

Public Administration Circular No :07/98

My No: AR.15/1/1
Ministry of Public Administration,
Home Affairs & Plantation Industries,
Torrington Square,
Colombo 7.

13 March, 1998

To All Secretaries and
Heads of Departments.

PERFORMANCE APPRAISAL OF PUBLIC OFFICERS

01. The Government has decided that the granting of annual increments of public officers should be linked to a proper appraisal of work performed during the incremental period. In this connection your attention is drawn to Chapter VII Section 10 of the Establishments Code as revised in 1992. It has been made clear that an officer is not entitled to draw an increment as of right and that he is required to earn it by the efficient and diligent discharge of his duties. Hereafter, this principle will be implemented in the following manner.
02.
 - (a) All public officers including those who are released to Provincial Councils, seconded to Corporations and Statutory Boards are covered by this circular for the purpose of sanctioning of their annual increment. It is also strongly recommended that the same performance appraisal procedure be adopted to determine annual increments in respect of all relevant Provincial Council officers, in order to ensure a uniform systems.
 - (b) In departments where Performance Appraisal Systems are already in operation, the Head of Department concerned may seek the approval of the Minister in charge of the subject of Public Administration to continue with the existing system (and the use of prevalent forms) notwithstanding the provision of this circular. However, such exemption will be restricted to only the Staff Officers of such department.
03. The appraisal period in respect of the Staff Officers should be a "Calendar Year" (e.g. 01.01.1998-31.12.1998). The appraisal period for rest of the officers should be the twelve month period immediately preceding the increment date.

04. (a) The Performance Appraisal system for all public officers will come into effect from 01.01.98. In the case of staff officers the year 1998 will be first appraisal period. In the case of other officers the first appraisal period will be the year commencing from the individual increment date falling within 1998.
- (b) Commencing 01.01.1999 the sanctioning of increment of a staff officer whose incremental date falls within the first half of the year will be dependent on the Final Appraisal of the previous year. In the case of staff officers whose incremental date falls within the second half of the year, the sanctioning of the increment will be dependent partly on the mid-term appraisal of that year and partly on the Final Appraisal of the previous year.
- (c) The order for payment of increment will be on Form General 232 for all officers.
05. The forms to be used for this purpose will be prescribed by the Secretary to the Ministry of Public Administration and may be amended from time to time where necessary.
06. The appropriate authority for granting an increment is as follows:
- | | | |
|----|---|---|
| a. | For all public officers serving in a Ministry | Secretary of the Ministry concerned or officers delegated |
| b. | For all public officers released for service in a Provincial Council | Chief Secretary to the Provincial Council or officer delegated |
| c. | For all public officers seconded for service in a Corporation, Board etc. | Secretary of the Ministry to which the Corporation. Board etc. is attached or officer delegated |
| d. | For all public officers serving in a Government Department | Head of Department or officer delegated |
| e. | For a Head of Department | Secretary of the Ministry concerned |

For this purpose, a copy of the increment certificate in respect of officers belonging to the SLAS, SLES and SLScS, should be sent to the Secretary of the Ministry in charge of the subject of Public Administration if he is not the specified appropriate authority. Similarly, in the case of officers of other all-island managerial

services, a copy of the increment certificate should be sent to the Secretary, of the Ministry in charge of the relevant service if he is not the specified appropriate authority

07. Appropriate authority for disallowing an increment is as follows:-

- a. For an officer of the SLAS, SLES and SLSc, it will be the Secretary of the Ministry in charge of the subject of Public Administration.
- b. For officers of other all-island Managerial services it will be Secretary of the Ministry in charge of the relevant service.
- c. For any other public officer in Staff Grade it will be the Secretary of the relevant Ministry.
- d. For all other public officers serving in a department it will be the Head of Department.
- e. For all other public officers serving in a Ministry it will be the Secretary of the Ministry.

Such disallowance shall be after due consideration of a report from the appropriate authority specified in paragraph 6 above.

08. An appeal shall lie to the Public Service Commission by a person aggrieved by an order disallowing an increment. Respective provincial Public Service Commissions/Governors can function as appellate authorities in respect of officers of Provincial Councils.
09. When an officer is transferred out of the Ministry, Department or unit, an interim assessment has to be effected and the file has to be sent to the officers new work place to ensure his continuous assessment of work. In case of a promotion, the same procedure can be followed. Particularly, in the case of staff Officers, new performance plans have to be signed in such event and with any change of the job or duties of an officer.
10. The provisions of this circular shall supercede all provisions of the Establishments Code and previous circulars issued on performance appraisal that are inconsistent with this circular. This circular is issued on the directions of the Cabinet.

Secretary,
Ministry of Public Administration, Home Affairs &
Plantation Industries