

Public Administration Circular 19/2009

My ref :- CLS/A.S.M./C.M./V

Ministry of Public Administration and Home  
Affairs

Independence Square,

Colombo 07.

2009.12.08

To all Ministry Secretaries,  
Heads of Department,  
District Secretaries,  
Divisional Secretaries.

**Implementation of Sri Lanka Government Librarians' Service Minute**

New Sri Lanka Government Librarians' Service Minute published in the gazette extraordinary No: 1620/22 dated 24-09-2009 in substitution to Sri Lanka Government Librarians' Service Minute which was effective from 01-08-1997 and published in the gazette extraordinary of the Democratic Socialist Republic of Sri Lanka No: 1002/13 dated 19-11-1997, shall take effect from 02-09-2009.

02. Absorption as per Section 9.2 of the Minute

- i. Librarians who have been appointed to a post of Librarian in Public Service except Provincial Public Service before 01-08-1997, absorbed into Sri Lanka Government Librarian Service Minute which was effective from 01-08-1997 and also been in the service within the period from 01-08-1997 up to the effective date of this new service minute, shall be absorbed under new service minute in the following manner.
- ii. Officers who were in Grade III of the service as at the effective date of this new service minute shall be absorbed into Class III.
- iii. Officers who were in Grade II of the service as at the effective date of this new service minute shall be absorbed into Class II.

iv. Officers who were in Grade I of the service as at the effective date of this new service minute shall be absorbed into Class I.

v. Officers who were in Supra Grade of the service as at the effective date of this new service minute shall be absorbed into Special Class.

03. Absorption of officers into new service minute who have not been absorbed as per provision in Subsection 9.2.2 of the Minute.

i. Officers who have been appointed to a Post of Librarian in the Public Service as at 01-08-1997 and not been absorbed into Sri Lanka Government Librarians' Service Minute which was effective from 01-08-1997 but exercised their option to be absorbed into new service minute shall be absorbed under provisions 9.2.1 above on the supposition that such officers have been absorbed into the grade to which they were due to be absorbed under Para 03 of Sri Lanka Government Librarians' Service Minute published in the gazette extraordinary No: 1002/13 dated 01-08-1997, based on the same grade. These officers are eligible to be promoted under Para 10 of the new service minute.

ii. Officers who have been appointed to a Post of Librarian in Public Service after 01-08-1997 and not been governed under Sri Lanka Government Librarian Service Minute which was effective from 01-08-1997 but exercised their option to be absorbed into this new service minute shall be absorbed into Class III if they have satisfied the qualifications prescribed for Class III. Further, they are eligible for promotion as per the provisions of this service minute. Interim Provisions shall not be applicable for these officers.

04. Interim Provisions and Promotions

i. Interim Provisions shall be applied only for the officers who have been absorbed into Sri Lanka Government Librarians' Service which was implemented to be effective from 01-08-1997 and other officers falling under 3 (i) above.

ii. The promotions mentioned under Para 06 of the new service minute shall be implemented completely immediately after lapse of 03 years from the effective date of new service minute.

iii. Promotion to Class II, I & Special Class within the interim period shall be made in accordance with the provisions indicated in Section 10 of the new service minute.

05. Officers who have not been absorbed into Sri Lanka Government Librarian Service Minute as per 09-02-02 of the new service minute, but exercised their option to be absorbed into this new service minute shall perfect their declaration of option and send it to the Director General of Combined Services through the respective Head of Department before 15-01-2010.

06. Please kindly take action to inform the content of this circular to relevant officers.

D.Dissanayake  
Secretary  
Ministry of Public Administration &  
Home Affairs

Copy: Secretary, Public Service Commission

**Declaration of Option to be absorbed into Sri Lanka Government Librarian Service**  
**Minute published in the Gazette Extraordinary No: 1620/22 dated 24-09-2009.**

01. Service Station  
i. Ministry :- .....
- ii. Department :- .....
- iii. Sub-office :- .....
02. Name of the officer as indicated in the letter of appointment :- Mr./Mrs./Miss .....
- .....
03. The name after change, if any :- .....
- .....
04. Date of Birth :- .....
- Age as at 2010.10.15 Years..... Months ..... Days .....
05. Permanent Private Address :- .....
- .....
06. Date of First of Appointment to Post of Librarians :- .....
07. i. Number of the letter of appointment :- .....
- ii. Date of appointment :- .....
08. Whether the officer has been confirmed in the service? Yes /No
09. Present Grade - III/II/I/ Supra
- i. Date of appointment to Grade III :- .....
- ii. Date of appointment to Grade II :- .....
- iii. Date of appointment to Grade I :- .....
- iv. Date of appointment to Supra Grade :- .....

10. Educational Qualifications :- .....  
.....  
.....  
.....  
.....  
.....

11. Whether you have been absorbed into Sri Lanka Government Librarians' Service Minute at a previous occasion under 9.2.2 of new Sri Lanka Government Librarian's Service Minute? **Yes/No**

If so, the number of the letter of absorption: No: CLS/...../.....(G)/V

12. I, .....(full name),  
serving as the Librarian, ..... (Grade) in the Ministry/Department of .....  
..... Institution, do hereby exercise  
my option to be absorbed, with effect from 02-09-2009 into Sri Lanka  
Government Librarians' Service Minute published in the Gazette Extraordinary  
No: 1620/22 dated 24-09-2009.

I am fully aware that this option shall never be changed.

Date :- .....

Signature of Officer :- .....

Name :- .....

**Certificate of the Secretary of the Ministry/Head of Department :-**

I hereby certify that Mr./Mrs./Miss. ....  
serving as the Librarian, ..... (Grade) in the Ministry/Department of .....  
..... Office, has signed the above  
declaration in my presence on ..... at .....  
..... The particulars indicated in the applications by the  
officer were found to be correct when compared with the personal file.

Following documents are hereby sent since this officer has exercised the option to be absorbed into new Sri Lanka Government Librarians' Service Minute.

- i. Certified Copy of the Birth Certificate
- ii. Certified Copy of the letter of appointment
- iii. Certified Copy of the letter of confirmation in the service
- iv. Certified Copies of the letters of promotions
- v. Certified Copies of educational certificates

Date:- .....

Signature of Head of Department :- .....

Name :- .....

Post :- .....

Official Stamp

Note: Please kindly note that it is not necessary to send above documents if the officer has been absorbed into Sri Lanka Government Librarian Service as per Section 11 above.