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The Gazette of the Democratic Socialist Republic of Sri Lanka

EXTRAORDINARY

අංක 1981/99 - 2016 අගෝස්තු මස 27 වැනි සෙනසුරාදා - 2016.08.27
No. 1981/99 - SATURDAY AUGUST 27, 2016

(Published by Authority)

PART I : SECTION (I) — GENERAL

Government Notifications

SRILANKA ACCOUNTANTS' SERVICE MINUTE PUBLISHED IN THE EXTRAORDINARY GAZETTES
Nos. 1670/33 DATED 10.09.2010, 1695/15, 1865/36 DATED 01.03.2011 AND No. 1865/36 DATED 06.06.2014

SECTIONS 1.2, 6.1, 6.2, 8.3, 10.1.1, 10.2.1.1, 10.3.1, 12(II), 20 and 20.1.4 and Appendix 2 and 7 of the Sri Lanka Accountants' Service minutes published in *Extraordinary Gazettes* Nos. 1670/33 dated 10.09.2010, 1695/15 dated 01.03.2011 and 1865/36b dated 06.06.2014 are revised in the following manner.

1.2 Ministry : Ministry of Public Administration and Management

Reference No : MPubAd/AcSD/SMA Date : 27.04.2016

6.1

| <i>Approved Posts</i> | <i>Approved No. of Posts</i> | <i>Tasks</i> |
|-----------------------|------------------------------|--|
| III/II | 1400 | (i) Responsible for efficient maintenance of the Accounting System of the institution, reporting information relating to the process of decision making and accounting related thereunder, preparation of related records information and maintenance of them up to date performance of functions relating to payments and receipts, preparation of estimates, implementation of a proper internal control system, assisting the Chief Accounting Officer in accounting matters, carrying out functions assigned in relation to accounting activities of affiliated institutions and other functions related to accounting process of the institution in accordance with financial regulations all related rules and regulations and provisions relating to the scope specifically assigned. |
| I | 388 | |
| Special | 47 | |
| | | (ii) Responsible for implementation of efficient and effective financial management system, provide guidance and advise on financial management, financial planning and budgeting, accounting, and reporting internal control, Assets management, procurement management, supervision and advice on financial management of foreign funded projects, implementation of financial policies and regulations, assist the Head of the institution on responsibilities associated with the financial management and matters to be answerable to Parliament, supervision, guidance and advice on financial management of the affiliated institutions and training of staff |



6.2 Combined Number of Officers - Grade III/II - 1400

Grade I - 388

Total - 1788

For the purpose of promotion from Grade to Grade, Grade III, II and I are considered as belonging to the Combined Number of Officers.

8.3 Who are the authorities conducting the 1st and 2nd Efficiency Bar Examinations :

Sri Lanka Institute of Development Administration

10.1.1.1 (vii) Shall have successfully completed the course of Capacity Building level - III conducted by Sri Lanka Institute of Development Administration and obtained the certificate.

10.2.1.1 (vi) Shall have successfully completed the course of Capacity Building level - II conducted by Sri Lanka Institute of Development Administration and obtained the certificate.

10.3.1 (i) Shall have satisfied at least one qualifications mentioned in Appendix 5.

Other sections ii, iii, iv and v shall remain unchanged as indicated in the service minute (Revised by the *Gazette Extraordinary* No. 1865/36 dated 06.06.2014)

12. (II) Skills development

Skills development should be a continuous process and it is expected to enhance the knowledge, skills and attitude required to perform the general role of the service. This skills development process consists of two avenues. *i. e.* Inductions training and in-service training.

(a) Induction training

- (i) Every officer appointed to the service should successfully complete the Professional Diploma Course in Public Finance Management including the induction training conducted by Sri Lanka Institute of Development Administration or any other higher education/training institute and organized and approved by the Secretary and obtain the relevant certificate. This training should commence from the date of appointment itself.
- (ii) Every officer will be assisted by the induction training to acquire proficiency in the two official languages of Sinhala and Tamil. It will also provide them an opportunity to gain an understanding of the development trends in social, economic, political, legal, cultural and international environments as relevant to the performance of the general functions of the service. At the end of the induction training 40% marks or above should be obtained in the subject of English language which will be conducted by Sri Lanka Institute of Development Administration as a part of the Diploma Course.
- (iii) During the period of induction training, a cadet shall be subjected to the supervision and control of the Head of the Training Institution to which he is attached.
- (iv) The service of any cadet officer, who enters the service under the open stream and limited stream on merit fails the examination held at the end of the induction training, shall be terminated. Any Cadet Officer, who enters the service under limited stream and fails the examination held at the end of the induction training, shall be reverted to his previous post in the public service.

(b) In-service training

In-service training shall provide continuous opportunity for an officer to acquire professionalism in his career. These training courses shall address the responsibilities entrusted to the four (04) Grades of the service and their professional advancement. This training course shall be prepared with focus on the main skills identified for the service.

(i) Capacity Building Level - III

This training is applicable to officers in Grade Three (III) of the service. This requirement should be fulfilled by successfully completing and obtaining the certificate of the course in Capacity Building Level III conducted by Sri Lanka Institute of Development Administration or by any other higher education/training institute, on the approval of the Secretary.

(ii) Capacity Building Level - II

This training is applicable to officers in Grade Two (II) of the service. This requirement should be fulfilled by successfully completing and obtaining the certificate of the course in Capacity Building Level II conducted by Sri Lanka Institute of Development Administration or by any other higher education/training institute, on the approval of the Secretary.

(iii) Capacity Building Level - I

This training is applicable to officers in Grade One (I) of the service. This requirement should be fulfilled by successfully completing and obtaining the certificate of the course in Capacity Building Level I conducted by Sri Lanka Institute of Development Administration or by any other higher education/training institute, on the approval of the Secretary.

(iv) Policy Level

This requirement should be fulfilled by Special Grade Officers in the Service by successfully completing local or foreign training programmes and courses.

20. Making promotions within the interim period

Interim period shall be effective upto 28.02.2015

20.1.4 Interim Provisions

- (i) The officers who have completed a satisfactory period of service of five (05) years as at the date on which this *Gazette* is published from the date of promotion to Grade I of Sri Lanka Accountants Service, shall be exempted from the requirement of passing the 3rd Efficiency Bar examination mentioned in the revision of the service minute.
- (ii) The officers who have been promoted to Grade I of Sri Lanka Accountants' Service before 05 years from the date on which this *Gazette* is published up to the date on which the revision of the service minute is published in the *Gazette*, shall be given an additional concessionary period of 02 years to pass the 3rd Efficiency Bar Examination.

Appendix 2

2. Structured marking scheme for direct recruitment on merit

(a) Educational qualifications - Maximum marks 20

| <i>Educational qualifications</i> | <i>Marks</i> |
|---|--------------|
| (i) General Degree | 08 |
| (ii) Special Degree | 09 |
| (iii) General Degree with a 2nd Class | 09 |
| (iv) Special Degree with a 2nd Class | 11 |
| (v) General Degree with a 1st Class | 11 |
| (vi) Special Degree with a 1st Class | 12 |
| (vii) Post Graduate Diploma | 15 |
| (Relevant files such as Public Finance Management, Financial Management, Public Finance, Accounting, Development Finance, Commerce, Economics, Business Administration, Public Management, Information Technology, Public Policies, Project Management) | |
| (viii) MA Degree | 17 |
| (Relevant files such as Public Finance Management, Financial Management, Public Finance, Accounting, Development Finance, Commerce, Economics, Business Administration, