

My no PA/CS/6/5/EPFCS Absorption,
Ministry of Public Administration and
Home Affairs,
Independence Square,
Colombo 07.

23 August 2010

Secretary,
Ministry of Labor Relations and Productivity Promotion

**Absorption of Employees' Provident Fund Clerks (Labor Department Clerical Service)
into Public Management Assistants' Service**

As per the decisions taken at the meetings of the Cabinet held on 22.06.2009, 25-11-2009, 03-03-2010 on the Cabinet Papers No: CP/09/1324/022 dated 22-06-2009 on amalgamating the Clerks of the Employees' Provident Fund (Clerical Service of Department of Labor) with the Public Management Assistants' Service, CP/09/2508/340/022-1 dated 12-11-2009 and CP/10/0108/340/002 dated 12-01-2010 respectively, it has been decided to absorb the officers in Employees' Provident Fund Clerical Service into Public Management Assistants Service with effect from 01-08-2009.

02. Absorption

- 2.1 Only the Employees' Provident Fund Clerks 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 01-08-2009, 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 Labor Relations and Productivity Promotion. 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 20-10-2010 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 Assistants' Service with effect from 01-08-2009, will be issued by the Director General of Combined Services.

2.4 Secretary, Ministry of Labor Relations and Productivity Promotions 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 on 20.10.2010 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 retirement of Employees' Provident Fund Clerks up to the date of 31.07.2009 are considered as retirement under the same service minute..

2.6 The officers who are absorbed into Public Management Assistants' Service from Clerical Service of Employees' Provident Fund corresponding to Class System mentioned in Public Administration Circular 06/2006 will be absorbed into following classes with effect from 01-08-2009.

Class/Grade in which the officer was remaining in Clerical Service of the Employees' Provident Fund as at 31-07-2009	Class to which the officers are absorbed in Public Management Assistants' Service as at 01-08-2009
Class II "B"	Class III
Class II "A"	Class II

Absorption of officers in Clerical Service of the Employees' Provident Fund who were promoted under previous service minute from 01-01-2007 up to 31-08-2009 will be made subject to interim provision indicated in Para 2.3.

3. Informing provisions of the circular to the officers

The closing date for exercising option to be absorbed into service is 20.10.2010. Accordingly, Secretary, Ministry of Labor Relations and Productivity Promotion should inform all the officers serving under the Employees' Provident Fund Division 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

4.1 When forwarding declaration of option, Secretary, Ministry of Labor Relations and Productivity Promotion 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.
- 4.2 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 Labor Relations and Productivity Promotions should acknowledge in writing the receipt of declaration of option to the officer concerned.
 - 4.3 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 Labor Relations and Productivity Promotions. Further, the officers in countries where Sri Lankan Embassies are not operated should sign their declarations and send them through Secretary, Ministry of Labor Relations and Productivity Promotions to reach Director General of Combined Services.
 - 4.4 Accordingly, the master file of the officers who exercised their option to be absorbed should be handed over before 20-11-2010 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
 - 4.5 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.
 - 4.6 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.

5 Officers who were not in the service during the period of declaring option

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 (20-10-2010) 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 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.

6. Salary and seniority

Seniority of officers who are absorbed will be determined subject to following provisions so as not to surpass the seniority which has been gained by the officer as at 01-01-2007 if such officer has held a similar post in the Combined Service from the date of appointment. (So as not to surpass the seniority in Public Management Assistants' Service)

6.1 Salary Conversion

The salaries of officers who were in the Clerical Service of Employees' Provident Fund as at 01-08-2009 shall be converted as per provisions of Section 04 Chapter VII of the Establishments Code granting them entitlement in the following manner:

- a. Officers in Grade II Segment "B" to salary steps under Grade III of MN-02-2006
- b. Officers in Grade II Segment "A" to salary steps under Grade II of MN-02-2006

6.2 The seniority of officers who are absorbed shall be determined subject to the following provisions so as not to exceed the seniority which could be earned by them on 01-08-2009 if they held a similar post in the Combined Service at the date of appointment. (i.e. so as not to exceed the seniority of officers in Public Management Assistants Service.)

