

Ministry of Public Administration and
Home Affairs,
Independence Square,
Colombo 07.
07 April 2010.

Secretary,
Ministry of Media & Information.

**Absorption of Government Press Clerical Services
into Public Management Assistant Service**

As per the order of the Public Service Commission mentioned in the letter of the Secretary, Public Service Commission, No: A/20/10/81/02/2007 dated 24-09-2007 and as per the decision taken at the meeting held on 17-06-2009 on the Cabinet Paper No: 09/0979/338/021 and the Cabinet Memorandum dated 10-06-2009, and as per the decision taken at the meeting held on 03-02-2010 on the cabinet paper no 09/2379/338/021-1 dated 29-10-2009, a decision has been taken to absorb Government Press Clerical Service into Public Management Assistants' Service with effect from 01-01-2007.

Accordingly, the officers in the Government Press Clerical Service will be absorbed into Public Management Assistants' Service with effect from 01-01-2007 so as not to cause any prejudice to the decisions taken from 01-01-2007 to 08-04-2010 under Government Press Clerical Service Minute which was effective from 05-08-1981 and published in the gazette extraordinary no.167/18 dated 20-11-1981. With effect from 01-01-2007 these officers will be subjected to the control of the Public Management Assistants' Service Minute published in the gazette extraordinary No: 1372/23 dated 24-12-2004.

02. Absorption

- 2.1 Only the officers in Government Press Clerical Service who have been duly appointed and promoted in terms of the service minute or schemes of recruitment or promotions approved by the relevant authorities will be absorbed into Public Management Assistants' Service.
- 2.2 Accordingly, provisions will be made for the officers who were serving in the above service as at 01-01-2007, to be absorbed into Public Management Assistants' Service and to continue their service subject to the provisions of Public Management Assistant Services Minute. For that purpose, officers should fill in a Declaration of option in terms of the form attached with this circular, sign it in the presence of the respective Head of Institution and forward same to the Director General of Combined Services through the Secretary, Ministry of Media & Information. Under no circumstance officers will be allowed to change their option subsequently.
- 2.3 The letter of absorption for officers, who exercise their option on or before 08-05-2010 to be absorbed into Public Management Assistants' Service subject to provisions in the Public Management Assistants' Service Minute and provisions in this circular, to Public Management Assistant Service with effect from 01-01-2007 will be issued by the Director General of Combined Services.

- 2.4 Secretary, Ministry of Media & Information should take action to send the officers, who do not exercise their option on the date prescribed for them to be absorbed into Public Management Assistants' Service but opted to retire and those who do not opt to be absorbed, on retirement either 08-05-2010 or the last date of reporting for duty, whichever occurs first. The officers who are sent on retirement are entitled to the privileges indicated in Section 02 & 07 of the Pension Minute.
- 2.5 The officers who retire under Government Press Clerical Service from 01-01-2007 up to the date of issuance of Circular will be treated as officers who retire under previous service minute.
- 2.6 The officers who are absorbed into Public Management Assistants' Service from Government Press Clerical Service corresponding to Class System mentioned in Public Administration Circular 06/2006 will be absorbed into following classes with effect from 01-01-2007.

Class/Grade in which the officer was remaining in Government Press Clerical Service as at 31-12-2008	Class to which the officers are absorbed in Public Management Assistants' Service as at 01-01-2007
Preliminary Grade	Class III
Class II	Class II
Class I	Class I
Supra Class	Supra Class

3. Informing provisions of the circular to the officers.

The closing date for exercising option to be absorbed into service is 08-05-2010 Accordingly, Secretary, Ministry of Media & Information should inform all the officers in Government Press Clerical Service serving under his Ministry to forward their declaration of option before the closing date. Officers who are on long term leave (local), who are on leave to be spent out of the Island, who have been temporarily released for the service of other institutions, who are interdicted or suspended from service should be informed by registered post to reach the last recorded addresses.

4. Submission of the declaration of option

- I) When forwarding declaration of option, Secretary, Ministry of Media & Information should take into consideration following facts.
- a. The particulars indicated in the declaration are correct and the officer who made the declaration of option has signed the same in the presence of the attesting officer on the date mentioned in the declaration.
 - b. The declaration has been signed and certified by the attesting officer indicating the date and placing date stamp/ official stamp.
 - c. A duplicate of the declaration has been filed in the personal file of the officer concerned which is maintained at the department.

- II) Only the declarations (original) of officers who exercise their option to be absorbed into Public Management Assistants' Service should be sent to the Director General of Combined Services. Further, a document prepared in accordance with the specimen "a" attached to this circular should be sent along with the declaration of option. The Secretary, Ministry of Media & Information should acknowledge in writing the receipt of declaration of option to the officer concerned.

- III) Officers who are out of the country should sign their declarations in the presence of the Heads of Sri Lankan Embassies in respective countries and get them certified by such officer and they should be sent through Secretary, Ministry of Media & Information. Further, the officers in countries where Sri Lankan Embassies are not operated should sign their declarations and send them through the Secretary, Ministry of Media & Information to reach Director General of Combined Services.

- IV) Accordingly, the master file of the officers who exercised their option to be absorbed should be handed over before 08-06-2010 to the Director General of Combined Services along with the following documents after concluding all Establishments activities up to the date of exercising option.
 - i. Declaration of option along with the certified history sheets perfected in proper manner

 - ii. Datasheet perfected in relation to e-Human Resource Project for computerizing particulars of officers in Combined Services which is attached herewith.

 - iii. Check list

- V) A document containing particulars of officers who have not exercised their option to be absorbed and those who have exercised their option to retire should be prepared in accordance with the specimen B and forwarded to Director General of Combined Services.

- VI) When submitting personal files of officers who have been convicted of the offence at the disciplinary inquiries and served with disciplinary orders, relevant disciplinary order and the charge sheet should be included in the same file.

05. At the instances where the disciplinary authority has issued proper disciplinary order to re-instate an officer in the service, who has failed to exercise option for absorption on the closing date (08-05-2010) as a result of treating such officer as having vacated the post, interdiction, termination of service or who was not in the service at that time, such officer should be granted a period not exceeding a calendar month from the date of issuance of disciplinary order to exercise option either for absorption or retirement from service on the last date of the previous service. Those officers will also be eligible for the privileges granted at the retirement under sections 2 and 7. However, provisions in this sub section will not be applicable to any officer other than the officers mentioned above.

06. Salary and Seniority

6.1 Salary Conversion

As per provisions in Section 4, Chapter VII of the Establishments Code, salaries of officers who were in Government Press Clerical service as at 01-01-2007 will be converted so as to become these officers entitled to the salary steps in the following manner.

- a. Officers in Class II Segment B to the salary steps mentioned under Grade III of MN-2-2006
- b. Officers in Class II Segment A to the salary steps mentioned under Grade II of MN-2-2006
- c. Officers in Class I to the salary steps mentioned under Grade I of MN-2-2006
- d. Officers in Supra Class to the salary steps commence from the 2nd Salary Step of MN-7-2006.

However, as per the Cabinet decision which is referred by the cp/09/2379/338/021-1 dated 03-02-2010, arrears of salaries will not be paid for the period from 01-01-2007 to 16.06.2009 under this salary conversion. Salaries will be paid according to new salary scale with effect from 17-06-2009.

6.2 Seniority

Seniority of officers who are absorbed will be determined so as not to exceed the seniority which would have been earned by them as at 01-01-2007 if they held a similar post in the Combined Service from their date of appointment. It means the seniority of these officers shall not exceed the seniority of officers in Public Management Assistants' Service. If these officers have been promoted to next class from the Class where they were in Government Press Clerical Service within a period less than a period to be completed by them for getting the promotion in Public Management Assistants Service, if any, they are required to complete the balance of the period when applying for promotion in relation to Public Management Assistants Service.

Eg. 1. If an officer in Class II Segment B of Government Press Clerical Service has been appointed to Class II Segment A as at the date on which the officer completed four years service, they are required to complete 16 years for promotion to Class I and 11 years for sitting the Competitive Examination.

07. Confirmation in the service, efficiency bar and promotion.

Schemes of promotion indicated under Section 11, 12, 13 of Public Management Assistants' Service and efficiency bar examinations prescribed in Section 5:2 revised by revision 1 of Service Minute and Section 5 of Public Management Assistants' Service shall be applicable to the officers absorbed from 01-01-2007.

7.1 Officers who are absorbed into Class III

7.1.1 Officers in class III, who have satisfied the requirement of passing efficiency bar under previous services minute during the period from 01-01-2007 up to 08-04-2010 and been absorbed, shall be treated as having satisfied the requirement of passing efficiency bar examination prescribed for officers in Class III of Public Management Assistants' services minute.

