicle Service		Tele Communication	
Private education & carrier guiding		Information Technology & Computer	
Fisheries & relating Services		Shipping & Aviation related business	
Plantation & relating Services		Entertainment & relating Services	
Other			

15. Staff details

- i. Approved number of Officers.....
- ii. Number of Officers currently working.....

Permanent	Temporary	Contractual	Casual	Other

16. Organizational Structure.....

(Please attached the required documents)

17. Is your Organization registered under the Job center/ Public Employment Service center (PES) or the web site of the Department?

18. If the answer is “YES”, Period of registration?

Less than 1 year	1 Year	2 years	3 years	4 years	Above 5 years

1.1 Creating job opportunities and Appointing for jobs

19. Vacancies occurred in 2017.....

Permanent	Temporary	Contractual	Casual	Other

20. Immediate reason for the vacancy

Reason	Number of Vacancies
From promotions	
From generating new job	
From retirements	
Through employee turn over	
Through eliminating from the job	
Other	

21. Number of job vacancies in last year (2017).....

22. What is the most effective procedure of publishing vacancies in your organization? Put (√) mark in the relevant column.

මාධ්‍ය දැන්වීම් (ගුවන්විදුලි/රූපවාහිනී/පුවත්පත්)	
Media Advertisement (Radio/Television/News Papers)	
මිනිස්බල නියෝජිත ආයතන	
Manpower agent organization	
පුද්ගලික සම්බන්ධතා	
Personal Contact	
අන්තර්ජාල දැන්වීම්	
Internet Advertisements	
අභ්‍යන්තර මෙමෝ පත්‍ර	
Internal Memo	
වෙනත් (කරන්න සඳහන්)	
Other (Mention)	

23. Number of Appointments within the year.....

Permanent	Temporary	Contractual	Casual	Other

24. What are the most effective methods of hiring employees in your company? Put the number according to the order.

Skill basis	
Competitive exams	
interviews	
Internal promotions	
Above all methods	

25. Recruitments with in the last year (2017)

Method of recruiting	Number of recruitments	Number of employee turn over
Recruitments through Job centre (රැකියා කේන්ද්‍රය)/ PES (මහජන රැකියා සේවා මධ්‍යස්ථානය)/ Departmental website දෙපාර්තමේන්තු වෙබ් අඩවිය		
Other methods		

26. Reasons for the employee turn over in your company

Shifting for new jobs	
Due to the low salary scale	
To have higher education	
Due to the marriage	
Due to the occupational diseases	
Other	

27. What are the steps you have taken to mitigate the employee turn over?

28. What is the Procedure to promotions? (Fill the attachments 1 & 2)

1.2 Working environment and service quality

29. What are the awards that you have achieved for your service quality? (Last 3 years)

Award	year	Achievement level (Place)		
		National level	Provincial level	District level
productivity Awards (ඵලදායීකා සම්මානය)				
ISO (තත්ව සම්මාන)				
Occupation Safety & Health (වෘත්තීය ස්වස්ථතා සම්මාන)				
Industry Excellence (කර්මාන්ත විශිෂ්ඨතා සම්මානය)				
JASTICA5 S (අකිමොටෝ)				
National Business Excellence Awards (වයාපාර විශිෂ්ඨතා ජාතික සම්මානය)				
People's Awards				
other				

1.3 carrier guiding requirements

30. What are actions that you have taken to employees' carrier development?

Local training programs	
Foreign travelling programs	
Educational opportunities	
Carrier/professional training opportunities	
Other	

1.4. Employee/social protection

31. Social protection services to the employees

EPF/ETF	organization	employees
insurance		
compensations		
other		

1.5 Employee welfare

32. Welfare services to the employees

Bonus	
Uniform	
Travelling facilities	
Accommodation facilities	
Loan facilities	
Meals	
Entertainment programs	
Children's' educational requirements	
Other	