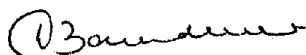


Secretaries of All Ministries,  
Chief Secretaries of Provincial Councils and  
Heads of Departments

**Performance Appraisal Programme in the Public Service.**

01. Your kind attention is invited to Public Administration Circular Nos. 07/98,08/98(i) and 08/98(ii) dated 13.03.1998, 30.04.1998 and 11.12.1998 respectively regarding the implementation of performance appraisal programme in the public service and to the Public Administration Circular No. 28/98 dated 23.12.1998 on the preparation of job descriptions.
02. The objective of this performance appraisal programme is to plan the activities of the public officers in terms of set targets, to initiate action to meet such targets and to assess at the end of the relevant period whether those targets have been achieved. It is expected to improve the overall performance of the institution through efficient discharge of the duties assign to each officer.
03. A series of training programmes was conducted for the officers in this regard and it is believed that the performance appraisal programme is being implemented smoothly in your institution. You are kindly requested to pay your personal attention to implement this programme in your institution more meaningfully in year 2000 in order to ensure a more efficient management. The performance plans could be prepared meaningfully through the preparation of job descriptions of the officers in terms of PA circular No. 28/98. Accordingly please take steps to instruct all your officers in the staff grades to prepare the performance plans for the year 2000, before 31.01.2000, in the format prescribed by the PA Circular No. 08/98(ii).
04. In future the progress of the performance appraisal programme will be reviewed by this Ministry. Please nominated an officer at the level of S.A.S/Deputy Head or above in your Ministry/Department/Institute to coordinate this activity and send me the name of the officer before 31.01.2000.
05. Your attention is also invited to the PA Circular No. 09/97 dated 12.02.1997 which has been issued for the purpose of improving the productivity in public sector. I wish to emphasize the need to implement the provisions of this circular in your organization along with the performance appraisal programme.



**Sgd. Mahinda Bandusena**  
Secretary  
Ministry of Public Administration & Home Affairs.