

Public Administration Circular No: 04/2014

My Number: CS/HR/13/II

Ministry of Public Administration and Home Affairs,

Independence Square,

Colombo 07.

24 .05.2014

To all Secretaries of Ministries,

Heads of Departments,

District Secretaries/ Divisional Secretaries and

Heads of Government Institutions

Implementation of the Minute of Public Management Assistants' Service

New Minute of Public Management Assistants' Service published in the gazette extraordinary No: 1840/34 dated 11.12.2013 shall take effect from 02.04.2013 in substitution to Minute of Public Management Assistants' Service which was effective from 01st January 2004 and published in the gazette extraordinary of the Democratic Socialist Republic of Sri Lanka No: 1372/23 dated 24.12.2004.

02. Absorption

All the officers who are serving in posts which belong to the Class III, II, I and Supra Class of Public Management Assistants' Service as at the prescribed date shall be absorbed under the new Minute in the following manner as per the provisions of the Section 14 of the Minute.

The salary which the officers receive at present and the salary increment date shall not be changed due to this absorption.

- (a) Officers who are in Class III of Public Management Assistants' Service as at the prescribed date shall be absorbed to Grade III under the new Service Minute.
- (b) Officers who are in Class II of Public Management Assistants' Service as at the prescribed date shall be absorbed to Grade II under the new Service Minute.
- (c) Officers who are in Class I of Public Management Assistants' Service as at the prescribed date shall be absorbed to Grade I under the new Service Minute.
- (d) Officers who are in Supra Class of Public Management Assistants' Service as at the prescribed date shall be absorbed to Supra Grade under the new Service Minute.

03. Promotions

Promotion scheme mentioned under Section 10 and the Efficiency bar examinations mentioned in Section 08 of the Minute shall be effective from 02.04.2013. However, they are entitled to the interim provisions mentioned in Section 15. (Recommendations for promotions shall be submitted as per Annex 07 and 08 of the Minute)

04. Other

- (a) Every officer shall acquire language proficiency as per the provisions stipulated in Section 09 of the Minute. Accordingly, the provisions in Public Administration Circular No. 1/2014 dated 21.01.2014 shall be applied to the officers, who have been recruited to the Public Management Assistants' Service in respect of acquiring language proficiency.
- (b) A copy of the Gazette extra ordinary No. 1840/34 dated 11.12.2013 is sent herewith.

Sgd/P.B. Abeykoon

Secretary,

Ministry of Public Administration and Home Affairs

Annex 01

Specimen Application for promotion of the officers in Grade III of the Public Management Assistants' Service to Grade II on average performance

1. Name with initials : Mr/ Mrs/ Miss
2. Name denoted by initials :
3. Date of birth :
4. National identity card number :
5. Date of entry to the service :
6. Number of the appointment letter of the Combined Service:
7. Date on which the appointment was confirmed:
8. Date of passing the Efficiency Bar Examination and the index number:
9. Date on which the 10 years of service completed:
10. Office serving at present:

I hereby request to grant me the promotion to Grade II of Public Management Assistants' Service from

.....

Signature of the applicant

Date:

Director General of Combined Services

I hereby certify that

Mr/ Mrs/ Miss
is serving at this office and

1. Has completed an active service period of 10 years as at
2. Has earned 10 salary increments

3. Has proved a performance at satisfactory level or above during the period of 10 years prior to the date of promotion as per the approved performance appraisal procedure.
4. The number of half pay or no pay leave obtained by the officer during the period 10 years is/ he/she has not obtained half pay or no pay leave during the period of 10 years.
5. Has not been subjected to any punishment (except warnings) during the period concerned.
6. No disciplinary action is proceeding against the officer and do not intend to take any disciplinary action in the future.
7. Has been confirmed in the post from
8. Has passed the Efficiency Bar Examination of Grade III.

I hereby recommend this officer to be promoted to Grade II with effect from since he/she has completed a satisfactory service within immediately preceding 5 years.

Signature of the Head of the Institution

Name:

Designation:

(Official stamp)

Date

Note:- In case the officer has not satisfied the qualifications from 1- 8, please mention them.

Specimen Application for promotion of the officers in Grade II of the Public Management Assistants' Service to Grade I on average performance

Part I – (Shall be filled by the officer)

1. (a) Name with initials :
(b) Names denoted by the initials :
(c) Name used earlier, if the name has been changed (only if the name is changed) :
2. Date of Birth :
3. National Identity Card No :
4. Date of first appointment of the service :
5. Number of the letter of appointment of Combined Service :
6. Date of promotion to Grade II of the service :
7. Name and address of the office serving at present :
8. Date of passing the Efficiency Bar Examination :

I,..... herby certify that the above particulars provided by me are true and correct. I am fully aware that if the above particulars furnished by me are found to be incorrect my claim for promotion to Grade I in term of this Minute is liable to be disregarded and disciplinary action is liable to be taken against me.

.....

Officer's Signature

Date:

Par II

Certification of the Secretary of the Ministry/Head of the Department

Mr/Mrs/Miss

1. Date of completion of 10 years in Grade II of Public Management Assistants' Service:
.....
2. Shall have earned all the salary increments during the 10 years
3. Shall have proved a performance at satisfactory level or above within the period of 10 years prior to the date of promotion as per the approved performance appraisal procedure.
4. Date of passing the Efficiency Bar Examination:

	Accounting Systems	Office Systems
Date of the examination
Index Number

5. (i) Number of No Pay/Half Pay leave obtained by the officer, if any:
(From the date of appointment/ promotion to Grade II of Public Management Assistants' Service)
- (ii) In case the officer has been subjected to any punishment/s (other than warnings), please describe them briefly (mention the reference no.)
6. In case the officer has been released to serve in any corporation or other statutory board, particulars on the relevant time period.

I endorse that as atthe officer has completed a period of active service in Grade II of the service, that he/ she has completed a satisfactory service period of 5 years, that all the foregoing particulars are correct according to the personal file and that he/ she has fulfilled all qualifications for promotion to Grade I of the service.

Signature of the Head of the Institution

Name:

Designation:

(Official Stamp)

Date