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PART 1 : SECTION (I) - GENERAL
Government Notifications

Minute on the Combined Drivers' Service for Motor Vehicle Drivers in the Public Service

THE following Minute on the Combined Drivers' Service in respect of Motor Vehicle Drivers in the Public Service is published in substitution of the Minutes dated 28th February, 1992 published in the Gazette Extraordinary No. 786/10 of 29th September, 1993 of the Democratic Socialist Republic of Sri Lanka.

MAHINDA BANDUSENA

Secretary

Ministry of Public Administration

Home Affairs and Plantation Industries

Ministry of Public Administration
Home Affairs and Plantation Industries
Independence Square
Colombo 07.
6th October, 1999

1. Effective date - This minute shall come into force with effect from 01.10.1999 without prejudice to any action taken under the provisions of the Minute of the Combined Drivers' Service for Motor Vehicle Drivers in the Public Service dated 23 rd September, 1993 published in the Gazette Extraordinary No. 786/10 of 29th September, 1993 of the Democratic Socialist Republic of Sri Lanka.
2. Definitions :
 - 2.1 "Minute" means the Minute on the Combined Drivers' Service for Motor Vehicle Drivers in the Public Service.
 - 2.2 "Service" means the Motor Vehicle Drivers' Service in the Public Service.
3. Structure - The structure of the Combined Drivers' Service for Motor Vehicle Drivers in the Public Service is as follows:
 - (a) Those who are recruited to Class II Segment "B"
 - (b) Those who are promoted to Class II Segment "A"
 - (c) Those who are promoted to Class I and recruited to Class I direct.
4. Cadre :

- 4.1 The Cadre will be detailed under the respective Heads and Objects in the Annual Estimates. The total Cadre of the Drivers' Service in each Ministry and Department shall not exceed the total Cadre of Drivers approved by the Director of Budget (Treasury).
5. Annual Consolidated Salary Scales :
- Class I - Rs. 54,480 -9x1,320-8x1,560-Rs.78,840.00
(Efficiency Bar before Rs. 58,440/- in the case of an exceptional recruitment).
- Class II 'A' - Rs. 47,880 -14 X 1,320 - 6 x 1,560 - Rs. 75,720/-
(Efficiency Bar before Rs. 49,860/-
- Class II 'B' - Rs. 45,180 - 23 x 1,320 - Rs. 75,540/-
(Efficiency Bar before Rs. 49,140/-
6. Control
- 6.1 The 'Service' shall be subjected to the control of the Director of Combined Services
7. Method of Recruitment :
- 7.1 Applications for recruitment should be called by an advertisement in the Government Gazette or by a public notification or any other appropriate manner. Candidates should also appear for a written examination.
- 7.2 Recruitment to the Service will be made by the Secretaries of Ministries, Head of Departments with the approval of the Director of Combined Services. Recruitment will be made in accordance with the procedure stipulated by the Secretary to the Ministry in charge of the subject of Public Administration or by the Director of Combined Services.
- 7.3 Recruitments should be made through a professional competency test in driving vehicles to be conducted by a Board consisting of not less than three officers including a representative of the relevant Department, an examiner of Motor Vehicles in the Department of Motor Traffic and an officer from the Traffic Police.
- 7.4 Formal letters of appointment will be issued by the Director of Combined Services.
8. Qualifications for recruitment - Qualifications for recruitment of drivers in Class III 'B'
- 8.1 Should be a citizen of Sri Lanka
- 8.2 Should be not less than 18 years and not more than 45 years of age as at the closing date of applications. The upper age limit will not be applicable to those who are already employed in the Public Service or Provincial Public Service.
- 8.3 Should have passed at least grade Eight/Year Nine at a school approved by the Director General of Education.
- 8.4 Should possess a certificate of competency issued by the commissioner of Motor Traffic in regard to driving of private/hiring cars and station wagons tare of which is less than 24 cwt. (The relevant certificate should have been obtained before three years from the date of recruitment) (Categories of Vehicles C and CI).

