

Public Administration Circular : 21/2022

My No : PA/PMS/1/MP-Staff  
Ministry of Public Administration, Home Affairs,  
Provincial Councils and Local Government  
Independence Square  
Colombo 07.

23.09.2022

Secretaries of Ministries  
Chief Secretaries of Provinces  
Heads of Departments

**Temporary attachment of officers in Public Service into personal staff  
of the Hon. Members of Parliament**

Following posts have been approved as personal staff of the Hon. Members of Parliament.

<b>Post</b>	<b>No. of posts</b>
Research Officer	01
Secretary/ Clerk	01
Typist	01
Driver	02
Office Assistant (KKS)	01

02. All the above posts are temporary. These posts will be valid as long as the Hon. Member holds the office. However, the Secretary of the Ministry in charge of the subject of Parliamentary Affairs has the power vested in him to terminate this appointment on a decision taken by the government or at the request of the Hon. Member of Parliament to terminate the above said appointment.

03. Following instructions should be followed in temporary appointment of officers in public service to the above posts.

3.1 Officer to be temporarily attached

- I. Should have been confirmed in the post (should be an officer who has at least completed his probationary period and completed all required qualifications for confirmation in the post.)
- II. Should not be a person against whom a disciplinary action has been initiated (and not completed) or a disciplinary action is pending.
- III. Should not be a person serving a period of punishment imposed in terms of a disciplinary order.

## 3.2 Documents to be completed

3.2.1 The request of the Hon. Member to temporarily attach the relevant officer to his/her staff and a statement with written consent of the officer to be attached to the personal staff of the Member of Parliament. This statement should be filled in terms of PA 10-A form given as Annex 01 in case of an officer of the Public Service and in terms of PA 10-B form given as Annex 02 here in case of an officer of the Provincial Public Service.

3.3 The consent for the relevant temporary attachment in terms of the application 3.2.1 above should be given by appointing authority of the relevant service/ post in case of an officer of the public service and, by Provincial Public Service Commission in case of an officer of the Provincial Public Service and the officer should, accordingly, be released temporarily to the Ministry in charge of the subject of Parliamentary Affairs.

3.4 Upon proper receipt of the consent to temporarily attach in terms of 3.3 above to the Ministry, the Secretary to the Ministry in charge of the subject of Parliamentary Affairs should issue a formal letter of appointment attaching the officer to the personal staff of the relevant Hon. Member of Parliament.

## 04. Salary, allowances and salary increments

4.1 Salary and allowances entitled to the substantive post of an officer temporarily attached to the Member's staff should be paid by his regular service station. For the purpose of reimbursement, particulars of salary paid should be sent by the regular service station to the Ministry in charge of the subject of Parliamentary Affairs before 10<sup>th</sup> of the succeeding month.

*Important* – only the basic salary, Cost of Living Allowance and allowances generally approved from time to time by the government for public officers are so reimbursed.

4.2 Gen. 232 and PA 08 form given as Annex 03 here should be filled and sent, with recommendation of the Hon. Member of Parliament on the annual performance, to the Ministry in charge of the subject of Parliamentary Affairs for approval to process the annual salary increment.

## 05. Active and satisfactory period of service

5.1 The period of attachment of an officer formally and temporarily attached to a post in the personal staff of a Hon. Member of Parliament will be deemed as part of the period of active and satisfactory service of that officer subject to following provisions.

- 5.1.1 The approved period pertaining to the promotion granted on the general performance in terms of the Service Minute or the Scheme of Recruitment or the Scheme of Promotion may be counted as a period of satisfactory service.
- 5.1.2 However, where a specific experience in service inclusive of the role pertaining to the post is required in a graded promotion in any post or in a promotion outside the service/ post, (Eg :- “where the experience in teaching the relevant subject is required” as specified in Sub Sections 7.3.2.2(A) (iii)/ 7.3.2.2. (B)(iii) in the Service Minute of Sri Lanka Administrative Service in limited recruitment to the service in terms of Section 7.3 of that Service Minute) the period of such temporary attachment may not be applicable for the pertinent service experience.
- 5.1.3 Where the post to which the officer is temporarily attached in the personal staff of the Hon. Members of Parliament cannot be deemed a post parallel to the substantive post of the officer concerned, also the period of service in such a post may not be applicable where an experience in service as in 5.1.2 above is asked for.
- 5.2 Where an officer who has signed a legal agreement to be in public service for a specific period of time is temporarily attached to the personal staff of the Hon. Members of Parliament, the relevant authority of the agreement with the officer should determine whether such period of service could be deemed as part of the above period in the agreement so signed.
- 5.3 The duration of such temporary attachment will apply to pension purposes of the officers.

## 06. Efficiency Bar

- 6.1 Any efficiency bar examination to be completed by any officer in terms of the Service Minute or Scheme of Recruitment or Scheme of Promotion of his substantive post should be duly completed during the specified period.
- 6.2 Periods of service of temporary attachment to the staff of the Hon. Members of Parliament will not be deemed as a period for which relief can be granted for efficiency bar examinations.

