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Ministry of Public Administration and Management

Independence Square

Colombo 07.

10.01.2018

All Secretaries of Ministries,
Heads of Departments,
District Secretaries/Divisional Secretaries and
Heads of Institutions

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

Sri Lanka Government Librarians' Service Minute published in the Gazette extraordinary No. 2024/35 dated 21.06.2017 of the Democratic Socialist Republic of Sri Lanka shall be effective from 09.08.2016 instead of Sri Lanka Government Librarians' Service Minute published in the Gazette extraordinary No. 1620/22 dated 24.09.2009 of the Democratic Socialist Republic of Sri Lanka, which came into effect from 02.09.2009.

03. Absorption

Absorption shall be made in terms of the provisions of Chapter 14 of the service minute.

- I. Only those who were serving as at the effective date of this service minute shall be absorbed into the new Grades system in terms of the provisions of Section 4, Chapter VII of the Establishments Code. Period of service shall be considered based on the date of appointment to each of the posts. However, no change shall be made to the date of salary increment of the relevant officer due to the absorption. Further, the officer should not be placed in the next salary step on the basis that the last salary step drawn by the relevant officer being correspondent to the new salary step in conversion of salary.
- II. The officers who are engaged in service shall be absorbed in to Sri Lanka Government Librarians' Service under the new service minute in the following manner.

(a) Absorption into Grade III of the service.

The officers who were serving in Class III of Sri Lanka Government Librarians' Service as at the effective date of this service minute shall be absorbed in to the Grade III.

(b) Absorption into Grade II of the service.

The officers who were serving in Class II of Sri Lanka Government Librarians' Service as at the effective date of this service minute shall be absorbed in to the Grade II.

(c) Absorption into Grade I of the service.

The officers who were serving in Class I of Sri Lanka Government Librarians' Service as at the effective date of this service minute shall be absorbed in to the Grade I.

(d) Absorption in to Special Grade of the service.

The officers who were serving in Special Class of Sri Lanka Government Librarians' Service as at the effective date of this service minute shall be absorbed in to the Special Grade.

Absorption shall be made from 09.08.2016, the effective date of the service minute.

04. Recruitment

Applications shall be called as per the Chapter 7 of the service minute and by way of publishing public notices in government gazettes, newspapers or the web site. Recruitment to Grade III of Sri Lanka Government Librarians' Service shall be made on the approved number of posts and the existing number of vacancies based on the examination conducted by the Commissioner General of Examinations.

- I. Syllabus of the open competitive examination for the recruitment to Grade III – as per the Appendix I of the service minute.
- II. Syllabus of the limited competitive examination for the recruitment to Grade III – as per the Appendix II of the service minute.

05. Promotions

Grade promotions shall be made as per the Chapter 10 of the service minute. Applications for promotions should be perfected in conformity with the following specimen forms and submitted along with the recommendation of the Heads of Departments and Secretary of the Ministry for promotions to be granted to each Grade.

- I. For promotion to Grade II from Grade III under average performance – Application No: 01
- II. For promotion to Grade I from Grade II under average performance – Application No: 02
- III. For promotion to Special Grade from Grade I under average performance – Application No: 03

Promotion to Special Grade

- (a) Method of promotion to Special Grade – as per 10.3.1.2 of the service minute.
- (b) Interview to verify eligibility for promotions to be granted in promotion to Special Grade- as per the Appendix V.

06. Efficiency Bar Examination

Efficiency Bar examination shall be held twice a year by the Commissioner General of Examinations in terms of the chapter 8 of the service minute. Applications shall be called by way of publishing public notices in the government gazette, newspapers or web site.

- I. Syllabus of the efficiency bar examination prescribed for Grade III – Appendix III
- II. Syllabus of the efficiency bar examination prescribed for Grade II – Appendix IV

07. Other

Proficiency in official languages should be acquired as per the chapter 9 of the service minute.

Note 1

Only the officers who were appointed to posts in Sri Lanka Government Librarians' Service after 01.07.2007 should acquire proficiency in the relevant official language within 05 years from the date of appointment in terms of the provisions of Public Administration Circular 1/2014.

J.J. Rathnasiri
Secretary,
Ministry of Public Administration and Management

Application 01

Promotion to Grade II on average performance as per the Section 10.1 of the Service Minute of Sri Lanka Government Librarians' Service published in the Gazette extraordinary No. 2024/35 dated 21.06.2017

1. Name of the officer with initials-.....
2. Names denoted by initials-.....
3. Name after the revision, if any-.....
4. Ministry.....
Department.....
Sub office..... serving at present.
Number of the letter of appointment.....
5. Date of Birth:.....
6. Post and Grade:.....
7. Date of appointment to Grade III-.....
8. Have you been confirmed in service? Yes/No Date of confirmation:.....
9. NIC number-.....
10. Personal address-.....
11. Educational Qualifications-.....

12. I. Have you been absorbed under the Service Minute which came into effect from 01.08.1997?
Yes/No

II. Have you been absorbed under the Service Minute which came into effect from 02.09.2009?
Yes/No

III. Have you been absorbed under the Service Minute which came into effect from 21.06.2017?
Yes/No

13. Pre requisites
 - I Date of completion of an active service period of 10 years in Grade III.....
 - II Have you completed a satisfactory service period of 10 years? Yes/No
 - III Have you earned all salary increments due for 10 years? Yes/No
 - IV Have you proved a satisfactory or higher performance within the 10 years preceding the date of promotion as per the approved performance appraisal procedure? Yes/No
 - V Have you completed a satisfactory service period within 05 years immediately preceding the date of promotion? Yes/No
 - VI Have you passed the relevant efficiency bar examination on due date? Yes/No
 - VII Date of passing the examination.....

14. I, (full name)
serving as the Librarian in Grade..... of
..... Ministry/ Department/ Office, hereby
certify that all the particulars given above are true and correct and that I am eligible to be promoted to Class II as per Section 10.1.1.1 of the Minute of Sri Lanka Government Librarians' Service published in the Gazette Extraordinary No 2024/35 dated 21.06.2017.

Date:

Signature of the Officer:

15. Certification of the Head of the Department

I hereby certify that the particulars mentioned in 1 to 14 of the application for promotion to Class II of Mr./Mrs./Miss holding a post of Librarian of Grade at the Ministry/ Department/ Office of..... are correct as per his/her personal file. Following particulars of the said officer are presented herewith.

- I. Half Pay/ No pay Leave particulars obtained in the period of service:
- II. Total period of service of the officer as a Combined Librarian as at the date on which the promotion is requested:-
- III. Period of service served in Class III as at the date on which the promotion is requested to Class II:
- IV. Whether the officer has earned all due salary increments and completed a satisfactory and active period of service in the 5 years immediately preceding the date of promotion?
- V. Has any disciplinary action been taken against the officer?
- VI. Recommendation of the Head of the Ministry/Department/Institution:-

I recommend / do not recommend the officer to be promoted to Class II with effect from

Date:- Signature of the Head of the Department:-

Name:-
Designation:-
Official Seal:-

Recommendation of the Secretary of the Ministry

I hereby recommend the same recommendation made by the Head of the Department.

Date:- Signature of the Secretary of the Ministry:-.....

Name:-
Official Seal :

Application 02

Promotion to Grade I on average performance as per the Section 10.2 of the Service Minute of Sri Lanka Government Librarians' Service published in the Gazette extraordinary No. 2024/35 dated 21.06.2017

1. Name of the officer with initials-.....
2. Names denoted by initials-.....
3. Name after the revision, if any-.....
4. Ministry.....
Department.....
Sub office..... serving at present.
5. NIC Number:.....Date of Birth:.....
6. Post and Grade:.....
7. Date of appointment to Grade III-..... Number of the letter of appointment:.....
8. Have you been confirmed in service? Yes/No Date of confirmation:.....
9. Date of promotion to Grade II-.....
10. Personal address-.....
11. Educational Qualifications-.....

12. I. Have you been absorbed under the Service Minute which came into effect from 01.08.1997?
Yes/No

II. Have you been absorbed under the Service Minute which came into effect from 02.09.2009?
Yes/No

III. Have you been absorbed under the Service Minute which came into effect from 21.06.2017?
Yes/No

16. Pre requisites
 - I Date of completion of an active service period of 10 years in Grade II.....
 - II Have you completed a satisfactory service period of 10 years? Yes/No
 - III Have you earned all salary increments due for 10 years? Yes/No
 - IV Have you completed a satisfactory service period within 05 years immediately preceding the date of promotion? Yes/No

 - V Have you proved a satisfactory or higher performance within the 10 years preceding the date of promotion as per the approved performance appraisal procedure? Yes/No

 - VI Have you passed the relevant efficiency bar examination on due date? Yes/No
Date of passing the examination.....

