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Ministry of Public Administration,
Management and Reforms
Independence Square
Colombo - 07
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Secretaries of Ministries
Chief Secretaries of Provincial Councils
Heads of Departments

Revision of Section 5 of Chapter V of the Establishments Code
Extension of Service beyond the age of 55 years

Section 5 of Chapter V of the Establishments Code including the amendments made by the Public Administration Circulars 27/96 of 30.08.1996 and 21/97 of 25.09.1997 is hereby repealed and the following Section is substituted thereof with effect from 31.07.2002.

02. **5. Retirement**

- 5:1 The retirement of Public officers is governed by the Public Officers and Judicial Officers (Retirement) Ordinance and rules made under that Ordinance.
- 5:2. The optional age of retirement of a public officer is 55 years.
- 5:3. An officer may remain in service upto the age of 57 years without obtaining extension of service annually subject to the provisions of the following Sub - sections.
- 5:3:1. An officer who has reached the age of 55 years may at his discretion retire from service after giving a minimum of three months' notice to the relevant Appointing Authority.
- 5:3:2. The Appointing Authority has the right to retire an officer after giving three months notice on reaching the age of 55 years, if in his opinion the performance of that officer is unsatisfactory.
- 5:4. The Cabinet of Ministers or the Public Service Commission in which the appellate power is vested has the authority to revise, vary or cancel an order made by an Appointing Authority regarding the extension of service considering the reasons in an appeal submitted by an aggrieved officer.

- 5:5 An Appointing Authority has the authority to extend the period of service of an officer beyond the age of 57 years upto 60 considering the necessity of his services subject to the provisions of the following sub-sections.
- 5:5:1. An officer who intends to remain in service beyond the age of 57 years should forward his application for extension of service annually to the Appointing Authority through the Head of the Department. The application for the first extension should be made six months before the date on which he reaches 57 years of age. The applications for extension of service thereafter should be made three months before the date on which the period of extension commences. The Appointing Authority shall consider such application and decide on granting the extension of service.
- 5:5:2. Where the Appointing Authority is the Cabinet of Ministers the application for extension of service should be submitted to the Secretary to the relevant Ministry before the prescribed date as mentioned in Sub-section 5:5:1. The Secretary shall decide on granting the extension of service after consulting the Minister. In the case of a decision to refuse the extension of service, such decision should be referred to the Cabinet of Ministers by the relevant Minister explaining the reasons for such decision.
- 5:5:3. An officer should be informed of in writing the period for which his service is extended. An extension of service should not be granted for more than a year at a time.
- 5:6. Except on a disciplinary order the relevant Authority shall not retire an officer in terms of the above provisions before the date on which the officer completes 10 years service where the period of service that can be counted for pension purposes is less than 10 years, or the date on which he completes the age of 60 years whichever date occurs earlier.

Sgd. Dita Wimalasiri
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