## 07. Seniority

- 7.1 The period of temporary attachment of an officer of the public service/ provincial public service to serve in a post of personal staff of a Hon. Member of Parliament will be treated as part of his service subject to provisions in 05 here in determining seniority of such officer.

## 08. Leave

- 8.1 Provisions in the Establishments Code and provisions of circulars issued from time to time by the government on leave of public officers will be applicable to leave of the officers temporarily attached to personal staff of the Hon. Members of Parliament.
- 8.2 Action should be taken to get relevant leave approved by the Hon. Member of Parliament concerned in terms of procedures and provisions pertaining to such approval referred to in 8.1 above. However, where a competent authority is named as per the above provisions in granting approval for leave of any officer, the leave application, along with recommendation of the Hon. Member, should be submitted to that competent authority.
- 8.3 The relevant officer should take action to send particulars of leave the temporarily released officer has availed of to the regular service station of that officer through the relevant Member once every three months also with a copy to the Secretary of the Ministry in charge of the subject of Parliamentary Affairs.

## 09. Period of temporary attachment and termination of such temporary attachment

- 9.1 A public officer is attached to the personal staff of the Hon. Members of Parliament only under the request of relevant Members of Parliament. Therefore, such attachment of an officer will be effective so long as the relevant Member of Parliament wishes to keep that officer attached to his staff.
- 9.2 Request to terminate a temporary attachment should be referred by the relevant Hon. Member of Parliament to Secretary to the Ministry in charge of the subject of Parliamentary Affairs and, accordingly, the letter of termination of such attachment is issued to the officer by the Secretary to the Ministry in charge of the subject of Parliamentary Affairs with copies to the relevant Member of Parliament, Head of the regular service station of the officer and the appointing authority.
- 9.3 An officer whose temporary attachment has been so terminated should report back to his regular service station and action should be taken in terms of Chapter XV of the Code of Procedural Rules of the Public Service Commission with regard to an officer who does not comply.

## 10. General

- 10.1 Any enquiry with regard to a matter not covered by this circular on temporary attachment of public officers to the personal staff of the Hon. Members of Parliament should be referred to me.

10.2 Issues in the nature covered in 10.1 above or requests for further clarifications should be referred to the under mentioned address.

Additional Secretary (Parliamentary Affairs),  
Ministry of Public Administration, Home Affairs,  
Provincial Councils and Local Government,  
Parliamentary Affairs Division,  
No. 464 B, Pannipitiya Road,  
Pelawatta, Battaramulla.

11. These provisions will be in force with effect from the date this circular is issued with no prejudice to temporary attachments made so far.
12. This circular is issued with concurrence of the Public Service Commission.

Sgd/ M.M.P.K. Mayadunne  
Secretary  
Ministry of Public Administration, Home Affairs,  
Provincial Councils and Local Government

Telephone : 0112-692159  
Fax : 0112-692158  
Email : [pubad.estad3@gmail.com](mailto:pubad.estad3@gmail.com)

**Attachment of Officers in Public Service to Staff of the Members of Parliament.****Part 'A' - (should be completed by the relevant officer.)**

1. Full name: - .....
2. Name with initials: - .....
3. Address - Permanent: - .....  
.....  
Temporary: - .....  
.....
4. National Identity Card No.: - .....
5. Telephone No : - .....(Whatsapp).....
6. Post currently held and Grade/ Class: - .....
7. Service station: - .....
8. Salary code: - .....
9. Current monthly salary: - .....
10. Date of Salary increment : - .....
11. Post in the Members' Staff for which the officer is to be released: - .....
12. Name of the relevant Hon. Member of Parliament: - .....
13. Electoral district: - .....

I certify that particulars furnished above are true and accurate.

.....  
Date

.....  
Signature of the officer

**Part 'B' - (to be completed by Head of the Department of current service station of the officer.)**

1. Date of first appointment of the officer: - .....
2. Status of the post : - Permanent / temporary / casual / contract / other

I certify that particulars mentioned by the Officer in items 1-10 in Part 'A' above are accurate and that I agree to release him with effect from ..... Subject to reimbursement of his/her salary by the Ministry in charge of the subject of Parliamentary Affairs and that arrangements will be made to pay salaries from this institution. (N.B.: - only the salary, cost of living allowance and interim allowance will be reimbursed)

.....  
Date

.....  
signature and official stamp  
Of Head of the Department/ Institution

**Part 'C' - (to be completed by Secretary to the Ministry in charge of current service station of the officer.)**

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Mr./ Mrs./ Miss ..... (name of the officer)  
who has mentioned particulars above is serving as a ..... (post of the officer)  
in ..... (name of the institution) in/ coming under this Ministry. I recommend the above  
temporary attachment.

.....  
Date

.....  
signature and official stamp  
of Secretary to the Ministry

**Part 'D' - (to be completed by Appointing Authority of the Officer.)**

Above temporary appointment is approved and submitted for necessary action.

