

Public Administration Circular No : 1/96(1)

Ministry of Public Administration,
Home Affairs, Plantation Industries,
and Parliamentary Affairs,
Independence Square,
Colombo 07.

21 June 1996

To : All Secretaries of Ministries and
Heads of Departments.

**Implementation of the New Structure of the
Shroff's Service**

Your attention is invited to the Public Administration, Circular No. 1/96 of 11.01.1996 and No. 101 of 10.11.1995.

02. The requests of the officers who qualify for antedating of appointments to 01.10.1971 with only the incremental credits. In terms of Public Administration Circular No. 1/96 of 11.01.1996, should forward to the Director of Combined Services through Head of Department/Secretary to the Ministry on the prescribed form appears overleaf. Those who have retired from Public Service or absorbed to the Provincial Public Service should forward such requests through the Head of Department/Secretary to the Ministry, they last served.

03. The Head of Department/Secretary to the Ministry should examine the particulars in the application submitted by the officers with the originals of documents in their personal files and complete the certificate at Part II of the prescribed form. A confidential report should be forwarded along with an application in case of officers against whom disciplinary action is being taken or contemplated.

04. All Secretaries of Ministries and Heads of Departments are requested to bring the contents of this Circular to the Notice of relevant officers.

Sgd. (R.S. Jayaratne)
Secretary
Ministry of Public Administration, Home Affairs,
Plantation Industries and Parliamentary Affairs,

1/96(1)

Director of Combined Services
Through

Request to antedate the appointments made to the
restructured Shroff's service from 01.04.1975 to
01.10.1971 granting only the Incremental Credits

Part I (To be filled by the Officer)

01. Name

01.01 Name with initials:

01.02. Name indicated by initials:

02. Date of Birth

& age upto 01.10.1971:

03. Place of work

03.01 Place of work at present:

03.02 Place of work on 01.04.1975:

03.03 Place of work on 01.10.1971

(Indicate the Place of work with Ministry & Department)

04. Particulars of Appointments & Promotions:

04.01 Date of appointments to Grade III
(before restructured the Shroff's Service in 1975)

04.02 Date of Conformation:

04.03 Date of absorbed into Class II Seg 'B':

04.04 Date of absorbed into Class II seg 'A':

04.05 Date of absorbed into Class I:

04.06 Present Post:, class & Grade:

04.07 Date of appointment to the present post:

04.08 Date of absorption to Provincial Public Service, if absorbed:

04.09 Date of retirement from Public Service, if retired:

05. Particulars of Half Pay & No pay leave from 01.10.1971.

<u>Year</u>	<u>Month</u>	No. of days <u>Half pay leave</u>	No. of days <u>no pay leave</u>
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1/96 (1)

Part II

Certificate of Head of Department/Secretary to the Ministry

09. I certify that,
- 09.01 the particulars furnished by Mr./Mrs./Miss
.....above/overleaf/have been verified with
the original of documents in his/her personal file and found to be
correct, and I have corrected the particulars in Cage
- 09.02 that his/her work, conduct and attendance have been satisfactory.
- 09.03 that he/her has earned the last five increments due, prior to
01.10.1971 and he/she has not subjected to a punishment more severe
than a fine or reprimand since the last increment.
- 09.04 that, he/she is eligible in all respect for antedating of the
absorption into Class Seg: On 01.10 1971 of the Shroff's
Service granting only the incremental credits in terms of Public
Administration Circular No. 1/96 of 11.01.1996.
- 09.05 A confidential report is forwarded herewith regarding the disciplinary
action taken/intending to taken against the officer.

Secretary to the Minister/Head of
Department

(This certificate should personally sign by the Secretary to the Ministry/
Head of Department or any other Deputy incharge of administration functions
who is delegated his powers.

06. Particulars of disciplinary action taken against the officer to Five years from 01.10.1971
- 06.01 Period on which
You were under interdiction:
- 06.02 Date of Re-instatement:
- 06.03 Particulars of punishments:
07. Date of surmounted or exempted from the E B Examination
08. I certify that the statement made by me above true and correct to the best of my knowledge and belief. I further note that the above statements or part of therein found incorrect on later date, will be liable to cancellation of my letter of absorption of promotion and disciplinary will be taken against me.

Signature of Applicant

Date :