



SASA NEWS LETTER

SRI LANKA ADMINISTRATIVE SERVICE ASSOCIATION

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VOLUME: VII - I JULY 2007

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Message from the President - SASA

Sri Lanka Administrative Service (SLAS) being the premier service in Sri Lanka has a long history of more than five decades. It is apparent that people always sought the support of the SLAS when they want the services from the government.

Generally, an SLAS officer starts his/her career at the grass root level of the country and with his/her experience, knowledge and age, he/she has the opportunity to reach the top most positions of the public service. If he/she does not update his/her knowledge with the time, he/she will not be able to perform his/her duties of higher positions well. In such a situation, promotion holders become officials who act upon just figure head roles. This cannot be accepted at all. Officers must develop their knowledge, skills, attitudes and practices with the time in order to become suitable and qualified persons to bear higher positions of Public Service.

Officials of the Public Service, especially SLAS officers have to think of following concepts to render a better service to our motherland and its people our master.

I. Problem Solving Process

Managers have to make decisions to solve problems. This is a very important function of the officers of SLAS.

II. Organizational Objectives

Government institutions have visions, missions and objectives. Managers have to work with their staff members to achieve these objectives.

III. Efficiency

Managers have to utilize available resources fully and without waste.

IV. Scarc Resources

All resources are finite and limited. Public servants/officers are expected to use these scarce resources in the most suitable manner.

V. Change

SLAS officers, as managers, must be prepared to accept the change. They have to be flexible. They have to learn new things in order to face the change. Really they are living in a changing environment and so they have to always face this change in performing their duties. They are not in a position to neglect the changes in the social standards, styles, laws, technology, etc. Managers must be prepared to predict accurately these changes and formulate ways to meet the new challenges effectively.

Essential skills for Public Servants as managers

I. Technical Skills

Technical skills basically involve the knowledge, methods and techniques and the ability to use these techniques in performing a job effectively.

II. Human Skills

Human skills are the ability to work with other people amicably. It involves patience, trust and genuine involvement in interpersonal relationships. This skill is necessary at all levels of management top management, middle management and first level supervisory management.

III. Analytical Skills

A successful manager must possess the analytical skill, involving the ability to logically, objectively and scientifically analyze the problems and opportunities and use scientific approaches to arrive at feasible and optional solutions.

Branch Associations

According to the Chapter 09 of the constitution of SASA, Branch Associations should be established at District Level, Ministerial Level and Departmental Level within one month after the Annual General Meeting. There should be not more than 15 members in each Branch Association. The office bearers should be as follows,

President	01	Deputy Presidents	02
Secretary	01	Assistant Secretary	01
Treasurer	01	Committee Members	05

The Executive Committee requests the membership to setup the Branch Associations ASAP and send the details of the new office bearers within one month to SASA.

"Every time you wake up and ask yourself, "What good things am I going to do today?" remember that when the sun goes down at sunset, it will take a part of your life with it." - Indian Proverb

SASA (*Sri Lanka Administrative Service Association*) has started a Yahoo Group which will enable us to communicate with our membership quite quickly and easily via e-mail. All you have to do is just visit the Group Home Page and click on the link "Join the group" and fill in the details. It is quite better if you use your own email address and avoid using common office email addresses because we may have to send information only for our SLAS officers.

Group Email Address: admins@yahoogroups.com
Group Home Page: <http://groups.yahoo.com/group/adminservice>

CONTRIBUTE TO BUILD UP A SASA HOUSE & WIN A MICRO TREND

At the AGM, it was decided to draw the raffle on 28th September 2007 at 10.00 a.m. at the General Council Meeting.

Hence Please be kind enough to submit the details of the ticket books along with the money collected to the Treasurer on or before 14.09.2007.

Mr. K.N.J. Cooray

Tel: 011-2484681

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Your help will be invaluable

SASA always seek your valuable Ideas, Write-ups, Poems, Observations, Suggestions, Criticisms and Comments.

Please send them to the Editor,

M.G.T. Panditharatne

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OMBUDSMEN FOR YOU:

Inform SASA about the activities which affects You, SLAS and also the Public Service

Chandraratne

0773 487 092

Udesh

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25th SASA Annual General Meeting

25th Annual General Meeting of Sri Lanka Administrative Service Association was held at New Town Hall on 11th May, 2007.



Chief Guest, Deshabandu Karu Jayasuriya, Hon. Minister of Public Administration and Home Affairs, addressing the gathering



Our Membership



Mr. Chandrasiri Gajadheera, Hon. Minister of Home Affairs addressing the Membership



The Guest Speech by Mr. Dayananda Dishanayake, Commissioner of Elections.



Presenting the SASA souvenir to the Hon. Minister of Public Administration and Home Affairs by Mr. Prasanna Chandith, Editor, SASA



THANKS!

SASA Executive Committee thanks all members who have attended the 25th AGM of SASA at New Town Hall and for electing us to office.

Life consists not in holding good cards but in playing those you hold well. - Josh Billings