

My No :- CS/V/SM/D/2009

Ministry Of Public Administration, Provincial Councils,
Local Government and Democratic Governance,
Independence Square,
Colombo 07.

25.03.2015

All Secretaries of Ministries,
Heads of Departments,
District Secretaries/ Divisional Secretaries and
Heads of Government Institutions

Implementation of the Minute of Combined Drivers' Service

New Minute of Drivers' Service published in the a Gazette Extraordinary No: 1875/39 dated 15.08.2014 in substitution to Minute of Drivers' Service dated 06th October 1999 published in the Gazette Extraordinary of the Democratic Socialist Republic of Sri Lanka No: 1101/9 dated 13.10.1999, shall be effective from 01.07.2013.

02. Absorption

Absorption as per Section 13 of the Minute,

All the employees who are in service as at the effective date of the Service Minute shall be absorbed into the new Grade System in the following manner as per the provisions stipulated in Section 4, Chapter VII of the Establishments Code.

- I. No change in the increment date shall be made due to absorption and the increment date shall remain unchanged as the date existed before the absorption.
- II. No employee shall be placed on the next higher salary step due to entitlement to a correspondent salary step.

Accordingly,

- I. Employees in Class II "B" into Grade III,
- II. Employees in Class II "A" into Grade II,
- III. Employees in Class I into Grade I,
- IV. Employees with at least a satisfactory period of service of nine (09) years in Class I, have earned nine (09) salary increments and have satisfied other service requirements shall be absorbed into Special Grade,
With effect from 01.07.2013 i.e. the effective date of this Service Minute

Note 1

Applications for absorption to Special Grade from Class I which are perfected as per specimen given in application No. 04 shall be submitted to Director General of Combined Services with the recommendation of the Head of the Department/ Secretary of the Ministry.

03. Recruitment

Recruitment shall be made by an interview board recommended by the secretary to the relevant ministries and approved by the Director General of Combined Services as per Section 7 of the Minute. Accordingly, the number of approved posts, number of employees at present with the number of vacancies shall be reported to Director General of Combined Services in the following manner, once the posts are fallen vacant.

- a. The name of the officer and the Grade, number of vacancies and the manner in which the posts have fallen vacant shall be mentioned for the posts that have fallen vacant due to retirement, resignation from the service, death or vacation of post.
- b. In case of the vacancies which have fallen vacant due to reasons beyond the reasons mentioned in Section “a” above, approval of the Director General of Management Services shall be obtained to fill such vacancies indicating the number of vacancies and the way such posts have fallen vacant. Further, the certified copies of such approvals shall be submitted along with the above approval.

04. Promotion

Promotions in Drivers’ Service from 01.07.2013 shall be made as per the scheme of promotion stipulated under Section 10 of the Minute.

The applications for promotion to each Grade shall be submitted as per the specimen given below along with the recommendation of Head of the Department and Secretary of the Ministry.

- I. Application No. 01 for promotion to Grade II from Grade III under average performance
- II. Application No. 02 for promotion to Grade I from Grade II under average performance
- III. Application No. 03 for promotion to Special Grade from Grade I under average performance
- IV. Application No. 04 for absorption to Special Grade from Grade I

Note 2

Officers who have completed 09 years of service in Class I as at 01.07.2013, shall use Application no 04 to be absorbed into Special Grade

Note 3

Officers who have completed 09 years of service in Class II “A” as at 01.07.2013 shall use Application no 02 to be promoted into Grade I

05. Efficiency Bar

Efficiency bar examination shall be conducted as per provisions in Section 8 of the Minute.

- a. The authority regarding the Efficiency Bar Examination is the Director General of Combined Services and the relevant interview shall be conducted by an interview board consisting of the following officers and approved by the Director General of Combined Services.
 1. An Executive Officer as the Chairman serving at the Department at which the relevant officers are serving.
 2. Examiner of Motor Vehicles at the Department of Motor Traffic.
 3. Officer at the Traffic Police Division.
- b. The approval of the Director General of Combined Services after being recommended by the interview board shall be obtained for the Efficiency bar.

06. Other

Officers in Drivers' Service shall pass the Efficiency bar examination and language proficiency test on official language and other official language as per Section 09 of the minute on due date.

Note 4

Only the officers who have been recruited to Combined Drivers' Service after 01.07.2007 shall obtain the language proficiency per the provisions in Public Administration Circular No. 1/2014 within 05 years from the date of appointment.

- a. The Officers who have been promoted to Class I under the old service minute as at the effective date of the service minute shall be exempted from the requirement of passing the Efficiency Bar Examination for Grade I.
- b. A concessionary period of three (3) years from the effective date of the service minute shall be given to apply the provisions of the minute regarding the officers who are serving at present.



J. Dadallage
Secretary
Ministry of Public Administration, Provincial
Councils, Local Government and Democratic
Governance

Application No. 01

Application for promotion of officers in Grade III of Drivers' Service to Grade II on average performance

Part I (Shall be perfected by the candidate himself)

1. Name with initials :-
2. Names denoted by the initials :-
3. Present place of work :-
4. Date of entry to service :-
5. Number of the letter of appointment of Combined Service :-
6. Date of confirmation of the appointment :-
7. Date of passing the efficiency bar examination :-
8. Date of acquiring the proficiency in language at level three :-
9. Date of completion of ten years in the service :-

I hereby certify that all information furnished by me above, is true and correct.

Date:.....

.....
Signature of the candidate

Part II

Attestation of the Secretary of Ministry/ Head of the Department

Mr. is serving at this office and the above mentioned particulars are correct according to his personal file.

1. The date of confirmation of post :-.....
2. Date of passing the efficiency bar examination of Grade III:-
3. Date of obtaining Proficiency at level three in other official language :-
4. Date of completing an active period of 10 years in Grade III:-
5. A performance at average level or above has/ has not demonstrated within the 10 years immediately preceding the date of promotion as per the approved performance appraisal scheme.
6. All the salary increments have been/ have not been earned during the 10 years immediately preceding the above date.
7. I. Half pay and no – pay leave have been / have not been obtained during the 10 years immediately preceding the above date.

II. If half pay and no – pay leave have been obtained, the number of days and the dates on which they have been obtained
8. I. Whether the officer subjected to any punishment (other than warning) during the said period?
- II. Whether any disciplinary action or legal action is being taken against the employee?

9. If the officer has been released for service at a Corporation or other Statutory Board, details of such period of service :-

This officer has/ has not fulfilled all the qualifications. Therefore, I recommend/ do not recommend the promotion to Grade II to be effective from

Date:.....

Signature of the Head of the Institution:

Name:

Designation:

(Official Stamp)

Note: If the qualification mentioned from 1 to 9 above have not been fulfilled, indicate the same.

I recommend/ do not recommend the promotion to Grade II.

Date:.....

Signature of the Secretary to the Ministry:

Name:

Designation:

(Official Stamp)

Application No. 02

Application for promotion of officers in Grade II of Drivers' Service to Grade I on average performance

Part I - (Shall be perfected by the candidate himself)

- 1. Name with initials :-
- 2. Names denoted by the initials :-
- 3. Present place of work :-
- 4. Date of entry to service :-
- 5. Number of the letter of appointment of Combined Service :-
- 6. Date of confirmation of the appointment :-
- 7. Date of passing the second efficiency bar examination :-
- 8. Date of completion of nine years in Grade II/ Class II "A" :-

I hereby certify that all information furnished by me above, is true and correct.

Date:.....

.....

Signature of the candidate

Part II

Attestation of the Secretary to the Ministry/ Head of the Department

Mr. is serving at this office and the above mentioned particulars are correct according to his/ her personal file.

1. Date of promotion to Grade II :-
2. Date of passing the second efficiency bar examination:-
3. Date of completion of an active period of 09 years in Grade II :-.....
4. A performance at average level or above has/ has not demonstrated within the 09 years immediately preceding the date of promotion as per the approved performance appraisal scheme.
5. A performance at average level or above has/ has not demonstrated within the 09 years immediately preceding the date of promotion as per the approved performance appraisal scheme.
6. All the salary increments have been/ have not been earned during the 09 years immediately preceding the above date.
7. I. Half pay and no – pay leave have been/ have not been obtained during the 09 years immediately preceding the above date.
 II. If half pay and no – pay leave have been obtained, the number of days and the dates on which they have obtained.
 (From the date of appointment / promotion to Grade II of Drivers' Service)
8. I. Whether the officer subjected to any punishment (other than warning) during the said period?
- II. Whether any disciplinary action or legal action is being taken against the employee?
9. If the officer has been released for service at a Corporation or other Statutory Board, details of such period of service:-

This officer has/ has not fulfilled all the qualifications. Therefore, I recommend/ do not recommend the promotion to Grade I to be effective from

Date:.....

Signature of the Head of the Institution:
 Name:
 Designation:
 (Official Stamp)

Note: If the qualification mentioned from 1 to 8 above have not been fulfilled, indicate the same.

