

My No : EST-5/04/PCY/0002
Ministry of Public Administration,
Home Affairs, Provincial Councils and
Local Government
Independence Square
Colombo 07.

17.10.2023

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

The new procedure to be followed when submitting issues related to salaries to the Director General of Establishments

Your attention is drawn to Public Administration Circular Letter 03/2015 dated 20.07.2015 issued on “Guidelines to be followed when the issues related to Salaries are submitted to the Director General of Establishments” and Public Administration Circular Letter 02/2014 dated 06.05.2014 issued on “Conversion of Salary at Promotion”.

02. Although instructions on the procedure to be followed in submitting salary-related problems to the Director General of Establishments have been given in the circulars mentioned in the first paragraph above, there are many instances where instructions are sought from the Director General of Establishments by sending letters without following the provisions of the said circulars.

Examples:

- I. Non-submission of relevant information as per the format mentioned in the circular
- II. Non-submission of all the information related to the problem despite presenting the problem as per the format mentioned in the circular.
- III. Submitting only relevant information without specifying what the problem is.
- IV. Non-submission of observations and recommendations of the Secretary of the relevant Ministry or the Head of the Department.

As the necessary information has to be requested again from the relevant institutions due to the submission of such incomplete information, a huge waste of resources occurs, and also, time is unnecessarily spent for giving instructions on the problem.

03. Accordingly, when submitting letters to the Director General of Establishments regarding salary-related problems, relevant information should be submitted as per Format (I) given in this circular. The particulars of the salary of the officer/officers who are facing anomalies in their salaries and of the officer/ officers with whom they compare their salary particulars should be submitted separately in accordance with the format (I) mentioned above, along with the certified photocopies of all relevant documents and the observations and recommendations of the Secretary of the relevant Ministry.

04. A tendency is also observed where letters are sent by various institutions to verify the accuracy of salary conversions as well as to confirm which salary conversion is correct among several salary conversions prepared. However, you are kindly informed that verifying the accuracy of salary conversions is not the duty of the Director General of Establishments, and only the issues regarding a certain salary for which the instructions of the Director General of Establishments are required should be referred to the Director General of Establishments as per the format (I) following the methodology indicated in paragraph 3 above.

05. You are hereby notified to take action to inform all heads of institutions that function under your purview in this regard. You are further informed that the Director General of Establishments is not responsible for the difficulties and delays that occur due to the submission of such issues without following the prescribed methodology.

Sgd/ K.D.N. Ranjith Asoka
Secretary
Ministry of Public Administration,
Home Affairs, Provincial Councils and
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Format for submitting the issues in salaries to the Director General of Establishments

Part I

1.0 Information on salary anomaly/ issue:

1.1 Issue (The issue should be submitted clearly and comprehensively along with relevant dates, post/grade/relevant salary circulars, salary scales, salary steps etc.)

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.....

1.2 Name/s of officer/s facing with the (If there are more than one officer, the list of names of officers should be submitted along with the number of officers, who are facing with salary anomaly)

.....

1.3 Name of officers with whom the officer facing with salary anomaly compare his/her salary (Indicate 'No' if there are no comparisons):

- i.
- ii.
- iii.

Part II

Following particulars are hereby submitted in relation to the officer facing with salary anomaly/ the officer with whom the comparison is made (Delete words inapplicable).

2.0 Basic information of the officer:

2.1 Name:

2.2 Present service, post and grade

Service :
Post :
Grade :

2.3 Date of salary increment relevant to present post/grade:

3.0 Particulars of the officer's all appointments, promotions and absorptions (All particulars should be submitted from the date of first appointment up to present post along with **relevant documents**):

Date of appointment /promotion/ absorption	Service	Post	Grade	Nature of the appointment/ promotion (Open/ limited/merit/grade etc)	Date of salary increment	Number of the anexes

4.0 Particulars of the satisfying/ exemptions from E.B.:

Post	Grade	Officer has passed/ not passed from E.B on due date (If exempted, mentioned the same) /	Particulars of the deferment of salary increment due to not satisfying E.B requirement on due date	Other

5.0 Particulars of disciplinary actions (If available):

5.1 Date on which the offence has been committed:

5.2 Decision given pertaining to granting salary increment as per disciplinary order (Attach a certified copy of the disciplinary order):

.....

5.3 Action taken as per the disciplinary order:

.....

5.4 New date of salary increment, if any revision has been made:

5.5 Other matters:

6.0 Particulars of the salary conversion of the officer:

Indicate all particulars pertaining to the salaries to be granted correctly to the officer as per the history sheet of officer and all conversions made so far along with salary increments.

1	2	3	4	5	6	7	8	9
Post	Grade	Date	Salary circular	Salary code	Salary scale	Salary	Salary step	No of the annex

- 1 All posts held from the first appoint in public service
- 2 All grade promotions received pertaining to the posts
- 3 All dates pertaining to all revisions including promotions/appointments and salary increments
- 4 Numbers of P.A. Circulars/ Departmental circulars, which were made applicable for salary revisions
- 5 Salary code applicable to the post/grade as per circulars
- 6 Salary scale applied for the preparation of salary
- 7 Basic salary to which the officer entitled to as per salary scale
- 8 Number of the relevant salary step
- 9 Attach copies of salary conversions prepared for granting relevant salary and copies of history sheet

Part III

7.0 Certificate of the Head of Institute :

I hereby certify that all the salary conversions of Mr/Mrs/Miss..... (Name of the officer facing with salary issue), who is serving/ has retired from service at/ of(Institute), have been examined from his/her first appointment up to the point of salary issue mentioned in 1.0 above and further the salaries paid from the date of first appointment up to now are correct and accordingly, all the above particulars submitted relevant to the officer facing with the salary anomaly/the officer with whom the comparison is made (delete the phrase inapplicable in one line) are correct as per the relevant documents.

Prepared: Examined:
(name and post) (Name and post)

I hereby certify that above particulars are correct..

Signature of the staff officer:

Name, post and official stamp of the staff officer:

date:

8.0 Observations and recommendations of the Secretary of the Ministry:

(Attention should be paid also to the provisions of specific circulars issued pertaining only to certain services/ posts (eg. Management Officers’ service, certain posts in Ministry of Education, Health, Posts) in addition to the circulars issued commonly for all services/ posts of public services, when making observations and recommendations.)

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Name and signature of the Secretary of the Ministry/Chief Secretary of the Provincial Council:

Date:

Official stamp: