

Public Administration Circular No : 18/2006

My No:76/1/29/21/MCC/vi
Ministry of Public Administration
and Home Affairs,
Independence Square,
Colombo 07.
09 .10.2006

All Secretaries to Ministries.
Chief Secretaries of Provincial Councils.
Heads of Departments.
District Secretaries and
Divisional Secretaries.

Submitting of the Written Paper for Promotion to Special Grade of Sri Lanka Administrative Service.

It is hereby informed that arrangements have been made through SLIDA to facilitate the submission of the written paper mentioned in Para 19 (b) of SLAS minute for promotion to Special Grade of the Service.

Para 19 (b) of the minute of SLAS effective at present specifies the criteria for promotion of officers into Special Grade as follows.

19 (b) "Submit a written paper on an issue relating to Public Administration, Management, Public Policy, Economic and Social Development, as agreed in advance with the Director / SLIDA in consultation with the secretary. The officer should make a presentation on the paper before a panel appointed by the Director / SLIDA."

Officers who expect to submit the written paper should act in accordance with the following :-

- I. Prior to making a final decision on the subject scope that you intend to select for the written paper, a proposal on the same should be submitted to the Director / SLIDA in fulfilling the above criteria. This proposal should include a brief introduction to the issue Selected, the methodology adopted for data acquisition and evaluation and the frame work of the paper. The topic that you, select should be a significant policy issue in the relevant field.
- II. Once you are notified about the acceptance of your topic by the Director / SLIDA, you should complete the process and submit the paper to the SLIDA. You may complete the paper under the guidance of a supervisor if you require.
- III. The said paper should then be presented before a panel of judges appointed by the Director / SLIDA. Once the assessment process is completed, the results will be communicated to you in due course.



D. Dissanayake
Secretary,
Ministry of Public Administration
and Home Affairs.