

Public Administration Circular: 10/2012

My No: DGCS/PO/Service Minute
Ministry of Public Administration
and Home Affairs,
Independence Square,
Colombo 07.
08 .05.2012

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

Implementation of the Minute of the Programme Officers' Service

The Minute of the Programme Officers' Service (hereinafter mentioned as service), which has been published in the Gazette Extraordinary No. 1745/11 dated 14.02.2012 shall be effective from 01st August 2011. Officers who were recruited under different designations in line with the government policy of providing employment to unemployed graduates during the period 1994 up to the effective date of the service minute i.e. 01.08.2011 and those who are placed in the salary scale of MN 4-2006 (A) on the recommendation of National Salaries and Cadres Commission shall be absorbed into Programme Officers' Service subject to the following provisions.

02. Absorption

Officers who hold permanent posts as at 01.08.2011 shall perfect an application prepared in accordance with Appendix 1 and send to Director General of Combined Services through the Secretary of the Ministry/ Head of Department after signing it in the presence of the Head of the Institution. Actions shall be taken to absorb the officers who are willing to be absorbed into the service, and the designation they hold at present shall remain unchanged. At the instances where the transfers are made the designation shall be revised according to the post prevailing at the new service station. Officers who are not willing to be absorbed into the service shall be allowed to remain further in their present post. An officer who has satisfied the qualifications to be absorbed into this service, but not willing to be absorbed shall hand over a declaration, which is irrevocable, to the Director General of Combined Service through his/her Head of the Institution as in "Annex A" before 14.07.2012. A document prepared in accordance with "Annex B" attached to this Circular shall be sent when the declarations are sent.

03. Submission of Application for the Absorption

(I) Following matters shall be taken into consideration by Heads of Departments when forwarding the declarations of options handed over by the officers.

(a) Accuracy of the information to be entered in the declaration and whether the officer has placed his signature in the presence of the officer mentioned in the declaration on the stated date.

(b) That the certifying officer has certified by placing his signature, date, day stamp /official stamp.

(c) A copy of the application shall be filed in the personal file of the officer which is maintained at the department.

(II) The applications (originals) shall be sent to the Director General of Combined Services, along with a document prepared in accordance with Annex 'C' attached herewith.

(III) Applications of officers who are abroad shall be sent to the Head of the Department after signing and certifying before the Heads of Embassies / Foreign Missions. The applications of the officers who are in countries where Foreign Mission Services are not available, it is sufficient for the officer himself to sign and forward same through Heads of Departments and Secretaries of Ministries.

(IV) Accordingly, the master file of the officers who have exercised the option to be absorbed into the service shall be sent to the Director General of Combined Services after completing all establishment activities before 14.08.2012 along with

(a) A declaration of option

(b) A certified copy of updated History Sheet

(c) A. perfected data sheet relevant to e- Human Resource Project to computerize particulars of the officer in the Combined Service

(d) Check List (Annex E)

(V) If the officers who are willing to be absorbed into the service have been transferred as per the provisions in Public Administration Circular 16/2010 and 16/2010 (1) after exercising option to be absorbed, the Head of the Institution of the new service station shall send the particulars of such officers including the name, new post, service station and date of transfer to the Director General of Combined Services before 14.08.2012.

04. Informing the provisions of the Circular to the officers

The period of submitting applications for the absorption into service shall be closed by 14.07.2012. Heads of Departments shall inform all the officers under him/her, who are due to be absorbed, to forward the applications before the closing date, in line with the format given in appendix 1 of the Service Minute. The officers who are employed abroad, who are on long term leave out of the country after obtaining leave to be spent out of Sri Lanka formally, released on temporary basis for other institutions and officers who are interdicted and suspended shall also be informed to the addresses which have been provided for the last time by registered post. It shall be your responsibility to send the particulars of all officers who exercise and do not exercise the option to be absorbed into the service.

05. Officers who do not exercise option to be absorbed

A report prepared in line with Annex “D”, of the Officers who do not exercise option to be absorbed, shall be sent to the Director General of Combined Services before 14.08.2012.

06. Officers who retire within the period of Absorption

If the officers, who were due to be retired after 14.02.2012, have formally submitted an application with the option of absorbing into the service, they shall be absorbed and sent on retirement. Otherwise they shall be sent on retirement on the supposition that the officer concerned was engaged in the service to which he belonged to.

07. Method of Absorption

(i) Grade III

- (a) Officers who have not completed at least a period of ten (10) years’ service in a post or a grade to which the salary relevant to Grade III is prescribed under the salary scale MN 4 -2006 “A”
- (b) Officers who have completed at least ten (10) years of service period in a post or a grade to which the salary relevant to Grade III is prescribed under the salary scale MN 4 -2006 “A” but have not satisfied the qualification required to promote to Grade II

shall be absorbed into Grade III.

(ii) Grade II

- (a) Officers who have completed at least a period of not less than ten (10) years' service and not more than a period of 20 years' service and earned all due salary increments in a post or a grade to which the salary relevant to Grade III is prescribed under the salary scale MN 4 -2006 "A", and who have satisfied other service requirements as per the recruitment procedure which was in effect before the implementation of the new service minute.
- (b) Officers who have not completed at least a period of ten (10) years' service in a post or a grade to which the salary relevant to Grade II is prescribed under the salary scale MN 4 -2006 "A"
- (c) Officers who have completed at least ten (10) years of service period in a post or a grade to which the salary relevant to Grade II is prescribed under the salary scale MN 4 -2006 "A" but have not satisfied other service requirements

Shall be absorbed into Grade II

08. Service Conditions

The service conditions stipulated specially based on the functions of certain posts shall remain unchanged, if any.

09. Promotions and Efficiency Bar

Procedure of Promotions mentioned in sub sections 12 and the Efficiency Bar Examination mentioned in Section 10 of the Service Minute shall be effective from 01.08.2011. However, if the officers have passed the efficiency bar examination mentioned in the procedure of recruitment approved for the officers before the absorption they are not required to pass the first examination. Further, the officers are required to pass the efficiency bar examination mentioned in this Service Minute if they haven't passed the efficiency bars mentioned in the previous Service Minutes. For this purpose they shall be given a concessionary period of three years. If the salary increments of the officers have been deferred due to non-passing the efficiency bar examination mentioned in previous procedures of recruitments, action shall be taken in accordance with the provisions in the Public Service Commission Circular no. 2/2011 to make relief for such officers.

10. Tasks which have not been completed.

- I. All the establishments activities commenced before 01.08.2011 subject to the previous recruitment procedures, shall be concluded by the Secretary of the Ministry/ Heads of Departments

II. Action shall be taken as per Section 10, Chapter XLVIII of the Establishments Code, regarding the officers against whom formal disciplinary inquiries have commenced and charge sheets have been issued when serving at the previous post. Director General of Combined Services shall be referred for other disciplinary actions.

III. On receipt of decisions for appeals submitted to Administrative Appeal Tribunal or Public Services Commission by officers to be absorbed, the said disciplinary files shall also be submitted to the Director General of Combined Services with the recommendation of the Secretary of the Ministry/ Heads of Departments.

11. Matters not provided for in the Circular

Matters not provided for in this Circular shall be determined by the Director General of Combined services, with the approval of the Public Service Commission.

Sgd.: P.B. Abeykoon,
Secretary,
Ministry of Public Administration
and Home Affairs.

Declaration to be submitted by the officers who do not exercise their option to be absorbed into Programme Officers' Service

Part I- To be perfected by the officer

1. Service Station and Address:
2. Full Name of the Officer:
3. (i) Date of Birth : (ii) Age as at the effective date of the Service Minute:
4. Post held at present:
5. Nature of Appointment :
 - 5.1 Date of first Appointment in relation to the Post:
 - 5.2 Mention whether the officer is an appointee under Government Policy for providing employment for graduates during the period from year 1994 up to the effective date of the Service Minute (01.08.2011)
 - 5.3 Mention the nature of appointment if the officers have been appointed in away other than 5.2 above.
- 6 . Whether you do not exercise your option to be absorbed into Programme Officers' Service as per Section 17.2 of the Gazette notification.

I hereby exercise option to serve further in the present post even though I have become qualified to be absorbed into Programme Officers' Service in accordance with the provisions mentioned in the Programme Officers' Service Minute published in the Gazette Extraordinary no 1745/11 dated 14.02.2012. Further I hereby declare that I will not change the declaration once it is made.

Date:

Signature of the Officer

Part II- To be perfected by the Head of the Institution

7. I hereby certify that the particulars mentioned from 1-6 by the officer is accurate and he/she signed the declaration which is irrevocable, in my presence.

.....

Date :

Signature of the Head of the Institution and the Official Stamp

Annex B

Document for forwarding the declarations of the officers who do not exercise their option to be absorbed into Programme Officers' Service

Ministry/ Department/ Institution: -

Serial No	Number of the Letter of Appointment	Name of the Officer	Designation	Date of signing the declaration

Date:

Signature :

Designation :

Official Stamp :

N.B.:- Declarations received up to 14.07.2012 shall be sent weekly to reach the Director General of Combined Services along with a report prepared in accordance with this format.

Annex C

Document for forwarding the applications of the officers who have exercised their option to be absorbed into Programme Officers' Service

Ministry/ Department/ Institution: -

Serial No	Number of the Letter of Appointment	Name of the Officer	Designation	Date of exercising the option

Date:

Signature :

Designation :

Official Stamp :

N.B.:- Applications received up to 14.07.2012 shall be sent weekly to reach the Director General of Combined Services along with a report prepared in accordance with this format.