13. I, (full name)
serving as the Librarian in Grade..... of
..... Ministry/ Department/ Office, hereby
certify that all the particulars given above are true and correct and that I am eligible to be promoted to Class I as per Section 10.2.1.1 of the Minute of Sri Lanka Government Librarians' Service published in the Gazette Extraordinary No 2024/35 dated 21.06.2017.

Date:

Signature of the Officer:

14. Certification of the Head of the Department

I hereby certify that the particulars mentioned in 1 to 14 of the application for promotion to Class I of Mr./Mrs./Miss holding a post of Librarian of Grade at the Ministry/ Department/ Office of..... are correct as per his/her personal file. Following particulars of the said officer are presented herewith.

- I. Half Pay/ No pay Leave particulars obtained in the period of service:
- II. Total period of service of the officer as a Combined Librarian as at the date on which the promotion is requested:-
- III. Period of service served in Class II as at the date on which the promotion is requested to Class I:
- IV. Whether the officer has earned all due salary increments and completed a satisfactory and active period of service in the 5 years immediately preceding the date of promotion?
- V. Has any disciplinary action been taken against the officer?
- VI. Recommendation of the Head of the Ministry/Department/Institution:-

I recommend / do not recommend the officer to be promoted to Class I with effect from

Date:- Signature of the Head of the Department:-

Name:-
Designation:-
Official Seal:-

Recommendation of the Secretary of the Ministry

I hereby recommend the same recommendation made by the Head of the Department.

Date:-

Signature of the Secretary of the Ministry:-.....

Official Seal :

Application 03

Application 03

Promotion to Special Grade on average performance as per the Section 10.3 of the Service Minute of Sri Lanka Government Librarians' Service published in the Gazette extraordinary No. 2024/35 dated 21.06.2017

1. Name of the officer with initials-.....
2. Names denoted by initials-.....
3. Name after the revision, if any-.....
4. Ministry.....
Department.....
Sub office..... serving at present.
5. NIC numberDate of Birth:.....
6. Post and Grade:.....
7. Date of appointment to Grade III-.....
8. Have you been confirmed in service? Yes/No Date of confirmation:.....
9. Date of promotion to Grade II-..... Date of promotion to Grade I-.....
10. Personal address-.....
11. Educational Qualifications-.....

12. I. Have you been absorbed under the Service Minute which came into effect from 01.08.1997?
Yes/No

II. Have you been absorbed under the Service Minute which came into effect from 02.09.2009?
Yes/No

III. Have you been absorbed under the Service Minute which came into effect from 21.06.2017?
Yes/No

13. Pre requisites
 - I Date of completion of an active service period of 05 years in Grade I.....
 - II Have you completed a satisfactory service period of 05 years? Yes/No
 - III Have you earned all of the 05 salary increments? Yes/No
 - IV Have you completed a satisfactory service period within 05 years immediately preceding the date of promotion? Yes/No
 - V Have you proved a satisfactory or higher performance within the 05 years preceding the date of promotion as per the approved performance appraisal procedure? Yes/No
 - VI Have you passed the third efficiency bar examination on due date? Yes/No
Date of passing the examination.....

14. I, (full name)
serving as the Librarian in Grade..... of
..... Ministry/ Department/ Office, hereby
certify that all the particulars given above are true and correct and that I am eligible to be promoted to Special Class as per Section 10.3.1.1 of the Minute of Sri Lanka Librarians' Service published in the Gazette Extraordinary No 2024/35 dated 21.06.2017.

Date:

Signature of the Officer:

15. Certification of the Head of the Department

I hereby certify that the particulars mentioned in 1 to 14 of the application for promotion to Special Class of Mr./Mrs./Miss holding a post of Librarian of Grade at the Ministry/ Department/ Office of..... are correct as per his/her personal file. Following particulars of the said officer are presented herewith.

- III. Half Pay/ No pay Leave particulars obtained in the period of service:
- IV. Total period of service of the officer as a Combined Librarian as at the date on which the promotion is requested:-
- III. Period of service served in Class I as at the date on which the promotion is requested to Special Class:
- IV. Whether the officer has earned all due salary increments and completed a satisfactory and active period of service in the 5 years immediately preceding the date of promotion?
- V. Has any disciplinary action been taken against the officer?
- VI. Recommendation of the Head of the Ministry/Department/Institution:-

I recommend / do not recommend the officer to be promoted to Special Class with effect from

Date:- Signature of the Head of the Department:-

Name:-

Designation:-

Official Seal:-

Recommendation of the Secretary of the Ministry

I hereby recommend the same recommendation made by the Head of the Department.

Date:-

Signature of the Secretary of the Ministry:-.....

Official Seal :