

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

8 September, 1997.

To Secretaries of All Ministries
and Heads of Departments.

**Clarification of certain provisions contained in the
Minute of the Sri Lanka Technological Service**

In terms of the provisions of Public Administration Circular No. 27/94 dated 25th July 1994, officers of the Middle Level Technical Service which was in operation till that date were absorbed into the Sri Lanka Technological Service with effect from 1st July 1994. The Minute of the Sri Lanka Technological Service was published in Gazette Extra ordinary No. 915/18 dated 22.03.1996 of the Democratic Socialist Republic of Sri Lanka, and it is emphasized that the following procedure should be adopted, in implementing the provisions of the said Minute.

02. The Cadre in each Class

According to Section 5:0 of the Minute, the Departments and Ministries concerned should determine the cadre of different Grades without adhering to a ratio between Grade II "B" to Class I, but without exceeding the total number of posts approved for the Department. In terms of Paragraph 5:1 of the Minute reference should be made to the Technological Services Board for its recommendations on the number of posts in the Special Class. Approval of the Treasury should be obtained for all posts thus determined.

03. Recruitment

The following clarifications are made regarding recruitment to the Technological Service.

- 3.1 Attention is invited to the following sentences appearing in paragraph 7:0 and 6:2 respectively in the Technological Service Minute, i.e." The Heads of Departments and Ministries should follow the above procedure for purposes of recruitment" and "All recruitment shall be made under the supervision of the Technological Service Board."

Accordingly all recruitment to the Technological Service should be made by the relevant appointing authority in accordance with the requirements of the Departments/Ministries.

04. **Schemes of Recruitment**

As mentioned in paragraph 7:0 of the Minute, Schemes of Recruitment incorporating the provisions of the Minute of the Technological Service should be formulated and approval of the Director of Establishments should be obtained for such Schemes of Recruitment. In this connection, provision in paragraph 2:9 of Chapter II of the Establishments Code should be followed and the relevant Schemes of Recruitment should be drawn up in accordance with the specimen in Appendix II of Part one of the Establishments Code.

05. **Salary Scales**

Salary Scales approved by the Public Administration Circular No: 2/97 should be made applicable in converting salaries of previous appointments and in respect of appointments made after 01.01.1997.

06. **Departmental Examinations and Efficiency Bar Examinations**

6.1 Attention of Heads of Institutions is drawn to paragraph 9.0 of the Minute, and it is emphasized that Departmental Examination and Efficiency Bar Examination are not one and the same examination, but two separate examinations. The Departmental examination is a qualifying examination meant for officers for promotion to a higher grade, while the Efficiency Bar Examination is one that an officer has to pass before he is placed on a certain salary step.

6.2 Attention is also drawn to sub-paragraph I of paragraph 9:0 of the Service Minute, and it should be noted that until a decision is taken with regard to holding of common examinations by the Department of Examinations, the Institutions concerned should continue to hold the examinations hither to conducted by them, in the same manner.

In instances, where these examinations have not been held so far, early action should be taken to conduct same.

07. **Sri Lanka Technological Service Board**

Attention is drawn to paragraph 3:0 (b) of the Technological Service Minute. The responsibility of taking policy decisions relating to the management of the Technological Service is vested with the Sri Lanka Technological Service Board and action will be taken to convey such policy decisions to the respective institutions, by means of Circulars issued from time to time. Policy decisions with regard to the training of employees and their deployment will be taken by the Technological Service Board, and it is hereby emphasized that full responsibility on training of departmental employees, their deployment and transfers falls on the relevant Secretaries of Ministries and Heads of Departments. Any applications for inter-departmental transfers should be referred to the Sri Lanka Technological Service Board for a decision.

08 Promotions

08.1 In the case of officers who were holding posts in the Middle Level Technical Service that existed upto 01.07.1994, and who were not considered for any promotions due to them in terms of the Middle Level Technical Service Minute action should be taken in the first instance to effect such promotions in terms of the said Minute, with effect from the date following the date of their fulfilling the required minimum qualifications. In such instances, the Heads of Departments should satisfy themselves that the minimum service required in the respective service, and the minimum examination requirements necessary for promotion to the higher grade have been fulfilled.

08.2 After effecting such promotions steps should be taken to absorb such officers to the higher grade with effect from 01.07.1994, taking into consideration the Class/Grade the relevant officer is entitled to as at 01.07.1994 in accordance with the instructions contained in Public Administration Circular No. 27/94

Accordingly, a letter of appointment appointing such officer to the relevant Grade in the Sri Lanka Technological Service with effect from 01.07.1994, should be issued.

08.3 Based on the letter of appointment issued to an officer appointing him to the Sri Lanka Technological Service with effect from 01.07.1994 and taking into consideration the requirements in paragraph 8:0 and 9:0 of the Technological Service Minute action should be taken to grant such officer any promotion due to him after 01.07.1994 in terms of the Technological Service Minute. Special attention is drawn to paragraph 4:0 of the Minute in granting these promotions and any promotions from Class II "B" which is the recruitment grade to Class I, should be effected without adhering to any ratio within classes.

08.4 When an officer is given a promotion under Section 8:1 above, the period of service in the Middle Level Technical Service upto 01.07.1994 and the period thereafter to the date of promotion, shall be treated as in service, in the relevant grade of the Technological Service, as indicated in para 10.0 of the Sri Lanka Technological Service Minute.

08.5 When officers with 6 years' satisfactory service in Grade II 'B' who have passed the first Departmental Examination are promoted to Grade II 'A' According to paragraph 8:1 (a) of the Minute, their passing the 1st Efficiency Bar Examination is also compulsory.

08.6 When officers who have passed the 1st Efficiency Bar Examination and have completed 12 years satisfactory service, are promoted to Grade II "A" under paragraph 8:1 (b) of the Minute, their passing the 1st Departmental Examination is **not** compulsory.

08:7 When officers with 10 years' satisfactory service in Grade II 'A' who have passed the second Departmental Examination, are promoted to Class I in terms of paragraph 8:2 of the Service Minute they should have passed the 2nd Efficiency Bar Examination as well, prescribed for Grade II 'A'.

06. Absorption of Departmental Service to the Technological Service

The form annexed hereto should be used by the Heads of Institution when proposals for the absorption of any Departmental Service to the Technological Service are made. In addition, a document depicting the present structure of the Service, and the Organization structure of the Department, should be forwarded together with copies of the current Scheme./Schemes of Recruitment of the relevant service, and the list of present duties of the officers in that post/service.

Requests for absorption to the Technological Service as explained above will be entertained up to 31.12.1997 and applications for absorption received after that date will not be entertained by the Board except for proposals to classify a newly created post.

10. Any problem arising in implementing the provisions of the Minute or any clarification required, should be brought to the notice of the Director General of Establishments.

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Secretary,
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& Plantation Industries.