

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

16 th February 1990

To : All Secretaries of Ministries,
Chief Secretaries to Provincial
Councils,
Secretaries to State Ministers,
Heads of Departments,
Chairman of Public Corporations,
Competent Authorities of Government
Owned Business Undertakings
Chairman of Government Owned Companies.

RE-ORGANIZATION OF THE MINISTRY OF PUBLIC ADMINISTRATION

1. Policy Division of the Ministry

(a) The Administrative Reforms Committee recognized the urgent need for an authoritative focal point to deal with the policy aspects of human resource management, organizational development of public agencies and administrative reforms. With this in view, Government has decided to establish a Policy Division within the Ministry of Public Administration, Provincial Councils & Home Affairs to serve as the focal point.

(b) The mission of the Policy Division is to identify general problems of human resource management and organizational development in the public sector, and engage in a search for solutions. It will have as a major role, the monitoring of implementation of Reports of the Administrative Reforms Committee and ensuring support for the policies and programmes of devolution to provincial Councils under the 13th Amendment to the Constitution. This Division will be responsible also for the formulation and managing the implementation of policies and programmes relating to personnel management; organization audits and cadre review; improvement of administration systems; and training and career development. It will be serviced by four units, details of which are given in the Annexure.

2. **Public Service Training Institute**

Government has also noted that the process of devolution requires a special effect for the creation of management skills in the provincial public seminar. The management cadre will be served by the Sri Lanka Institute of Development Administration (SLIDA), while a new institution, the Public Service Training Institute (PSTI) will serve the needs of the non-managerial cadres upto the divisional level. The PSTI will have a small headquarters in Colombo and a series of decentralised provincial centres to undertake training and ensure development of management systems at provincial and divisional levels.

3. **Rural Development Training & Research Institute**

The work of the Rural Development Training & Research Institute (RDTRI) will be widened to emphasise the training of sub-divisional field staff, in addition to their existing task of training village level workers and strengthening NGOO at village level. Both the PSTI and RDTRI would be working using common facilities and within a integrated frame work of training and development for all employee levels in the provinces.

4. Your active co-operation is sought to enable the Policy Division of the Ministry, the PSTI and RDTRI to fulfil their responsibilities. These agencies will be shortly communicating with you, with regard to their work programmes.

Sgd. (Neil Fernando)
Secretary
Ministry of Public Administration,
Provincial Councils & Home Affairs,

Policy Division of the Ministry

(a) **Unit for Personnel Policy**

- (i) Salary and compensation policy; salary anomalies negotiations,
- (ii) Recruitment standards and procedures,
- (iii) Promotion, development and transfer policy,
- (iv) Employee relations and morale,
- (v) Superannuation and pension policy,
- (vi) The Establishments Code

(b) **Unit for Organization Audit and Cadre Review-**

- (i) Conduct of audits of organizational efficiency and effectiveness,
- (ii) Conduct of cadre reviews,
- (iii) Evaluation of requests for cadre increases,
- (iv) Job classification,
- (v) Manpower planning for the public service,

(c) **Unit for Administrative Systems -**

- (i) Review and modification of administrative systems, structure and procedures,
- (ii) Improvement of financial management systems,
- (iii) Review and modification of office systems and methods and of administrative infrastructure,
- (iv) Review and improvement of management information systems and of office automation.

(d) **Units for Training and Career Development -**

- (i) Formulation, implementation, monitoring and evaluation of training and career development policies.
- (ii) Assisting Ministries and Departments in assessment of their training needs and in formulating training plans to meet such needs,
- (iii) Establishments of training institutions and training programmes to meet existing gaps.
- (iv) Co-ordination, monitoring and evaluation of training institutions and their programmes.
- (v) Planning of and placement in (non-technical) overseas training programmes.