

Public Administration Circular No. 04/2011 (iii)

My No: CS/ICTS/01/6/2006Amd

Ministry of Public Administration and Management

Independence Square

Colombo 07

17.02.2017

Secretaries of All Ministries

Heads of Departments

District Secretaries

Absorption into Sri Lanka Information and Communication Technology Service

Your attention is hereby drawn to the Minute of Sri Lanka Information and Communication Technology Service dated 08th December 2009 published in the Gazette Extra Ordinary of the Democratic Socialist Republic of Sri Lanka No. 1631/20 dated 09th December 2009, the revised Minute of Sri Lanka Information and Communication Technology Service dated 23rd December 2014 published in the Gazette Extra Ordinary of the Democratic Socialist Republic of Sri Lanka No. 1894/26 dated 26th December 2014 and Public Administration Circular No. 04/2011 dated 15.02.2011, Public Administration Circular No. 04/2011 (i) dated 16.08.2012 which have been issued on the absorption into the said service.

02. Absorption

- 2.1 The officers, who have been permanently appointed to the posts approved in relation to a subject of Information and Communication Technology within the period from 01.07.2009, the effective date of the Minute of Sri Lanka Information and Communication Technology Service up to 15.02.2011, the date on which Public Administration Circular No. 04/2011 has been published, shall be absorbed into Sri Lanka Information and Communication Technology Service from the date of such appointment.
- 2.2 Accordingly, the officers who exercise their option for the absorption into Sri Lanka Information and Communication Technology Service shall exercise their option in accordance with the format in Annex 1 and forward it to the Director General of Combined Services before 31.03.2017.
- 2.3 The officers who do not exercise their option for the absorption may remain in their posts and that measure shall be applicable as personal to them.

- 2.4 The officers who are absorbed shall be absorbed into the initial Grade of the relevant Class in accordance with the post held at present.
- 2.5 The salary in arrears in respect of the absorption shall be paid after 01.01.2016. The date of salary increment shall remain unchanged.
- 2.6 The provisions of Public Administration Circular No. 04/2011 (ii) shall not be applicable for the officers who are absorbed under the provisions of this circular.

03. Educational and professional qualifications that should be satisfied for the absorption

3.1 Class 3

(a) Shall have satisfied the educational and professional qualifications indicated in Section 5.1(i), 5.1(ii),5.1(iii) of Public Administration Circular No. 04/2011.

However, it is sufficient to have obtained at least a simple pass for Sinhala/ Tamil, Mathematics and English at G.C.E. (O/L) examination for which credit passes are required as per Section 5.1 (i) for absorption into Grade III of Class 3.

3.2 Class 2

Shall have fulfilled the requirements indicated in Section 5.2 of Public Administration Circular No. 04/2011.

3.3 Class 1

Shall be an officer who receives salaries of the salary scheme SL-01-2006 or serves in a post of Class 1 of Information and Communication Technology Service or similar post and have satisfied the qualifications indicated in Section 8.6.1 (e) of the Service Minute published in the Gazette Extra Ordinary No. 1631/20 dated 09.12.2009.

04. Service Period and Seniority

Section 04 and 6.1 of Public Administration Circular No. 04/2011 are applicable.

05. Confirmation, Efficiency Bar Examinations and Promotions

- 5.1 The officers who are not confirmed in service as at the date of absorption, shall be confirmed by the Appointing Authority under the new Service Minute after passing the Efficiency Bar examination relevant to each Grade of each Class into which they have been absorbed.

- 5.2 The Efficiency Bar examinations mentioned in Section 08 of the Service Minute published in the Gazette Extra Ordinary No. 1894/26 dated 26.12.2014 shall be applicable for the officers who are absorbed.
- 5.3 If the officers who are absorbed have passed a certain subject included in the Efficiency Bar examinations, which should be passed as per the new Service Minute, during the period of holding the previous post which is taken into account for the service period as mentioned in Para. 04 above, the Appointing Authority shall take action to exempt them from the requirement of passing the said subject again on the request of the officers.
- 5.4 If there are officers who have not completed the Efficiency Bar in case where it is not mentioned with regard to Efficiency Bar examinations in the procedure of recruitment of the previous post or in the letter of appointment, they shall complete the Efficiency Bar relevant to prescribed Grade of the relevant Class mentioned above within three years from the date of issuing the letter of absorption.

06. Tasks which are not completed

- 6.1 All the establishment activities commenced by each Appointing Authority under the procedure of recruitment of the previous post shall be concluded before the date of absorption.
- 6.2 Action shall be taken as per Section 10, XLVIII of the Establishments Code with regard to the disciplinary measures of the officers against whom charge sheets have been issued and formal disciplinary inquiries have been commenced during the period of holding the previous post and it shall be referred to the Director General of Combined Services for necessary action with regard to the other disciplinary measures.

07. Other Matters

- 7.1 In case of inconsistency among matters in Sinhala, Tamil and English versions, the Sinhala version shall come into force.



J. J. Rathnasiri

Secretary

Ministry of Public Administration and Management

Part 2 – To be completed by the Head of the Institution

12. The particulars provided by the applicant from 4 to 11 above are correct. His/ Her absorption into this service is recommended/ not recommended.* (Reasons should be given, if not recommended). A copy of the procedure of recruitment of the post held at present by him/ her* is also sent herewith.

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Date

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Signature and official stamp of the
Head of the Institution

Part 3 – For the use of Director General of Combined Services

13. Absorption of the applicant into this service is approved/ not approved.*

14. If not approved, reasons for the same:.....

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15. Class:
into which the absorption is made:

Grade:

.....

Date

.....

Signature of the Authorized Officer

* Delete the unnecessary words.