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பொது நிர்வாக, உள்ளாட்டலுவல்கள், மாகாண சபைகள் மற்றும் உள்ளூராட்சி அமைச்சு  
Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government

ඒකාබද්ධ සේවා අංශය

இணைந்த சேவைகள் பிரிவு

COMBINED SERVICES DIVISION

නිදහස් වතුරොය, කොළඹ 07, ශ්‍රී ලංකාව.

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CS/DOS/Policy/01/01(II)

ඔබේ අංකය  
உமது இல  
Your No

දිනය  
திகதி:  
Date

19.05.2023

Secretaries of Ministries  
Heads of Departments  
District Secretaries  
Divisional Secretaries

**Payment of salaries submission of probation reports and performance of other establishments activities of the officers, who received permanent appointments of Development Officers' Service on 01.01.2021**

This is further to the instructions issued earlier in this regard.

02. Trainees who were recruited under the programme for training unemployed employees as phase I and II in 2019 have granted permanent appointments to the Development Officers' Service initially on 01.01.2021 some thereafter. However, inquiries are made still by certain institutions on matters pertaining to the payment of salaries, preparation probationary reports and other establishment activities as most of the officers, who received appointments of Development Officers' Services from 01.01.2021, were unable to report for duty immediately after receiving letters of appointments due to situations such as closing of offices, restricting the attendance on policy decisions in the face of COVID 19 pandemic prevailed in the country during that period. Therefore, following instructions are hereby issued in addition to the instructions issued so far in this regard.

**(i) Payment of salaries**

Though the instructions have been issued by my letter of even number dated 26.03.2021 pertaining to the payment of salaries to these officers, I have been reported that certain officers have not been paid the arrears of their salaries so far, which were to be paid during year 2021. When paying the arrears of salaries as instructed by the above mentioned letter, action should be taken treating the officers, who have reported for duty before 09.04.2021, as having assumed their duties to be effective from 01.01.2021. If letters of appointment have been issued after 09.04.2021 and no specific mention has been done in the letter, the officers, who have assumed duties within 02 weeks from the date of issuance of the letter of appointment, can be treated as having assumed duties in the post of grade III of Development officers' Service to be effective from 01.01.2021 but at such occasions, where it seems that it is not fair to take actions depending on the matters mentioned specifically in the letter of

appointment or other reason, instructions should be obtained regarding the effective date of the assumption of duties of the officer concerned sending me a report containing relevant information.

For this purpose, all the relevant reports should be called to verify that the officer has reported for training at the place of training continuously from 01.01.2021 and once dates, on which trainee has not reported for training, were verified by the relevant Head of Institution, action should be taken to set off such dates from the annual leave entitled to the officer. However, if it seems such days of absences cannot be set off by the annual leave, (If the trainee has not submitted acceptable reasons for his/her failure to attend for training or he/she has willfully neglected the training) such days should be treated as no pay leave.

Accordingly, action should be taken to pay the arrears of salary adjusting with the trainee allowance or salary paid to the officer conforming to relevant regulations only by the current service station of the officer.

**(ii) Assumption of duties**

At that time facility has been made to download the forms through MISCO system as per appendix 03 and 04 of the Procedural Rules of the Public Services Commission published in the Gazette of the Democratic Socialist Republic of Sri Lanka No. 1589/30 dated 20.02.2009 as informed by my letter of even number dated 26.03.2021 and accordingly Heads of Departments should take action to file printed copies of such downloaded forms of appendix 03 and 04 in the personal files of relevant officers. Since it is required to attach such downloaded copies of the appendix 03 and 04 of the officers, who have not done so far, in the personal files by the offices, where the officers assumed duties, you are kindly requested to take necessary action in this regard.

Further, action should be taken to submit the letter of confirmation to the effect that the officer reported for duty, making necessary revisions at the place given to indicate the date of reporting for duty in order to confirm that the officer has reported for duty from the effective date of appointment.

E.G. : 01

- Date of appointment 01.01.2021
- Assumption of duties – Reporting for duty on 08.04.2021 to be effective from 01.01.2021 as per the letter of the Director General of Combined Services No.... dated....

However, the date of assumption of duties of the officers, whose period from 01.01.2021, effective date of appointment as mentioned in sub para (i) above up to date of assumption of duties is treated as a period with no pay, should not be effective from 01.01.2021. The appointment and assumption of duties of such officers should be effective from the date on which they report for duties.

**(iii) Preparation of history sheet and payment of salary increments**

When the appointment is entered in the history sheet of the officer as per the letter of appointment, it should be correctly indicated that the duties have been assumed to be effective from 01.01.2021 as mentioned in no (ii) above and further action should be taken to include particulars of the leave with no pay in the history sheet.

When the salary increments for year 2022 are paid, action should be taken to grant salary increments corresponding to the effective date of reporting for duty.

An example is given below.

E.G 01:- History sheet

- Entering the particulars of assumption of duties - Reporting for duty on 08.04.2021 to be effective from 01.01.2021 as per the letter of the Director General of Combined Services No.... dated....
  
- Entering the particulars of the payment of salary increment for 2022
  - The words ‘payment of salary increment entitled as at 01.01.2021’ should be entered against the date of approval of salary increment.

Since the appointment and the assumption of duties of the officers, who are treated as having on a period of no pay leave from 01.01.2021, the effective date of the relevant appointment as mentioned in sub para (i) above up to date of assumption of duties, are effective from the date of reporting for duties, entries should be made in the history sheet accordingly and further salary increments should also be paid corresponding to the date of reporting for duties.

**(iv) Other establishment activities**

Every Head of Department should pay special attention to get the degree certificates of these officers verified immediately sending them to the relevant Universities.

Further, when taking action on the leave of these officers, you are kindly requested to apply the provisions indicated in Public Administration Circular No. 02/2021 (VII) for the periods, during which the officer has not reported for duty within training period and after receiving permanent appointment after 01.01.2021.

Sgd/ S. Alokabandara  
Director General of Combined Services