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

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 relat	tion to the Post:
	5.2 Mention whether the officer is an for providing employment for gra 1994 up to the effective date of the	aduates during the period from year
	5.3 Mention the nature of appointment away other than 5.2 above.	nt if the officers have been appointed in
	hether you do not exercise your option to be absorber Section 17.2 of the Gazette notification.	bed into Programme Officers' Service
to be ab	y exercise option to serve further in the present pos- osorbed into Programme Officers' Service in accor- gramme Officers' Service Minute published in the 4.02.2012. Further I hereby declare that I will not	dance with the provisions mentioned in Gazette Extraordinary no 1745/11
Date:	Signature of	the Officer
Part II	- To be perfected by the Head of the Institution	
	eby certify that the particulars mentioned from 1-6 the declaration which is irrevocable, in my presen	•
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

Ministr	y/ Department/	Institution: -		• • • • • • • • • • • • • • • • • • • •			
	Sorial No	Number	of	Nama of the	Designation	Date of	I

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

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	s A/N.A		
06.	Agreement (General 160)	A/N.A		
07.	Results of the examination	confirmed/not conf	irmed	
08.	Service status	confirmed/not conf	irmed	
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/ No	t Passed/ Not Exempted	Date	
	Passed/Exempted/ No		Date	
	Passed/Exempted/No	•	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 particulars of the officers in the Com	e- Human Resource Project which is abined Service A/NA	to computerize
	It is hereby checked and submi	itted	
	Date	Public management Assistant in-chasubject	arge of the
	It is hereby certified that above	e information are correct	
	Date	Signature	

PERSONAL DATA SHEET

* Please read the instructions le	Photograph	
SERVICE: SLAS/TS/LS/PMAS/O Please fill in BLOCK letters.	Size: 3.5cm x 2.5cm	
Please tick $\sqrt{}$ the relevant cage	where applicable.	
Appointment Letter No: Combined Service Personal File Number:		
Personal Information		
1. Name 1.1 Prefix/Title:	Mr. Mrs. Ms.	
1.2 Last Name:		
1.3 Initials:		
1.4 Names Denoted by the Initials:		
2. Gender:	Male Female	
Z. delider.	Male Female	
3. Birth Information 3.1 Date of Birth: (YYYYMMDD)		
3.2 Place of Birth:		
4. Civil Status Information		
4.1 Marital Status:	Married Single Divorced Widowed	
4.2 Married Date (YYYYMMDD):		
5. ID Card Information		
5.1 NIC Number:		
5.2 NIC Issue Date (YYYYMMDD):		

6. Passport Number:															
7. Ethnicity:	Sinha	alese	La	Sri nkar amil	1	India Tam		S Lan Mo	kan	Burg	her	M	lalay	Other	
8. Religion:	Bud	dhist		Hind	u	Isl	am		Roma Catho		С	hrist	ian	Othe Religio	
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															\neg
, ,															
9.2.2 City/Town:															
9.2.3 Divisional Secretariat:															
9.2.4 District:															
C.E.T Diotriot.															
9.2.5 Postal Code:															
9.2.6 Telephone:															

10. Emergency Informat	tion																	
10.1 Contact Person Nam	ne:																	
10.2 Relationship to Emp	loyee	e:																
10.3 Address of Emergen Contact Person:	псу																	
10.4 Home T. P. No:																		
10.5 Official T. P. No:																		
10.6 Mobile No:																		
11. Employee Depend	lant ii																	
11.1 Spouse Ir Spouse Name (with initials)	nform	Date of Bir					En	nplo	yme	nt Ir	nfor	mat	ion					
11.1 Spouse In Spouse Name (with	nform	nation Date of Bi		M	linistry/l	Depa						mat		City/	Dis	tric	t	
Spouse Name (with initials)	nform	Date of Bi	DD				rtme	ent/C	omp	oany		mat		City/	'Dis	tric	t	
11.1 Spouse In Spouse Name (with	pende	Date of Bi	tion Da	(Chi			ırtme	ent/C	comp	es)	'			<u> </u>	Any	y Ki	ind	
Spouse Name (with initials) 11.2 Other Dep	pende	Date of Bir	tion Da	(Chi	ildren aı	nd Bi	lood Se	Rela	ative	es)	'	on	C		Any	y Ki	ind	
Spouse Name (with initials) 11.2 Other Dep	pende	Date of Bir	tion Da	(Chi	ildren aı	nd Bi	lood Se	Rela	ative	es)	/ natio	on	C		Any	y Ki	ind	
Spouse Name (with initials) 11.2 Other Dep	pende	Date of Bir	tion Da	(Chi	ildren aı	nd Bi	lood Se	Rela	ative	es)	/ natio	on	C		Any	y Ki	ind	
Spouse Name (with initials) 11.2 Other Dep	pende	Date of Bir	tion Da	(Chi	ildren aı	nd Bi	lood Se	Rela	ative	es)	/ natio	on	C		Any	y Ki	ind	
Spouse Name (with initials) 11.2 Other Dep	pende	Date of Bir	tion Da	(Chi	ildren aı	nd Bi	lood Se	Rela	ative	es)	/ natio	on	C		Any	y Ki	ind	

