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The Gazette of the Democratic Socialist Republic of Sri Lanka

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PART I : SECTION (I) - GENERAL

Government Notifications

MINUTE OF THE OFFICE EMPLOYEES SERVICE

THE following Minute of the Office Employees Service is published in substitution of the minute dated 20.04.1991 published in the *Gazette Extraordinary of the Democratic Socialist Republic of Sri Lanka*, No. 660/10 dated 03.05.1991.

P. WEERAHANDI,
Director General of Combined Services.

Ministry of Public Administration,
Management and Reforms
Independence Square,
Colombo 07,
14th February, 2002.

1. *Effective Date.*— This minute shall come into force on 26.11.2001 (effective date should be the date of the Cabinet Decision) without prejudice to any action taken or purported to have been taken, in terms of the provisions of the minute of the Office Employees Service published in the *Gazette Extraordinary of the Democratic Socialist Republic of Sri Lanka*, No. 660/10 dated 03.05.1991 and amended in the *Gazette Extraordinary of the Democratic Socialist Republic of Sri Lanka*, No. 722/16 dated 08.07.1992.

2. *Definitions:*

- 2:1 The word "Minute" shall mean the Minute of the Office Employees' Service.
- 2:2 The word "Director General" shall mean the Director General of Combined Services.
- 2:3 The word "Service" shall mean the Office Employees' Service.

3. *Structure.*— The service shall consist of those who are appointed to Class III and III 'A' and to Class II as Office Watchers and Cycle Orderlies, and those who are appointed to Class II, Class I on promotion on the following annual salary scales.

4. *Annual Consolidated Salary Scales:*

- Class I - Rs. 45,180 - 23 × 1,320 - 75,540
- Class II - Rs. 43,680 - 10 × 960 - 8 × 1,320 - 63,840
Efficiency Bar before completion of 3 years
- Class III - Rs. 40,800 - 20 × 960 - 60,000
- Class III 'A' - Rs. 40,800 - 20 × 960 - 60,000
Initial salary Rs. 42,720

An employee appointed to a Post of Office Watcher will be placed on the salary step of Rs. 43,680 which is the initial step of the scale. (Efficiency Bar before completion of 3 years).

An employee appointed to a post of Sanitary Labourer will be placed on the salary step of Rs. 42,720 which is the initial step of the scale (Efficiency Bar before completion of 3 years).

4:2 Officers who are recruited to the service will be subjected to a probation period of 3 years.

5. *Cadre* :

5:1 Cadre should be determined in accordance with the requirements of each Ministry and Department.

5:2 Cadre should be shown under the respective Heads and Objects in the Annual Estimates.

5:3 The posts included in the service are shown in Schedule 'A'.

6. *Control*. - The service will be under the control of the Director General of Combined Services.

7. *Appointment to Class III and III 'A'*. - As per the Scheme of Recruitment approved by the Director General of Combined Services, the recruitments to Class III 'A' of the service will be made by the Secretaries of Ministries and Heads of Departments. The prior approval of the Director General of Combined Services should be obtained for these recruitments.

7:1 Formal letters of appointment will be issued by the Director General of Combined Services.

7:2 Certificates in respect of the qualifications of those who are appointed should be submitted to the Director of Combined Services within a month.

8. *Qualifications for recruitment*:

(a) Should be a citizen of Sri Lanka.

(b) Should be less than 18 years and not more than 45 years of age on the closing date of applications.

(c) Should be of good character, and physically fit.

(d) Should have passed year 9 (Grade 8).

9. *Efficiency Bar*. - The interview board should assess the efficiency of employees based on the following criteria:

	Marks
(i) Knowledge in office systems and subjects relating to each grade of Office Employees' Service	40
(ii) Attendance, work and conduct	60
Total	<u>100</u>

(Minimum marks required for a Pass is 40)

9:2 It is the responsibility of the Head of the Department to hold Efficiency Bar Examinations of Office Employees' Service before the prescribed date.

9:3 The interview board shall consist of two staff officers from the relevant Department, and one staff officer from another Department. The approval of the Director General of Combined Services should be obtained for the interview board.

9:4 It is required to pass the 1st efficiency bar for the confirmation in service.

10. *Promotions to Class II*:

10:1 Employees who have completed a continuous period of 06 years service, and have been confirmed in Class III and Class III 'A' with the following qualifications will be promoted to Class II :

(i) Have completed 05 years satisfactory service immediately preceding the date on which they apply for promotions.