7.1.2 Officers in class III, who have been recruited under previous services minute, but not been confirmed in the service and been absorbed, shall be confirmed by the Director General of Combined Services under that service once they satisfy the requirement of passing efficiency bar examination.

7.2 Officers who are absorbed into Class II

7.2.1 Officers in class 11, who have satisfied the requirement of passing efficiency bar under previous services minute during the period from 01.01.2007 up to 08-04-2010 and been absorbed, shall be treated as having satisfied the requirement of passing efficiency bar examination prescribed for officers in class 11 of Public Management Assistants' Services minute.

7.2.2 Officers who have not completed or partly completed the efficiency bar examination prescribed for Class II under previous service minute and been absorbed to Class II shall pass the corresponding subject in the first efficiency bar examination prescribed for officers in class II of Public Management Assistants Service.

7.2.3 If the officers in class II who have been absorbed have reached or gone beyond the salary step of Rs. 16,630/= applicable for Class II as at 08-04-2010 shall be treated as having satisfied second efficiency bar examination applicable for Class II. Other officers will be given a concessionary period of three (3) years from the date on which the circular is issued including the period during which the officer should reach the salary step of Rs. 16630/-, in order to satisfy the requirement of passing Second Efficiency Bar Examination.

7.2.4 The provisions of Combined Service Circular No: 01/2009 issued in connection to efficiency bar examination of officers in Class II of Public Management Assistants' Service shall not be applicable for the officers who are absorbed

08. Tasks not completed.

- 8.1 All the establishment activities commenced under the Government Press Clerical Service before 01.01.2007 shall be concluded by the Secretary, Ministry of Media & Information.
- 8.2 Action shall be taken as per section 10, chapter XLVIII of the Establishments Code in respect of disciplinary activities on officers, against whom charge sheets have been issued and formal disciplinary inquiries have been commenced whilst serving under Health Management Assistants' Service. Other matters shall be referred to the Director General of Combined Services for taking disciplinary action.
- 8.3 Once the decisions on appeals made either to Public Services Commission or Administrative Appeal Tribunal are received, these disciplinary files shall also be referred to the Director General of Combined Services along with the recommendations of Secretary, Ministry of Media & Information.

09. Control

As already interpreted in Public Administration Circular 06/2006, appointing authority of the staff officers and non staff officers absorbed shall be the Public Services Commission and Director General of Combined Services respectively.

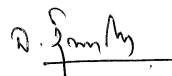
10. Action to be taken where inconsistencies are observed among phrases.

At the instances where inconsistencies or contradictions are observed among Sinhala, Tamil and English phrases, in such cases Sinhala phrase shall be made applicable.

11. Matters not provided for in the circular.

Matters not provided for in the circular shall be determined either by the Director General of Combined Services or Secretary, Ministry of Public Administration & Home Affairs and Public Service Commission.

12. This circular is issued subject to the concurrence of the Secretary, Ministry of Media & Information.



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

**Declaration of option to be made by officers in Government Press Clerical Service for
absorption in to Public Management Assistants' Service**

Director General of Combined services,
Ministry of Public Administration and Home Affairs,
Independence Square,
Colombo 07,

Through, the Secretary,
Ministry of Media & Information

Declaration of option for absorption in to Public Management Assistants' Service

- 01 Name of the officer with initials: Mr/Mrs/Miss.....(Indicate the name in the letter of appointment)
- 02 Name after the change of name, if any:
- 03 Service..... Grade.....
(Service to which the officer belongs) (Indicate class and grade)
- 04 Name and address of the Department where officer serves at present:
- 05 Permanent address (private):
- 06 Date of birth:
Age as at 20-04-2010 years.... months....days.
- 07 Number of the letter of appointment..... Date of appointment...
- 08.01

	Service	Post Class/Grade	Period-From-to
Indicate particulars of service in relation to minor employees' service, if any			
Officer should start filling from this cage if his/ her first appointment was to a post in clerical or allied services. Indicate the method of promotion. Whether on service period or on the results of competitive examination		i. Date of first appointment. ii. Date of passing/exemption from the efficiency bar examination. iii. Date of confirmation: iv. Date of promotion to class ii v. Date of passing/exemption from the efficiency bar examination. vi. Date of promotion to class1: vii. Date of promotion to supra class. viii. Period of permanent service as at	Date

(Prepare the specimen as applicable to the service. It should be filled only the relevant rows.)