12. Official Information	
12.1 Name as per the Appointment Letter	
12.1.1 Initials:	
12.1.2 Name/s:	
12.1.3 Has the name been changed?	Yes No 12.1.4 If "Yes", has the approval been obtained under Treasury Circular 394? Yes No
12.2 Public Service	
12.2.1 Appointment Date to Public Service (YYYYMMDD):	
12.2.2 Date Assumed Duty (YYYYMMDD):	
12.3 Current Service	
12.3.1 Appointment Date to Current Service (YYYYMMDD):	
12.3.2 Date Assumed Duty in Current Service (YYYYMMDD):	
12.3.3 Method of Recruitment to Current Service:	Absorption Merit Open Limited Other If Other, please specify:
12.3.4 Medium of Recruitment:	Sinhala Tamil English
12.4 Confirmed:	Yes No
12.5 Probation Period Extension Information	
12.5.1 Is Extended? (if relevant)	Yes No
12.5.2 Under Which Clause E. II was the Probation Extended?	15.5.1 11.9 11.10
12.5.3 The Period the Probation was extended under the clause E.II 11.10:	From Date To Date (YYYY:MM:DD)

Service	Grade	Exam Details	Joined/ Promotion Date	Backdated Date (YYYY:MM:DD)	Exam Completed Date
				, , , , ,	(YYYY:MM:DD)
	Class 1	_			
		Dip. In G. Mgt			
SLAS		Second Language			
0 _ 10	Class ii/ii	EB 2			
		EB 1			
	Special Class	_			
		Prom.E/Service			
TS	Class 1	EB 1			
	Super Gd.	-			
Librarian	Class i	-			
	Class ii	EB			
	Class iii	EB			
	Super Gd.	Supra-Exam			
PMAS i. Typist	Class i	Supra-Exam			
ii. Steno iii. SK iv. BK	Class ii	EB			
	Class iii	Typing Test			
	Class 1	-			
OES (KKS)	Class 2	-			
	Class 3	EB			
	Class 1	EB			
Programme officers'	Class 2	EB			
service	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, Permanent, Permanent, Contributory Pensionable PSPF Pension
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:	
17.7 Fax:	Extension:
17.8 Email:	

Ministry/Department/Institute/Sub Office	Designation	District	From Date (YYYY:MM:DD)	To Date (YYYY:MM:DD)
			,	,

19. Educational Qualifications							
19.1 Highest Educational Qualification:	8 th Grade	O/L	A/L	Degree	Masters		
19.2 Only to be filled by the OES/Drivers							
19.2.1 School/Institute – 8 th							
Grade:							
19.2.2 Year – 8 th grade:							
19.2.3 Comments:							
20. Ordinary Level Qualit	fications						
Name of the	Г						
School/Institute:	Ĺ						
Attempt 1		Year Y Y	YY	Attem		Year Y Y	YY
Attempt 1 Index Number:		Year Y Y	YY		Number:	Year Year	
Index Number:		YY	Y Y		Number:	YY	YYY
		YY	Y Y		Number:	Year Year	
Index Number:		YY	Y Y		Number:	YY	YYY
Index Number:		YY	Y Y		Number:	YY	YYY
Index Number:		YY	Y Y		Number:	YY	YYY
Index Number:		YY	Y Y		Number:	YY	YYY
Index Number:		YY	Y Y		Number:	YY	YYY
Index Number:		YY	Y Y		Number:	YY	YYY
Index Number:		YY	Y Y		Number:	YY	YYY
Index Number:		YY	rade		Number:	YY	YYY

Name of the School/Institute:					
Attempt 1 Index Number: Subjects	Year Year Y Y	rade	Attempt 2 Index Number: Subje	Year Year Year	Y Y Y Y Grade
22. Higher Education (M					
Qualification Name	Qualification Stream	insti	tute/University	Status	Year
23. Professional Qualif	ications (FCA/CIM/	A/CIM/ACC	A/ICASL/ICSA/BCS)	
Qualification Name	Qualification Stream	Inst	itute/University	Status	Year

21. Advance Level Qualifications

24. Langua	ge 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:	
25.2 Date Issued (YYYYMMDD):	
25.3 Date of Expiry (YYYYMMDD):	
25.4 Class of Motor Vehicle:	

26. Translators Language	Information (To b	oe filled only by the	e Translators)	
Languages Qualified for Translating:	Sinhala/Tamil	Sinhala/English	Tamil/Sinhala	Tamil/English
	1			

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: