

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

7th October, 1990

To: All Secretaries of Ministries,  
Chief Secretaries of Provincial Councils,  
Heads of Departments, Chairman of Public  
Corporations, Heads of Local Government  
Authorities and Heads of Training Institutions.

### **ESTABLISHMENT OF MANAGEMENT DEVELOPMENT & TRAINING UNITS**

I refer to Public Administration Circular No. 6/89 of 31st January 1989 on the above subject. Your attention is also invited to P.A.Circular 19/90 of 28th February 1990 in regard to National Public Service Training Policy”.

02. The Government has mandated the establishment of a Management Development and Training Unit (MDTU) in each Ministry, Provincial Council and large Department. The MDTU shall be headed by a senior officer in the organization, who shall undertake this work in addition to his/her own work or if the work load justifies a full time officer (subject to the approval of the Salaries & Cadres Committee).

03. The establishment of a MDTU is a part of National Public Service Training Policy. Each individual organisation in best equipped is scan its management problems and develop solutions to them to such each organization will be mainly responsible both councils problems and its solutions. In its efforts to delineate the problem and other solution it would canvase the assistance of external agencies

04. The responsibilities of MDTU cover both the organization and its personnel. The specific responsibilities given to MDTU would be determined by you. Given below is a list if possible MDTU responsibilities which may be added to:

(a) The respect of the Organization its activities could cover :

(1) Organization Audit

- (a) Prepare Programme/Project frame work;
- (b) Conduct audits of organizational efficiency and effectiveness;
- (c) Determine the arrears of work;
- (d) Develop agency, Division, Branch, Unit objectives and work norms;
- (e) Identify results/outputs/important targets;
- (f) Prepare a job classification;
- (g) Undertake manpower planning for organization;
- (h) Prepare a record of precedents and operational procedures
- (i) Measure for de-bureaucratization.

(2) **Administrative Systems**

- (a) Prepare implementation plans for each year starting with 1990;
- (b) Review and modify administrative systems, structures and procedures
- (c) Improve Financial Management System;
- (d) Review and modify office systems, methods and administrative infrastructures;
- (e) Review and improve management information systems and office automation;
- (f) Prepare an office layout;
- (g) Monitor work and ensure supervision of personnel

(b) **In respect of personnel, its activities could cover:**

(1) **Personnel**

- (a) Determine salary anomalies;
- (b) Develop recruitment standards and procedures;
- (c) Employee Relations.

(2) **Training and Career Development**

- (a) Determine training needs of different categories;
- (b) Formulate training plans to meet needs;
- (c) Formulate, Implement, monitor and Evaluate training and career development policies.

(3) **Linkages with National Institutions**

A MDTU should have ongoing linkages with the:

- (1) Sri Lanka Institute of Development Administration (SLIDA)
- (2) National Institute of Business Management (NIBM)
- (3) Post Graduate Institute of Management (PIM)
- (4) Public Service Training Institute (PSTI)
- (5) Rural Development Training and Research Institute (RDTRI);
- (6) Policy Division, Ministry of Public Administration, Provincial Councils and Home Affairs.

05. It is urged that action be taken immediately to establish a MDTU in your organization and appoint its head. It is expected to convene a meeting of all heads of MDTU in the near future. For any matters pertaining to the above programmes of work planes contact :

Management Development Training Unit,  
Policy Division,  
Ministry of Public Administration,  
Provincial Councils & Home Affairs,  
Independence Square,  
Colombo 7.

Telephone No. 698462

Sgd/ (P.N.M. Fernando)  
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