I recommend/ do not recommend the promotion to Grade I.

Date:.....

Signature of the Secretary to the Ministry:
 Name:
 Designation:
 (Official Stamp)

Application for promotion of officers in Grade I of Drivers' Service to Special Grade

Part I - (Shall be perfected by the candidate himself)

- 1. Name with initials :-
- 2. Names denoted by the initials :-
- 3. Present place of work :-
- 4. Date of entry to service :-
- 5. Number of the letter of appointment of Combined Service :-
- 6. Date of confirmation of the appointment :-
- 7. Date of passing the third efficiency bar examination :-
- 8. Date of completion of nine years in Grade I :-

I hereby certify that all information furnished by me above, is true and correct.

Date:.....

.....
Signature of the candidate

Part II

Attestation of the Secretary to the Ministry/ Head of the Department

Mr. is serving at this office and the above mentioned particulars are correct according to his/ her personal file.

- 1. Date of promotion to Grade I :-
- 2. Date of passing the third efficiency bar examination:-
- 3. Date of completing an active period of 09 years in Grade I:-.....
- 4. A performance at average level or above has/ has not been demonstrated within the 09 years immediately preceding the date of promotion as per the approved performance appraisal scheme.
- 5. All the salary increments have been/ have not been earned during the 09 years immediately preceding the above date.
- 6. I. Half pay and no – pay leave have been/ have not been obtained during the 09 years immediately preceding the above date.

II. If half pay and no – pay leave have been obtained, the number of days and the dates on which they have obtained.
(From the date of promotion to Grade I of Drivers' Service)
- 7. I. Whether the officer subjected to any punishment (other than warning) during the said period?
- II. Whether any disciplinary action or legal action is being taken against the employee?

8. If the officer has been released for service at a Corporation or other Statutory Board, details of such period:-

This officer has/ has not fulfilled all the qualifications. Therefore, I recommend/ do not recommend the promotion to Special Grade to be effective from

Date:.....

Signature of the Head of the Institution:

Name:

Designation:

(Official Stamp)

Note: If the qualification mentioned from 1 to 8 above have not been fulfilled, indicate the same.

I recommend/ do not recommend the promotion to Special Grade.

Date:.....

Signature of the Secretary to the Ministry:

Name:

Designation:

(Official Stamp)

Application No. 04

Application for absorption of officers those who completed 09 years of service in Grade I of Drivers' Service as at 01.07.2013, into Special Grade

Part I - (Shall be perfected by the candidate himself)

- 1. Name with initials :-
- 2. Names denoted by the initials :-
- 3. Present place of work :-
- 4. Date of entry to service :-
- 5. Number of the letter of appointment of Combined Service :-
- 6. Date of confirmation of the appointment :-
- 7. Date of completion of nine years in Class I :-

I hereby certify that all information furnished by me above, is true and correct.

Date:.....

.....
Signature of the candidate

Part II

Attestation of the Secretary to the Ministry/ Head of the Department

Mr. is serving at this office and the above mentioned particulars are correct according to his/ her personal file.

- 1. Date of promotion to Grade I :-

2. An active period of 09 years in Grade I of Drivers' Service has been/ has not been completed as at 01.07.2013.
3. A performance at average level or above has/ has not been demonstrated within the 09 years immediately preceding the date of promotion as per the approved performance appraisal scheme.
4. All the salary increments have been/ have not been earned during the 09 years immediately preceding the above date.
5. I. Half pay and no – pay leave have been/ have not been obtained during the 09 years immediately preceding the above date.

 II. If half pay and no – pay leave have been obtained, the number of days and the dates on which they have obtained.
 (From the date of promotion to Grade I of Drivers' Service)
6. I. Whether the officer subjected to any punishment (other than warning) during the said period?

 II. Whether any disciplinary action or legal action is being taken against the employee?
9. If the officer has been released for service at a Corporation or other Statutory Board,, details of such period :-

This officer has/ has not fulfilled all the qualifications. Therefore, I recommend/ do not recommend the absorption to Special Grade I to be effective from 01.07.2013

Date:.....

Signature of the Head of the Institution:
 Name:
 Designation:
 (Official Stamp)

Note: If the qualifications mentioned from 1 to 8 above have not been fulfilled, indicate the same.

I recommend/ do not recommend the promotion to Special Grade with effect from

Date:.....

Signature of the Secretary to the Ministry:
 Name:
 Designation:
 (Official Stamp)