



## Lak Rakiya Harasara 2018 Company Evaluation

### 1. Organizational details

#### 1. Company Name:

i. (in Tamil) .....

ii. In English.....

2. Address: .....

3. Nature: of the production

Manufacturing

Services

4. District.....

5. Divisional Secretariat office .....

6. Telephone Number.....

7. Fax.....

8. Email.....

9. Website.....

10. Head of the Company

i. Name

(InTamil).....

(In English)

.....

ii. Designation

iii. (in Tamil)

.....

(In English)

.....

11. Coordinator's Details in company

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 permanent employers is more than 200

ii. Number of permanent employers in between 50 - 200

iii. Number of permanent employers is less than 50

14. Business of Fields:

Travel & Transport		Constructions	
Hotel & Tourism		Banking & Insurance	
Agriculture & relating Services		Pharmaceutical products	
Apparel & Textile		Hospitals	
Auto mobile & Vehicle Service		Telecommunication	
Private education & Vocational Training		Information Technology & Computer	
Fisheries & relating Business		Shipping & Aviation related	
Plantation & relating Business		Entertainment & relating Services	
Other			

15. Staff details / Details of Staff

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

Permanent	Temporary	Contractual	Casual	Other

16. Organizational Structure.....

(Please attached the required documents)

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

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

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

Creating job opportunities and placement in jobs

19. Number of job creation in 2017.....

Permanent	Temporary	Contractual	Casual	Other

20. Specify reason for those vacancies

Reason	Number of Vacancies
promotions	
generating new job	
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 By Manpower agencies	
පුද්ගලික සම්බන්ධතා Personal Contacts	
අන්තර්ජාල දැන්වීම් Internet Advertisements	
අභ්‍යන්තර මෙමෝ පත්‍ර Internal Memo	
වෙනත් (සඳහන් කරන්න) Other ( Mention )	

23. Number of Recruitment within the year.....

Permanent	Temporary	Contractual	Casual	Other

24. What are the most effective methods of recruiting employees in your company?

Put the number according to the order.

Skill basis Experience	
Competitive exams	
interviews	
Internal promotions	
Above all methods	

25. Number of recruitments within the last year (2017)

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

26. Reasons for the labour turn over in your company

Shifting for new jobs	
Due to the low salary scales	
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 labour turn over?

.....

28. What is the Procedure to promotions?

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 විශිෂ්ටතා ජාතික සම්මානය)				
People's Awards				
other ..... .....				

### Carrier Development needs

30. What are the steps that you have taken for employees carrier development?

For Career Development	No of Employment
Local training programs	
Foreign training programs	
Educational opportunities	
Carrier/professional training opportunities	
Other	

### Employee / social protection

31. Social protection services to the employees

Social protection services	Contribution	
	organization	employees
EPF/ETF		
Insurance Coverage		
compensations		
other		

## Employees welfare

### 32. Welfare services to the employees

Bonus	
Uniforms	
Transport	
Travelling facilities	
Accommodation facilities	
Loan facilities	
Meals	
Entertainment programs	
Children's' educational requirements	
Supporting Education for children	
other	



# Kurunegala District

## Instructions to fill the Application

Clearly present information and facts in parallel with the criterions in the application.

Provide additional information only when necessary, and attach the annexure. Applications can be collected from the job service centre of District secretariat office Kurunegala. (Can collect free of charge) or can be download from the department website [www.dome.gov.lk](http://www.dome.gov.lk)

## Application deadline

Applications should be hand over on or before 08<sup>th</sup> of November 2018 before 4.00 pm to the job service centre of District secretariat office, Kurunegala or can be send through registered post to the address of District Secretary, District Secretariat office (job service centre), Kurunegala or can be mailed to [kurunegalapes@gmail.com](mailto:kurunegalapes@gmail.com).

For further information Contact Mr. Dhammika - 0713382520

Mr. Jayakodi - 0718291893

Mr. Karunarathna - 0718041976

Mention "Lak Rekiya Harasara 2018" on the left of the envelop. The applications received after the 08<sup>th</sup> of November 2018 will be rejected.

# Ampara District

## Instructions to fill the Application

Clearly present information and facts in parallel with the criterions in the application.

Provide additional information only when necessary, and attach the annexure. Applications can be collected from the job service centre of District secretariat office Ampara. (Can collect free of charge) or can be download from the department website [www.dome.gov.lk](http://www.dome.gov.lk)

## Application deadline

Applications should be hand over on or before 08<sup>th</sup> of November 2018 before 4.00 pm to the job service centre of District secretariat office, Ampara or can be send through registered post to the address of District Secretary, District Secretariat office (job service centre), Ampara or can be mailed to [pes Ampara@gmail.com](mailto:pes Ampara@gmail.com).

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