- 8.5 Should possess three years experience as a motor vehicle driver. (Should be supported by certificates).
- 8.6 Should be of the minimum height of 5 feet and 2 1/2 inches.
- 8.7 Should be of sound physical health and good eye-sight so as to perform duties during day and night.
- 8.8 Should have a fair knowledge on the Highway Code.
9. Promotion to Class II 'A' of the Drivers' Service :
- 9.1 (i) Should have been confirmed in Service on completion of the probationary period.
(ii) Should possess 08 years service in Class II 'B'
(iii) Should possess a satisfactory period of service during the five years immediately prior to the date of promotion
(iv) Should have passed the relevant Efficiency Bar Examination
- 9.2 Should possess a license for driving light lorries tare of which is up to 34 cwt. and for driving buses which has a capacity to travel not more than 32 passengers in each. (license in categories A I and CI)
- 9.3 The Director of Combined Services will issue letters of promotion on receipt of recommendations of the Head of Departments in respect of officers who satisfy the above conditions.
10. Promotion to Class I :
- 10.1 (i) Should possess 10 years period of service in Class II 'A'
(ii) Should have a satisfactory period of service during the 5 years period immediately prior to the date of promotion
(iii) Should have passed the relevant Efficiency Bars.
(iv) Should possess a Certificate of Competence issued by the Commissioner of motor Traffic for driving heavy motor Vehicles, heavy trailers and omnibuses licensed for transporting more than 32 passengers and tare of which are more than 34 cwt. (Category 'A')
- 10.2 The Director of Combined Services will issue letters of promotion on receipt of recommendation of the Heads of Departments in respect of officers who satisfy the above conditions.
- 10.3 For promotions, period of no pay leave local or abroad, will be excluded in computing the minimum period of service specified in the scheme of promotion.
11. Definition of satisfaction period of service :
- 11.1 An officer will be considered to have satisfactory record of service only if he has not suffered any punishment whatsoever (except of warning) for any offence during the five years immediately prior to the date of application for promotion, his attendance , work and conduct have been satisfactory and has earned all increments falling with in the same period.

12. Efficiency Bars :

12.1 Efficiency Bar Examination should be conducted by an Interview Board consisting of following officers :

- (i) A representative of the relevant Department as Chairman
- (ii) An Examiner of motor Vehicles in the Department of Motor traffic
- (iii) An officer from the Traffic Police.

12.2 The following criteria should be used :

	Criteria	Marks
(i)	Practical knowledge in Highway Code	40
(ii)	Basic knowledge in Motor Mechanism	40
(iii)	Attendance, work, Conduct	<u>20</u>
		<u>100</u>

12.3 Exemptions from the required Efficiency Bar Examinations will not be granted on the basis of age.

12.4 It is the responsibility of the Head of the Department to conduct Efficiency Bar Examinations of officers in his Ministry/Department on due dates.

13. Deployment :

13.1 All officers in the Service are liable to be transferred and may be posted to any part of the Island.

13.2 Transfers :

13.2.1 Transfers between Ministries will be made by the Director of Combined Services

13.2.2 Transfers between Departments within the same Ministry will be made by the Secretary concerned with intimation to the Director of Combined Services

13.2.3 Transfers within the same Department will be made by the Head of the Department with intimation to the Director of Combined Services.

13.2.4 Transfers between Departments that do not fall under a Ministry will be made by the Director of Combined Services

14. Absorption of drivers already employed in the Service into the newly established Service :

14.1 Drivers in the Combined Drivers' Services will be absorbed into the new classes and Grades in the Drivers' Service as per the Scheme of Recruitment indicated in this Minute on the specified date in the following manner.

14.1.1 Those who do not possess 8 years service and those who have completed 08 years but not qualified for Class II 'A' under section 09, will be absorbed into Class II 'B' of the service appropriately.

- 14.1.2 Those who have completed 8 years Service as a Driver in Class II 'B' of the service on the Specified date and qualified under Section 09 of this Minute, will be absorbed into Class II 'A' of the Service.
- 14.1.3 Those who have completed 10 year Service in Class II "A" of the a Service on the specified date and qualified under Section 10 of this Minute, will be absorbed into Class I of the Service.
- 14.1.4 Those who are at present in Class II 'A' and are not qualified to be absorbed into Class I will be absorbed into Class II 'A' of the newly Established Service.
- 14.1.5 All those who are already in Class I will be absorbed into Class I of the newly established Service
- 14.2 The absorption set out in Section 14.1 above will be made effective from the date on which the said Minute comes imnto force.
15. Testing and Training - It is expected to improve the quality and standard of the Drivers' Service by way of testing and training from time to time. A set of General Instructions will be issued in this connection. (The General Instructions are indicated in Section 18).
16. Other Provisions - In addition to the provisions laid down in this Minute, all officers shall be subject to the provisions of the Establishments Code, Financial Regulations, Department Orders and any other provisions or orders that may be introduced by the Government from time to time.
17. Matters not provided - Any interpretation in respect of provisions in this Minute will be determined by the Director of Combined Services in consultation with the Director of Establishments.
18. General Instructions for improvement of quality and standard of the Drivers' Service
- (i) A proper understanding should be created regarding the Public Service in all Drivers joining the Public Service. (Discipline and conduct, rights and duties etc.)
 - (ii) Drivers should be made aware from time to time of the need of an efficient Public Service and their responsibilities towards it.
 - (iii) Should get the participation at the annual training workshops on the Highway Code with the assistance of the Traffic Police.
 - (iv) Proficiency in Motor Mechanism and maintenance of vehicles should be given through a recognized institute.
 - (v) Proficiency in Motor Mechnisam and maintenance of vehicles should be given through a recongnized institute