

Ministry of Public Administration,  
Provincial Councils & Home Affairs,  
Independence Square,  
Colombo 7.

15th November, 1989.

To: All Secretaries to Ministries,  
Heads of Departments,  
Chief Secretaries of Provincial  
Councils,  
Secretaries of Provincial Public  
Service Commissions and  
Secretary, Local Government  
Service Commission.

National Public Service, Provincial Public Service and related matters  
on release of officers to the Provincial Public Service.

The Government has taken the following decisions on the above:-

(A) Personnel Infrastructure

The personnel infrastructure will consist of the following groups:-

- (a) Central Services will include staff grades and non staff grade posts in Ministries and Departments which handle functions in the Reserved List and central functions in the Concurrent List of the Thirteenth Amendment to the Constitution. Appointments to the Central Services will continue to be made by the present Appointing Authorities. There will be no changes in the terms and conditions of such Services.
- (b) All Island Services will include the following Services to staff senior level positions in Ministries, Departments and Provincial Councils.

Sri Lanka Administrative Service  
Sri Lanka Accountants' Service  
Sri Lanka Engineering Service  
Sri Lanka Scientific Service  
Sri Lanka Education Administrative Service  
Sri Lanka Planning Service  
Sri Lanka Agriculture Service  
Sri Lanka Animal Husbandry Service  
Medical Service (Specialists and Non Specialists) and  
Senior Management Group (proposed in the Administrative  
Reforms Committee Report No.3).

- (i) Appointments to the All Island Services will continue to be made by the present Appointing Authorities.
- (ii) The officers already appointed and who will be appointed hereafter to the All Island Services should serve the Provincial Public Service, for periods depending on the exigencies of service, staffing needs and related factors, by agreement of the Appointing Authority with the Provincial Public Service Commission (PPSC) concerned. On expiry of such periods of service members of All Island Services will revert to the Central Departmental and Ministry cadres or vice versa. Minutes of the All Island Services should be amended by the appropriate Appointing Authority to include these conditions.

(iii) The officers of the All Island Services during the period of release to the Provincial Public Service, will be under the administrative and disciplinary control of the PPSC. However such officers shall have the right of appeal to the National Public Service Commission against a disciplinary order made by a PPSC.

(iv) The increments of the officers of the All Island Services while holding appointments in the Provincial Public Service will be approved as follows:-

Class II level officers - by Secretary of the  
Provincial Ministry

Class I level officers - by Chief Secretary.

(v) Each PPSC will issue a suitable letter of appointment to each officer subject to the conditions of release.

#### Provincial Public Service

(i) Cadre to be as assessed by the Salaries and Cadres Committee

(ii) Posts presently scheduled in the All Island Services will be filled by officers of such Services on release as will be decided by the Appointing Authorities in consultation with each PPSC.

(iii) Staff grade posts other than of the All Island Services and also non staff grades (eg. in Departmental/Combined Services) performing functions in the Provincial List to the Constitution should be filled by appointment of officers already in the public service on permanent release and their Service Minutes/Schemes of Recruitment to be amended accordingly. Rama Seva Niladharis and similar village level staff will be absorbed into the Provincial Public Service.

(iv) The PPSC to meet their staffing needs by calling applications from those -

(a) presently serving in the respective Provincial Council area.

(b) if there is a shortfall of applicants in terms of (a) above, to call for applications from those already in the Public Service but serving in other Provinces, indicating the number of such vacancies.

(c) no appointment from outside the Public Service should be made until action in terms of (a) and (b) are finalised.

(v) Since all officers may not get appointments to the station of their choice, a scheme of inter-provincial transfers with the consent of the PPSC concerned should be subsequently arranged.

(vi) All grades of staff in the Local Government Service should be absorbed by the PPSC in consultation with the Local Government Service Commission, subject to the final determination of the source of payment of their pensions.

B) Terms and Conditions

The following terms and conditions are offered to staff (in the Public Service and the Local Government Service) to accept appointment on a permanent basis or be absorbed into the Provincial Public Service.

- (a) Retention of the salary step and salary scale received in the present post.
- (b) Retention of the status of the present post substantively held by the officer, pensionability, W & O.P., P.S.F.F. benefits. In case of Local Government Service staff, the source of payment of pensions will be decided subsequently.
- (c) Eligibility for consideration for promotion to Services to which the officer is now eligible, subject to the recommendations made by the Administrative Reforms Committee.

C) Action by Secretaries to Ministries/Heads of Departments.

1. Please inform the public officers in your Ministry/Department that:

- (i) unless those performing functions specified in List I and Provincial functions in List III of the Constitution opt to join a Provincial Public Service, their future employment will not be assured. For this purpose, they should apply to the relevant PPS direct with a copy to you.
- (ii) Those who do not opt to be released temporarily or be appointed to the Provincial Public Service as the case may be, will be permitted to retire provided they satisfy the Appointing Authority that these changes have affected them adversely to such an extent as to justify the grant of such terms.
- (iii) Redundant staff will be retired from the Public Service on a Scheme approved by the government on 13.09.89. Under this Scheme, such an officer (if eligible for a pension) will not be given abolition of office terms, or pension, until he reaches 55 years, nor will he be given any additional compensation on sympathetic grounds. He will be paid his commuted gratuity.
- (iv) Any officer retired under (ii) and (iii) above, shall not be re-employed in the Public Service or in the Provincial Public Service. If such an officer is re-employed for special reasons, he will be paid only the salary of the post during such period of re-employment.

2. Please take action to amend the All Island Services Minutes or Schemes of Recruitment within your purview in terms of this Circular.

3. Please extend all assistance required by the Chief Secretaries of Provincial Councils and Secretaries of the Provincial Public Service Commissions to provide staff of your Ministry/Department performing functions in List I and provincial functions in List III of the Constitution to the Provincial Public Service before 31st December 1989. The Public Administration Division of this Ministry has set up a Project Committee on Staffing to facilitate and co-ordinate progress of this work and your cooperation in its activities will be appreciated.

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Action by the Chief Secretaries of Provincial Councils/Secretaries of  
Provincial Public Service Commissions.

1. Please take action with Secretaries and Heads of Departments concerned to obtain your requirements of staff on a permanent basis to the Provincial Public Service (vide para (A) (c) above) before 31st December 1989. Please arrange with Secretary/Local Government Service Commission to absorb staff of the Local Government Service (vide para (A)(vi) above). Appropriate letters of appointment should be issued for staff who are absorbed or permanently released to the Provincial Public Service on the basis of this Circular. Any problems in regard to the implementation of this Circular should be brought to the immediate notice of Director, Project Committee on Staffing, Public Administration Division of this Ministry.

2. In regard to the staff of the Combined Services released to the Provincial Public Service, particulars of such staff should be intimated to the officer at 1 above and the particulars of the staff belonging to non Combined Services (Departmental Services) to their respective Appointing Authorities, to enable me and other Appointing Authorities to transfer the personal files of such staff to the respective Provincial Councils.

Sgd:P.N.M.Fernando  
Secretary,

Ministry of Public Administration,  
Provincial Councils & Home Affairs.