(ii) Have earned all the salary increments within that period.

(iii) Not obtained no pay leave during the preceding 02 years.

(iv) Have passed the Efficiency Bar Examination.

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10:2 The letters of promotion will be issued by the Director General of Combined Services once the recommendations in respect of employees who possess above qualifications are submitted by the Head of the Department through Secretary of the Ministry.

11. Promotions to Class I :

11:1 Employees who possess the following qualifications and have a continuous period of 10 years service in Class II will be promoted to Class I.

(i) Employees should have completed 05 years satisfactory service immediately preceding the date on which they apply for promotions and have earned all the salary increments within the period.

(ii) Not obtained no pay leave during the preceding 02 years.

11:2 The letters of promotions will be issued by the Director General of Combined Services once the recommendations in respect of employees who possess above qualifications are submitted by the Head of the Department through Secretary of the Ministry.

12. Assignment of duties:

12:1 Duties will be assigned by the Head of the Department based on the service requirement, Seniority and experience.

12:2 Since the promotions are made not on the number of vacancies, Head of the Department has the power to assign the employee duties in a post belonging to another class, whenever the assignment of duties in the same post is not possible.

Example: Although the employee is promoted to Class I he may be assigned duties relating to a post in Class III if there is no vacancy in a post in Class I indicated in the schedule.

12:3 Those who are recruited to the Post of Sanitary Labourers in Class III 'A' and Watchers in Class II of the Office Employees Service do not have the right to change their posts. They are allowed to change their posts only after obtaining promotions.

12:4 Only those who are recruited as Sanitary Labourers could be assigned duties of that post.

12:5 Every employee except those mentioned in 12:4 above are bound to perform the duties assigned to any post in the service.

13. Definition of period of satisfactory service.- An employee will be considered to have satisfactory record of service, if he has not suffered any punishment whatsoever (except warning) in respect of any offence committed during the prescribed period immediately preceding the date on which promotion is claimed and has received on due date all the increments falling within the said period.

14. Conditions of service:

14:1 A transfer from a post in one class to another post in the same class will be permitted by the Director General only on exigencies of service.

14:2 An officer appointed directly into Class II as Office Watcher or Cycle Orderly will not be entitled to transfer under 14:1 above.

14:3 Every officer in the service is bound to perform the functions of his post or any other post in the service to which he belongs.

15. Deployment in service:

15:1 An officer in the Service is transferable and liable to be posted to any part of the Island.

15:2 Transfer of officers in the service to posts enumerated in Schedule "A" will be made as follows.

15:2:1 A transfer between Ministries by the Director-General.

15:2:2 A transfer between Departments within the same Ministry by the Secretary concerned, with intimation to the Director General.

15:2:3 A transfer within the same Department by the Head of the Department with intimation to the Director General.

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PART I: SEC. (I) - GAZETTE EXTRAORDINARY OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA - 2002.03.30

16. *Absorption of the Employees already in the service in to the newly established service:*

- (i) Officers who have been confirmed in the posts in Class III and Class III 'A' and have completed a period of 6 years service on the prescribed date will be absorbed into the Class II of Office Employees Service.
- (ii) Officers who have completed a period of 10 years service in Class II of the service on the prescribed date will be absorbed into the Class I of Office Employees Service. Absorptions in respect of the I and II above will be granted with effect from the date on which they complete the prescribed qualifications. Arrears of salary will not be paid and the employees will be placed on the relevant salary scale.

17. *Other Regulations.*- All employees are bound to comply with in addition to the conditions stipulated in this Minute the regulations in the Establishment Code, Financial Regulations Department, Orders and any other regulations or orders issued by the Government from time to time.

18. *Matters not provided for.*- Any matter not provided for in this Minute will be determined by the Director General.

Schedule 'A' Posts included in the Service

<i>Class</i>	<i>Post</i>
I	Head Karyala Karya Sahayaka (Arachchi) Telephone Operator Record Keeper Book Binder Roneo Machine Operator Photo Copy Machine Operator
II	Karyala Karya Sahayaka Cycle Orderly Lift Operator Messenger Office Watcher
III	Office Labourer Sweeper Garden Labourer
III 'A'	Sanitary Labourer