.....  
Date

.....  
Signature and official stamp  
of appointing authority

**Attachment of Officers in Provincial Public Service to Staff of the Hon. Member of Parliament.**

**Part 'A' - (should be completed by the relevant officer.)**

1. Full name: - .....
2. Name with initials: - .....
3. Address - Permanent: - .....  
.....  
Temporary: - .....  
.....
4. National Identity Card No.: - .....
5. Telephone No : - .....(Whatsapp).....
6. Post currently held and Grade/ Class: - .....
7. Service station: - .....
8. Salary code: - .....
9. Current monthly salary: - .....
10. Date of Salary increment : - .....
11. Post in the Members' Staff for which the officer is to be released: - .....
12. Name of the relevant Hon. Member of Parliament: - .....
13. Electoral district: - .....

I certify that particulars furnished above are true and accurate.

.....  
Date

.....  
Signature of the officer

**Part 'B' - (to be completed by Head of the Department of current service station of the officer.)**

1. Date of first appointment of the officer: - .....
2. Status of the post : - Permanent / temporary / casual / contract / other

I certify that particulars mentioned by the Officer in items 1-10 in Part 'A' above are accurate and that I agree to release him with effect from ..... subject to reimbursement of his/her salary by the Ministry in charge of the subject of Parliamentary Affairs and that arrangements will be made to pay salaries from this institution. (N.B.: - only the salary, cost of living allowance and interim allowance will be reimbursed).

.....  
Date

.....  
signature and official stamp  
Of Head of the Department/ Institution



**Part 'C' - (to be completed by Chief Secretary to the Province.)**

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Mr./ Mrs./ Miss ..... (name of the officer)  
who has mentioned particulars above is serving as a ..... (post of the officer)  
in ..... (name of the institution) coming under this Provincial Council. I recommend the  
above temporary attachment.

.....  
Date

.....  
signature and official stamp  
of Chief Secretary to the Province

**Part 'D' – (to be completed by Secretary to Provincial Public Service Commission)**

The above temporary attachment has been approved by the Provincial Public Service Commission on  
..... Submitted for necessary action.

.....  
Date

.....  
Signature and official stamp  
of Secretary to Provincial  
Public Service Commission

**Performance Report**  
**Post of Research Officer**

- 01) i. Name of the Officer : -.....  
 ii. Permanent Service Station and Post : -.....  
 iii. Date attached to the post of Research Officer: -.....  
 iv. Name of the Hon. Member: -.....

02) Self-evaluation on duties performed in this post (the relevant evaluation should be noted as appearing in the table below.)

S/No.	Duty	Level of evaluation
I	Gathering information on infrastructure development proposals and plans under way / proposed in the district	
II	Raising public awareness on protection of environment and keeping the Hon. Member informed to implement related programs.	
III	Reporting to the Hon. Member about development, maintenance and protection of public places in the area.	
IV	Giving proposals to conduct welfare programs/ programs to prevent anti-social activities representing all people in the area.	
V	Submission of public complaints to the Hon. Member keeping to Official Language Policies for providing formal solutions and also submission of their progress to the Hon. Member.	
VI	Submission of proposals to the Hon. Member for welfare of families of war heroes who have passed away or been disabled and for protection of children in families migrating for foreign employments.	
VII	Paying constant attention to security in the area and keeping the Hon. Member informed when necessary.	
VIII	Keeping the Hon. Member informed about improving educational activities of skilled children in low income families and submission of required proposals.	
IX	Implementing Dengue elimination programs, epidemic elimination programs and public awareness programs on controlling non-communicable diseases in coordination with relevant sectors.	
X	Other (mention the Special program / activity, if any) ..... .....	

03) Other special duties assigned by the Hon. Member in addition to the above programs/ activities: -  
 (mention if available)

Evaluation level	Code to be applied
Very good	A
Good	B
Satisfactory	C
Weak	D

.....  
Date

.....  
signature of the Officer

**04) Recommendation of the Hon. Member:**

- i. Officer's knowledge of the official duties : -.....
- ii. Officer's effective contribution in achieving targets : -.....
- iii. Public / inter personal relation and courtesy : -.....
- iv. Creative contribution to development activities in the area : -.....
- v. Overall quality of official duties : -.....

05) Leaves availed of – from .....to.....

Year	Casual	Holiday	Total
.....	.....	.....	.....

- Mention the period if study leave/ foreign leave or other leave have been availed of .

.....

06) Are you satisfied with the cooperation extended by your Research Officer in achieving your objectives?

:-.....

07) Remarks

.....  
.....  
.....

.....  
Date

.....  
Signature and official stamp of the Hon. Member

**For the use of Parliamentary Affairs Division**

Order of the Secretary/ Additional Secretary/ Senior Assistant Secretary to the Ministry -

.....  
.....

.....  
Date

.....  
Signature and official stamp