**Report on the Officers who have not exercised the option
as per Appendix I of the Minute**

Ministry/ Department/Institution: -

Ref No	Number of the Letter of Appointment	Name of the Officer	Post to which of the officer belongs	Address informed for the last time	Date of reporting to duty for the last time	Other information (Explain the reasons for not exercising option, if any)

Date:

Signature :

Designation :

Official Stamp :

N.B :- This shall be reported along with the service conditions such as absent from reporting for duty without informing, vacation of posts, termination from service and the actions taken regarding such conditions.

Check List

Director General of Combined Services

Through Head of the Institution/Head of Department/ Secretary of the Ministry

Absorption of officers recruited to public service under various designations subject to the government policy of providing employments to unemployed graduates from 1994 up to 01.08.2011 and to whom the salary scheme MN 4 -2006 (A) has been determined.

Name of the Officer :.....

		Page No
01.	Letter of first appointment	A/N.A
02.	Letter of assuming duties	A/N.A
03.	Report of the Medical Practitioner	A/N.A
04.	Affirmation or Oath	A/N.A
05.	Declaration of Assets and Liabilities	A/N.A
06.	Agreement (General 160)	A/N.A
07.	Results of the examination	confirmed/not confirmed
08.	Service status	confirmed/not confirmed
09.	Birth Certificate	A/N.A
10.	Letter of Promotion to Class II	A/N.A
11.	The name has/has not been changed after the first appointment	A/N.A
12.	Efficiency Bar Examinations Subjects	
a)- Passed/Exempted/ Not Passed/ Not Exempted	Date
b) - Passed/Exempted/ Not Passed/ Not Exempted	Date
c) - Passed/Exempted/Not Passed/ Not Exempted	Date
13.	Service Extensions	made/ not made
14.	Disciplinary Actions	taken/not taken
15.	Release on secondment	made/not made
	(from to)	
16.	Leave to be spent out of Sri Lanka	Obtained/ not obtained
	(from to)	

- | | | |
|--|------------------------|-------|
| 17. No pay Leave | Obtained/ not obtained | |
| 18. Copy of the updated history sheet | A/NA | |
| 19. Declaration of option of the officer | A/N.A | |
| 20. The perfected data sheet relevant to e- Human Resource Project which is to computerize particulars of the officers in the Combined Service | A/NA | |

It is hereby checked and submitted

Date..... Public management Assistant in-charge of the subject.....

It is hereby certified that above information are correct

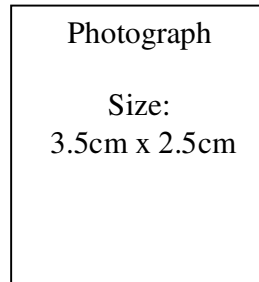
Date..... Signature

Post

Official Stamp.....

PERSONAL DATA SHEET

* Please read the instructions leaflet before filling the form.



SERVICE: SLAS/TS/LS/PMAS/OES/Drivers/POS

Please fill in **BLOCK** letters.

Please tick the relevant cage where applicable.

Appointment Letter No:

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Combined Service

Personal File Number:

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Personal Information

1. Name

1.1 Prefix/Title:

Mr.	Mrs.	Ms.
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1.2 Last Name:

1.3 Initials:

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1.4 Names Denoted by the Initials:

2. Gender:

Male	Female
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3. Birth Information

3.1 Date of Birth: (YYYYMMDD)

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3.2 Place of Birth:

4. Civil Status Information

4.1 Marital Status:

Married	Single	Divorced	Widowed
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4.2 Married Date (YYYYMMDD):

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5. ID Card Information

5.1 NIC Number:

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5.2 NIC Issue Date (YYYYMMDD):

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6. Passport Number:												
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7. Ethnicity:	Sinhalese	Sri Lankan Tamil	Indian Tamil	Sri Lankan Moor	Burgher	Malay	Other	
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8. Religion:	Buddhist	Hindu	Islam	Roman Catholic	Christian	Other Religions
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9. Private Addresses

9.1 Permanent Address Information											
9.1.1 Permanent Address:											
9.1.2 City/Town:											
9.1.3 Divisional Secretariat:											
9.1.4 District:											
9.1.5 Postal Code:											
9.1.6 Telephone:											
9.1.7 Fax:											
9.1.8 Mobile:											
9.1.9 Personal E-mail:											

9.2 Temporary Address Information											
9.2.1 Temporary Address											
9.2.2 City/Town:											
9.2.3 Divisional Secretariat:											
9.2.4 District:											
9.2.5 Postal Code:											
9.2.6 Telephone:											

10. Emergency Information

10.1 Contact Person Name:

10.2 Relationship to Employee:

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10.3 Address of Emergency Contact Person:

10.4 Home T. P. No:

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10.5 Official T. P. No:

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10.6 Mobile No:

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11. Employee Dependent Information

11.1 Spouse Information

Spouse Name (with initials)	Date of Birth YYYY:MM:DD	Employment Information	
		Ministry/Department/Company	City/District

11.2 Other Dependent Information (Children and Blood Relatives)

Name	Relationship	Date of Birth YYYY:MM:DD	School Information		Any Kind of Special Sickness
			Name of the School	City/District	

13. Exam & Promotion Information					
Service	Grade	Exam Details	Joined/ Promotion Date	Backdated Date (YYYY:MM:DD)	Exam Completed Date (YYYY:MM:DD)
SLAS	Class 1	-			
	Class ii/ii	Dip. In G. Mgt			
		Second Language			
		EB 2			
		EB 1			
TS	Special Class	-			
	Class 1	Prom.E/Service			
		EB 1			
Librarian	Super Gd.	-			
	Class i	-			
	Class ii	EB			
	Class iii	EB			
PMAS i. Typist ii. Steno iii. SK iv. BK	Super Gd.	Supra-Exam			
	Class i	Supra-Exam			
	Class ii	EB			
	Class iii	Typing Test			
OES (KKS)	Class 1	-			
	Class 2	-			
	Class 3	EB			
Programme officers' service	Class 1	EB			
	Class 2	EB			
	Class 3	EB			

14. Employee Salary Information

14.1 Designation:

14.2 Class:

14.3 Grade(Segment)

14.4 Basic Salary (Annual):

14.5 Salary Step Effective From (YYYYMMDD):

15 Contributing to W&OP: Yes No
If "Yes" W&OP Number:

16. Status of Appointment:

Permanent, Pensionable	Permanent, PSPF	Permanent, Contributory Pension
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17. Workplace Information

17.1 Provincial Council:
(Provincial Council Information is to be completed only by SLAS officers who are attached to Provincial Councils)

17.2 Ministry:

17.3 Department:

17.4 Sub Office:

17.5 Institution:

17.6 Official Phone:
Extension:

17.7 Fax:

17.8 Email:

19. Educational Qualifications						
19.1 Highest Educational Qualification:	8 th Grade	O/L	A/L	Degree	Masters	
<p>19.2 Only to be filled by the OES/Drivers</p> <p>19.2.1 School/Institute – 8th Grade: <input style="width: 100%; height: 15px;" type="text"/></p> <p>19.2.2 Year – 8th grade: <input style="width: 50%; height: 15px;" type="text"/></p> <p>19.2.3 Comments: <input style="width: 100%; height: 40px;" type="text"/></p>						

20. Ordinary Level Qualifications																																																															
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21. Advance Level Qualifications

Name of the School/Institute:

Attempt 1

Year

Y	Y	Y	Y
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Index Number:

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Attempt 2

Year

Y	Y	Y	Y
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Index Number:

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Subjects		Grade		Subjects		Grade	

22. Higher Education (Masters/Post Graduate Diploma/Degree/Higher Diploma/Diploma)

Qualification Name	Qualification Stream	Institute/University	Status	Year

23. Professional Qualifications (FCA/CIMA/CIM/ACCA/ICASL/ICSA/BCS)

Qualification Name	Qualification Stream	Institute/University	Status	Year

24. Language Proficiency

Language	Reading	Writing	Speech	Highest Examination Passed	Date Achieved (YYYYMMDD)
Sinhala	YES NO	YES NO	YES NO		□□□□ □□ □□
Tamil	YES NO	YES NO	YES NO		□□□□ □□ □□
English	YES NO	YES NO	YES NO		□□□□ □□ □□
Other	YES NO	YES NO	YES NO		□□□□ □□ □□

25. Drivers Information

(To be filled only by the Drivers)

25.1 Driving license Number:

□	□	□	□	□	□	□	□	□	□	□	□
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25.2 Date Issued (YYYYMMDD):

□	□	□	□	□	□	□	□
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25.3 Date of Expiry (YYYYMMDD):

□	□	□	□	□	□	□	□
---	---	---	---	---	---	---	---

25.4 Class of Motor Vehicle:

□	□	□	□	□	□	□	□	□	□	□	□
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26. Translators Language Information (To be filled only by the Translators)

Languages Qualified for Translating:

Sinhala/Tamil	Sinhala/English	Tamil/Sinhala	Tamil/English
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27. Verification of Information (To be filled by the Subject Officer)

Director General of Combined Service

Mr / Mrs / Miss. _____

is serving in this office. I hereby certify that the particulars specified in the above application have been checked with the personal file and found to be correct. Accordingly, the application is forwarded herewith.

Name of Subject Officer:

Date:

Signature:

28. Verification of Information (To be filled by the Employee)

I do hereby certify that the particulars specified by the Subject Officer in this form are true and correct.

Name of Employee:

Date:

Signature: