

Public Administration Circular No. **07/2003**

My No. E1/4/3(1)
Ministry of Public Administration,
Management and Reforms
Independence Square
Colombo - 07
05th June, 2003

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

**Granting Salary Increments to officers who have
reached the maximum of their salary scales**

The Government has decided to remove the provisions under 6:1, 6:2 and 6:3 of Section 6 of the Public Administration Circular No. 2/97 dated 15.01.1997 as amended by Section 5 of the Public Administration Circular No. 2/97 (iii) of 12.11.1997 relating to granting salary increments to officers who are stagnating on the maximum of their salary scales and to substitute the provisions of this Circular thereto without prejudice to the benefits granted from 01.01.1997 under such provisions and to implement the provisions of this Circular from that date i.e. 01.01.1997.

02. Officers who have been on the maximum salary step of their salary scales since 01.01.1997 may be allowed to earn annual salary increments equal to the value of the last increment of the salary scale relevant to their posts without payment of arrears upto 31.12.2002.

03. Officers who on 01.01.1997 have been on the maximum salary step for a year or more than a year and have not been granted a salary increment, will be paid one increment from 01.01.1997, and their next incremental date will be 01st of January. This provisions will not be applicable to officers whose increments were with-held on a disciplinary order, and action should be taken regarding such officers according to the disciplinary order.

04. Officers who on 01.01.1997 have been on the maximum salary step for a period less than one year and whose increment falls due on a date subsequent to 01.01.1997 in that year will be granted one increment on the incremental date falling in 1997 provided their increments have not been with held on a disciplinary order.

05. Officers who on 01.01.1997 or thereafter reach the maximum of the present salary scales may be granted increments in respect of each year on reaching the maximum subject to the provisions of paragraphs 02 and 03 of the Circular.

06. Conversion of the salary of an officer who is granted increments under paragraph 03, 04 and 05 above, and who is promoted within the period 01.01.1997 to 31.12.2002 should be on the revised salary and arrears of salary should be paid only from 01.01.2003. However there is no bar to the payment of arrears from the effective date of promotion where the salary conversion is effected under the provisions which were in force prior to the implementation of the provisions of this Circular.

07. The pensions of officers who were on the maximum of their salaries during the period 01.01.1997 to 31.12.2002 and who have retired on reaching the age of 60 years should be revised while taking into account the proportional amount of the increment they have earned from the date of the last increment upto the date of retirement, and arrears of pension should be paid only from 01.01.2003. However there is no restriction to the receipt of the pension granted under the earlier provisions before the implementation of the provisions of this Circular from the date of retirement.

08. It should be specially noted that apart from the above provisions there is no possibility of granting increments in respect of every year of stagnation on the maximum salary prior to 01.01.1997. However it may be possible to get only one increment in respect of a period of 01 to 03 years.

- e.g.
- (I) An officer who reached the maximum on 01.01.1994 as well as an officer who reached the maximum on 01.01.1996 get only one increment, and such a situation is not regarded as an anomaly.
 - (II) An officer who has been granted an increment on 01.01.1996 on a hypothetical basis on the basis of reaching the maximum of the salary scale on 01.01.1993 may be granted an increment under this Circular.

09. When converting under the provisions of the Establishments Code the salary of an officer who is promoted and who on the effective date of promotion is in receipt of a salary exceeding the maximum salary of the new post, adjustment should be made by adding to that salary scale (the salary scale of the post to which promotion has been made) salary increments.

10. An officer who is in receipt of a salary exceeding the maximum of one post also reaches the maximum of the salary as a result of a salary conversion on promotion will subsequently become entitled to an increment only after completing one years service in the post to which he has been promoted, and it is not possible to add the periods during which an officer has been on the maximum of the salary of two posts, and thereby get increments.

11. Although it is possible under the provisions of this Circular to place an officer on the relevant salary steps as from 01.01.1997 he will not be entitled to arrears of salary in respect of the period upto 31.12.2002.

12.. The provisions of this Circular become substituted in respect of the salary increments already paid under the previous provisions for stagnation on the maximum after 01.01.1997, and therefore increments should not be paid twice in respect of the same date.

13. The provisions of Section 10, Chapter VII of the Establishments Code should be followed when the above salary increments are paid.

14. As no additional provisions will be granted for the above payments, existing provisions should be made use of

15. This Circular is issued with the concurrence of the General Treasury.

Sgd./ B.G. Karunaratune
Director General of Establishments