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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 වතුරලය, කොළඹ 07, ශ්‍රී ලංකාව.

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திகதி:  
Date

19.05.2023

Secretaries of the Ministries  
Heads of Departments  
District Secretaries  
Divisional Secretaries

**Payment of salaries, preparing probationary reports and performing other establishment activities relating to the officers, who received permanent appointments in Development Officers' Service in 2022**

Permanent appointments have been granted to the trainees, who have been recruited for training under the programme for employing unemployed graduates/ diploma holders -2020 initially on 03.01.2022/ 01.04.2022 and some other trainees later in the Development Officers' Service. Since various requests have been made for instructions for the performing of activities such as the payment of salaries, preparation of report on probationary period and other establishments activities, this series of instructions is issued.

(i) **Payment of salaries**

Instructions regarding the payment of salaries to these officers were issued by my letter no PS/GT/2020 (Volume III) dated 03.01.2022. But I have been reported that the arrears of salaries, which are to be paid to certain officers during year 2022, have so far not been paid. As instructed in the above letter, all reports should be called to verify that the officer has reported continuously for the training at the respective center until the day before the date of assumption of duties from 03.01.2022/01.04.2022 for the purpose of paying arrears of salaries. Further, action should be taken to get the days verified, on which the officer has not reported for training, by the respective Heads of Institutions and then those days should be set off from the annual leave entitled to the officer. If it seems that the days, on which the officer has not reported for training/ service, cannot be set off from the annual leave, (If the officer has not submitted reasonable grounds for the failure to report for training/ service or it seems that the officer willfully avoided reporting for duties) such periods should be treated as the periods on no pay. Accordingly, it should see to pay through the present service station of the officer only the arrears of salary after adjusting it with trainee allowances or salary as per the relevant regulations.

**(ii) Assumption of duties**

As informed by my letter No: PS/GT/2020 (Volume III) dated 07.01.2022, opportunity has been given then to download forms by MISCO system as per the Procedural Rules of the Public Services Commission published in the Gazette No: 1589/30 dated 20.20.2009 of the Democratic Socialist Republic of Sri Lanka and its appendix 03 and 04, and the printed copies of such appendix 03 and 04 downloaded by officers should be filed by the Head of Institutions in the respective personal file. Since it is required to get the printed forms of appendix 03 and 04 prepared for officers, who have not done it so far, from the offices, where they have assumed duties, and file in the personal files, kindly note to take relevant actions accordingly. Further, action should be taken to submit the letter of confirmation indicating that the officer has reported for duty, where the date of assumption of duties should be indicated, along with revisions at the same place to the effect that he/ she has reported for duty from the effective date of appointment.

Eg : 01

- Date of appointment - 03.01.2022
- Assumption of duties – Reporting for duties to be effective from 01.03.2022 as per the letter of the Director General of Combined Services no.... dated....

Eg : 02

- Date of appointment 01.04.2022
- Assumption of duties - Reporting for duties on 02.05.2022 to be effective from 01.04.2022 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 of service from 03.01.2022/ 01.04.2022, the effective date of appointment as mentioned in para (i) above up to the date of assumption of duties is treated as a period of no pay, should not be made effective from 03.01.2022/ 01.04.2022. The appointment and assumption of duties of such officers should be effective from the date on which they actually reported for duties.

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

When the appointment is marked in the history sheet of the officer as per the letter of appointment, correct entry should be made so as to confirm that the officer has assumed duties to be effective from the date of first appointment as mentioned under (ii) above and further action should be taken to enter the particulars of leave also in the history sheet.

Further, action should be taken, when paying salary increments for year 2023, to grant salary increment corresponding to the effective date of assuming duties. Relevant examples are as follows.

Eg: 01. - History sheet

- Entering the assumption of duties – Reporting for duties on 01.03.2022 to be effective from 03.01.2022 as per the letter of the Director General of Combined Services no.... dated
- Entering the payment of salary increment of 2023
  - Should be entered against the date of approval for salary increment as ‘payment of salary increment entitled as at 03.01.2023.’

Eg: 02.

- Entering the assumption of duties - Reporting for duties on 22.05.2022 to be effective from 01.04.2022 as per the letter of the Director General of Combined Services no.... dated.....
- Entering the payment of salary increment of 2023
  - Should be entered against the date of approval for salary increment as ‘payment of salary increment entitled as at 01.04.2023.’

However, since the assumption of duties and appointment of the officers, whose period of service from 03.01.2022/ 01.04.2022, the effective date of appointment as mentioned in para (i) above up to the date of assumption of duties is treated as a period of no pay, should be effective from the actual date of reporting for duties as mentioned in sub para (i) above, notes should be entered in the history sheet accordingly and the salary increments should also be paid corresponding to the date of reporting for duties.

(iv) **Other establishments activities**

Further, all the Head of Departments should pay special attention to refer the degree certificates of these graduates to relevant universities and to get them verified without delay.

Sgd/ S. Alokabandara  
Director General of Combined Services.