

My number: EST 5/4/24(XXVII)  
Ministry of Public Administration  
and Management  
Independence Square  
Colombo 07.

07.12.2017

Secretaries to Ministries  
Chief Secretaries of Provinces  
Heads of Departments

**Classification of Staff Grade Officers and Non-Staff Grade Officers  
in the Public Service and the Provincial Public Service**

It has been decided at the meeting of the Cabinet of Ministers held on 05.12.2017 that a Public Administration Circular should be issued for classification of Staff Officers and Non-Staff Officers in Public Service and Provincial Public Service.

02. Your attention is drawn to Public Administration Circular 03/2016 dated 25.02.2016 on "Revision of Salaries in Public Service - 2016" issued on the approval granted by the Cabinet of Ministers at the cabinet meeting held on 23.02.2016, instead of the Public Administration Circular 06/2006 dated 25.04.2006 and the Public Administration Circulars issued as revisions for the said circular.

03. Sub Sections relevant to the categorization of posts/services in public service have been included under No. 11 of the above circular as follows.

"11.1 The categorization of posts/ services in public service is indicated in schedule III."

"11.2 The staff officer shall mean an officer recruited to a post belonging to tertiary and senior level."

"11.3 An officer, who was belonging to staff grade under the provisions existed as at the effective date of this Circular, shall be treated further as a staff officer as personal to him."

04. As per the Sub Section 11.1 above, posts/ services in public service have been categorized as follows in the schedule III in which the categorization of posts/services in public service is indicated.

**Primary level**

Primary Grade - Unskilled  
Primary Grade - Semi skilled  
Primary Grade – Skilled

## **Secondary level**

Management Assistant - Non Technical  
Management Assistant - Technical  
Supervisory Management Assistant  
Associate Officer  
Sri Lanka Teachers' Service  
Other posts of Nurses' Service/ PSM Service and Para Medical Service except Special Grade of the same services.  
Sub Inspector of Police in Police Service and other regulatory services and other posts equivalent to the status of the same.

## **Tertiary Level**

Field/ Office Based Officers  
Management Assistant – Supra Grade  
Sri Lanka Principles' Service  
Special Grade of Nurses' Service/PSM Service/Para Medical Service  
Registered/ Assistant Medical Officers  
Inspector of Police/ Chief Inspector of Police in Police Service and other regulatory services and posts equivalent to the status of the same.

## **Senior Level**

Executive level  
Medical Officer  
Senior Executive/ Medical Consultants  
Secretary of the Ministry and other posts receiving the same salary  
Legal Officer  
Additional Solicitor General/Legal Draftsman  
Solicitor General  
Attorney General

05. As mentioned in 03 above, categories of officers indicated under Section 11.2 and 11.3 of Public Administration circular 03/2016 dated 25.02.2016 are Staff Officers and a further clarification on the category of officers fallen under 11.2 has been given under 3 and 4 of schedule III of the said circular. Accordingly, the officers fallen under 3 and 4 of schedule III of Public Administration Circular 03/2016 and the officers indicated under the Sub Section 11.3 of the said circular belong to the Staff Officer category.

06. In case where an issue is arisen as to whether a certain post which is not specifically mentioned in 05 above is fallen under the category of Staff Officer, that should be forwarded to the Director General of Establishments and a specific clarification will be given by the Director General of Establishments having obtained observations of the National Salaries and Cadre Commission with regard to the said issue.

Sgd./ J.J.Rathnasiri  
Secretary

Ministry of Public Administration and Management