6.2.1 The officers are entitled to receive further salaries earned by them as per the provisions of Employees' Provident Fund Clerks' Service Minute as personal to them and the date of increment shall not be changed

6.2.2 The officers absorbed into Public Management Assistants' Service shall not be granted the seniority beyond that of officers in Public Management Assistants' Service as at 01-08-2009. When granting them the next promotion opportunity in Public Management Assistants' Service, action will be taken to grant them promotions as per scheme of promotion of Public Management Assistants' Service taking into consideration their previous service as Employees Provident Fund Clerks.

6.2.3 If these officers have been promoted to the next class of Clerical Service of the Employees' Provident Fund within a lesser period which is required by the officers in the Public Management Assistants' Service to be promoted to the corresponding Class, they are required to complete difference of the service to receive the next promotion under Public Management Assistants' Service.

Example 01:- At the instance where an officer in Grade II "B" of the Clerical Service of Employees' Provident Fund has been promoted to II "A" on the date of completion of 04 years he shall complete 16 years to be promoted to Class I and 11 years to appear for the competitive examination according to his service.

7 Confirmation in the service, efficiency bar and promotion

Schemes of promotion indicated under Sections 11, 12 and 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 01-08-2009.

7.1 Officers in class 111 who are absorbed.

- 7.1.1 Officers in class 111, 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.
- 7.1.2. Officers who have not completed or partly completed the efficiency bar examination under previous services minute and been absorbed , shall pass the corresponding subjects prescribed in the efficiency bar examination for officers in Class III of Public Management Assistants' service.

7.2 Officers in class III who are absorbed

- 7.2.1 Officers in class 11, who have not satisfied the requirement of passing efficiency bar under previous services minute and passed only a part of the Efficiency Bar Examination and been absorbed to Class II, shall pass the corresponding subjects in the 1st Efficiency Bar Examination prescribed to the officers in Class II of Public Management Assistants' Service.
- 7.2.2 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 31-07-2009 shall be treated as having satisfied second efficiency bar examination applicable for Class II. Those officers who have not reached the salary step of Rs. 16,630/- as at 01-08-2009 and those who have reached the same step before 01-08-2009 shall be given a concessionary period up to 01-08-2012 to satisfy the requirement of passing efficiency bar examination.
- 7.2.3 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 Service Minute of Employees' Provident Fund Clerks Health before 20-10-2010 shall be concluded by the Secretary, Ministry of Labour Relations and Productivity Promotions.

- 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 as Employees' Provident Fund Clerks. Other matters shall be referred to the Director General of Combined Services for taking disciplinary action.
- 8.3 Once the decisions on appeals made by the officers absorbed into Public Management Assistants' Service, 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 by the Secretary, Ministry of Labour Relations and Productivity Promotions.

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 and Home Affairs.

12. This circular is issued subject to the concurrence of the Secretary, Ministry of Labour Relations and Productivity Promotions.

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

**Declaration of option to be made by Employees Provident Fund Clerks
(Labour Department Clerical Service) for absorption into
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 Labour Relations and Productivity Promotions

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 20-10-2010years..... 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. Period of permanent service as at	

(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 Employees' Provident Fund have read and clearly understood the Public Administration circular No 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 Employees' Provident Fund in Labor Department signed the 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.

Date.....

Signature.....

Name.....

(Official stamp)

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 Clerical Service of Employees' Provident Fund 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

Date.....

Signature.....

Post.....

Official stamp

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 the officer belongs in Clerical Service of Employees Provident Fund	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.

Date.

Signature.....

Post.....

Official stamp

Check list

Director General of Combined Services,
Through Secretary, Ministry of Labour Relations and Productivity Promotions

Absorption of Clerks in Employees Provident Fund into Public Management Assistants' Service

Name of the officer.....