08.02 Whether it has been indicated in letter of appointment /promotion that the appointment is on supernumerary basis.

08.03 Are you a graduate?

Year/ Effective date of the degree

Are you entitled to salaries under P.A. Circular no 20/94?

Present salary scale.....

a) I,.....(Name in full) who is serving in the Government Press have read and clearly understood the Public Administration circular.... I hereby exercise my option to be absorbed in to Public Management Assistant Service subject to conditions and sections of the above circular and Public Management Assistants' Service Minute.

b) I hereby agree to retire under section 2.4 of the circular since I do not exercise my option to be absorbed in to Public Management Assistants' Service.

c) I am fully aware that the option exercised by me can no way be changed again.

Date.....

Signature of officer

Name.....

Statement of the Head of Department/ Institution

I hereby certify that Mr/Mrs/Miss.....who is serving as(Post) in the Government Press signed above declaration in my presence on.....Particulars indicated in the application by the officer are correct in accordance with his/her personal file. The declaration of option of the officer is forwarded herewith the personal file since the officer has exercised option to be absorbed in to Public Management Assistants' Service.

Signature

Name

Designation

(Official stamp)

Date

Note:

01. It is not necessary to send the declaration of option of officers who do not opt to be absorbed in to Public Management Assistants' Service, to the Director General of Combined Services. Therefore applications of such officers may be prepared so as to address to the relevant Head of Department.

02. Officers, who exercise option to be absorbed or sent on retirement, should sign the declaration deleting the part inapplicable to them.(Part a or b)

Specimen "A"

**Statement to be furnished in forwarding declarations of option of officers in Government Press Clerical Service
for absorption in to Public Management Assistants, Service**

:

Serial no	Number of the letter of appointment	Name of the officer	Previous service of the officer and the post	Date of the declaration of option

Signature:

Post:

Official stamp:

Date:

N.B. 1. Declarations of options should be sent to the Director General of Combined Services along with a report prepared in accordance with this specimen.

Specimen "B"

**Statement on officers who have not exercised option to be absorbed in to PMAS and
who opted to retire without absorbing in to PMAS**

Serial No.	Number of the letter of appointment	Name of the officer	Class/Grade to which he/she belongs in the Government Press Clerical Service	Date of the declaration of option for retirement without absorbing in to PMAS.	Date last reported for duty without exercising option to be absorbed or to retire without absorbing in to PMAS.

Signature:
Post :.....
Official stamp:.....

Date:

Check list.

Director General of Combined Services,
Through Secretary, Ministry of Media & Information

Absorption of officers in Government Press Clerical Service in to Public Management Assistants' Service

Absorption of officers in Government Press Clerical Service in to Public Management Assistants' Service

Name of the officer.....

Page no

01 Date of first appointment to preliminary grade.	Attached/Not attached
02 Letter of assuming duties	Attached/Not attached
03 Medical Examiner's report	Attached/Not attached
04 Affirmation or oath	Attached/Not attached
05 Declaration of assets and liabilities	Attached/Not attached
06 Agreement (Form general 160)	Attached/Not attached
07 Examination results	Confirmed/Not confirmed
08 Confirmation in service	Attached/Not attached
09 Certificate of birth	Attached /Not attached
10 Letter of promotion to class 11	Attached/Not attached
11 Letter of promotion to class 1	Attached/Not attached
12 Letter of promotion to supra class	Attached/Not attached
13 Whether the name of officer has been changed after first appointment	Changed/Not changed
14 Efficiency bar examinations.		
i. Efficiency bar examination in class 111		
Passed /Failed /Exempted /Not exempted.	
ii. Efficiency bar examination in class 11		
Passed /Failed /Exempted /Not exempted.	
15. Whether the service has been extended	Yes /No
16. Disciplinary actions	Yes/No
17. Has been released on secondment	
	basis from	to.....

- | | |
|--|------------------------------|
| 18. Has obtained leave to be spent out of Sri Lanka from..... to | |
| 19. No pay leave | Obtained /Not Obtained |
| 20. Copy of the updated history sheet | Attached/Not attached |
| 21. Declaration of option | Attached/Not attached |
| 22. Data sheet in relation to E- Human Resources Management project | Attached/Not attached |

It is hereby checked and submitted

Date

Subject clerk

It is hereby certified that the check list is correct.

Signature of the Head of the Department

Post

Official stamp

Date: