

Public Administration Circular No. **07/2000**

My No. 1/543 E/16/95
Ministry of Public Administration
and Home Affairs,
Independence Square,
Colombo – 07.

02 March, 2000.

To Secretaries of All Ministries.
Chief Secretaries of Provincial Councils and
Heads of Departments.

Salary Conversion on Promotion

Your attention is drawn to Public Administration Circular No. 11/94 dated 11.02.1994 on the above subject.

02. Certain instances have come to light where in the course of salary conversions on a promotion in terms of the above Circular, the salary received by the officer concerned becomes comparatively lower than the salary of an officer who is junior to him in service. With a view to minimizing the occurrence of such anomalies, Public Administration Circular No. 11/94 is amended as follows.

03. Sub-sections 5:3, 5:3:1, 5:3:2, 5:3:3 and 5:3:4 of Section 5 of Chapter VII of the Establishments Code are hereby deleted, and the following Sub-sections are substituted therefor.

"5 Salary on Promotion :

5:3. If the salary of the post to which an officer has been promoted is on an incremental salary scale his salary should be converted from one salary scale to the other salary scale according to the following instructions. In the course of this salary conversion if an officer has earned a salary increment within a year upto the date of his promotion he should be paid the amount equal to the value of the earned salary increment. His salary should be converted as shown below dis-regarding the value of the earned increment of salary in deciding the salary step on promotion.

5:3:1 If on promotion, the last salary drawn by an officer falls between the salary steps of the new salary scale, he should be placed on the nearest next higher salary step, and also given an additional salary increment.

- 5:3:2 If on promotion, the last salary drawn by an officer corresponds to the initial salary or to a salary step on the new salary scale, he should be placed on the next higher step.
- 5:3:3 If on promotion, the last salary drawn by an officer is less than one incremental step or more below the initial salary of the new salary scale he should be placed on the initial salary step of the new salary scale.
- 5:3:4 If on promotion, the last salary drawn by an officer is less than one incremental step below the initial salary of the new salary scale he should be placed on the initial step of the new salary scale and paid an additional salary increment.

04. Sub-sections 5:4, 5:6 and 5:7 of Public Administration Circular No. 11/94 will remain un-changed.

05. Sub-sections 5:5 of Public Administration Circular No. 11/94 is hereby repealed.

06. If on promotion within the period 01.01.1988 to 31.12.1999 during which Public Administration Circular No. 11/94 was effective, an officer has not been benefited due to all the following three reasons, namely, the value of the salary increment of the Class / Grade of the earlier post, and those of the subsequent post are equal, the dates of salary increment and the dates of promotion are the same, and his salary step is relatively lower than the salary step of the junior officer who has been promoted to the same post / grade on a later date, a further additional salary increment on the new salary scale of the post to which he has been promoted should be granted to him with effect from the date of his promotion.

07. The provisions of this Circular will take effect as from 01.01.2000.

08. This Circular is issued with a concurrence of the General Treasury.

Sgd/(Mahinda Bandusena)
Secretary,
Ministry of Public Administration & Home Affairs