



DME- 48

8. 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 2018.....

|           |           |             |        |       |
|-----------|-----------|-------------|--------|-------|
| 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 (2018).....

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 (2018)

| 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 (ඵලදායීතා සම්මානය)                                 |      |                           |                  |                |
| ISO (තත්ව සම්මාන)  |      |                           |                  |                |
| Occupation Safety & Health (වෘත්තීය ස්වස්ථතා සම්මාන)                   |      |                           |                  |                |
| Industry Excellence (කර්මාන්ත විශිෂ්ඨතා සම්මානය)                       |      |                           |                  |                |
| JASTICA5 S ( අකිමොටෝ )   |      |                           |                  |                |
| National Business Excellence Awards (ව්‍යාපාර විශිෂ්ඨතා ජාතික සම්මානය) |      |                           |                  |                |
| People's Awards  |      |                           |                  |                |
| other<br>.....<br>.....  |      |                           |                  |                |

## 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                                |  |