		Page no
01. Appointment letter to preliminary grade.	Available/Not Available
02. Letter of assuming duties	Available/Not Available
03. Medical Examiner's report	Available/Not Available
04. Affirmation or oath	Available/Not Available
05. Declaration of assets and liabilities	Available/Not Available
06. Agreement (Form general 160)	Available/Not Available
07. Confirmed Examination results	Available/Not Available
08. Confirmation in service	Available/Not Available
09. Certificate of birth	Available/Not Available
10. Letter of promotion to class 11	Available/Not Available
11. Whether the name of officer has been changed after first appointment	Changed/Not changed	
12. Efficiency bar examinations		
i. Efficiency bar examination in class 111		
a) Typing test	Passed/Failed Exempted/Not exempted
b) Computer test	Passed/Failed Exempted/Not exempted
c) Office Systems & Establishments	Passed/Failed Exempted/Not exempted
d) Financial regulations	Passed/Failed Exempted/Not exempted
ii. Efficiency bar examination in class 11		
a) Office Systems & Establishments activities	Passed/Failed Exempted/Not exempted
b) Financial regulations	Passed/Failed Exempted/Not exempted
14. Whether the service has been extended	Yes/No
15. Disciplinary actions	Yes/No
16. Has been released on secondment	basis fromto.....
17. Has obtained leave to be spent out of Sri Lanka from.....to.....	
18. No pay leave	Obtained/Not Obtained
19. Copy of the updated history sheet	Available/Not Available
20. Declaration of option	Available/Not Available
21. Data sheet in relation to E-Human Resources Management Project		
	Available/Not Available

It is hereby checked and submitted.

Date.....

Subject clerk.....

It is hereby certified that the checklist is correct.

Date.....

Signature.....

Post

Official stamp

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 Family/Dependent Information

11.1 Spouse's Information

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

11.2 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

1 Service	2 Grade	3 Exam Details	4 Joined/ Promotion Date	5 Backdated Date (YYYY:MM:DD)	6 Exam (EB/Typing) Completed /Released Date (YYYY:MM:DD)
SLAS	Class 1	-			/ / / / /
	Class ii/i	Interview			
	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. GCS ii. Typist iii. Steno iv. BK v. Shroff	Super Gd.	Supra-Exam			/ / / / /
	Class i	EB			
	Class ii	EB			
	Class iii	Typing Test			
OES (KKS)	Class 1	-			/ / / / /
	Class 2	-			/ / / / /
	Class 3	EB			
Drivers	Class 1	-			/ / / / /
	Class 2.b	EB			

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: 150px; height: 15px;" type="text"/></p> <p>19.2.2 Year – 8th grade: <input style="width: 40px; height: 15px;" type="text"/></p> <p>19.2.3 Comments: <input style="width: 400px; height: 50px;" type="text"/></p>						

20. Ordinary Level Qualifications																																																		
Name of the School/Institute:	<input style="width: 450px; height: 20px;" type="text"/>																																																	
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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	1 2 3	1 2 3	1 2 3		□□□□ □□ □□
Tamil	1 2 3	1 2 3	1 2 3		□□□□ □□ □□
English	1 2 3	1 2 3	1 2 3		□□□□ □□ □□
Other	1 2 3	1 2 3	1 2 3		□□□□ □□ □□

1 = Excellent 2 = Average 3 = Poor

25. Drivers Information

(To be filled only by the Drivers)

25.1 Driving license Number:

25.2 Date Issued (YYYYMMDD):

25.3 Date of Expiry (YYYYMMDD):

25.4 Class of Motor Vehicle:

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

Languages Qualified for Translating:

Sinhala/Tamil Sinhala/English Tamil/Sinhala Tamil/English

27. Verification of Information (To be filled by the PMAS Officer who handles the personal files)

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 PMAS Officer (who handles my personal file) in this form are true and correct.

Name of Employee:

Date: Signature:

29. For Office Use Only

Data Entered by:

Date: Signature:

Data Validated by:

Date: Signature: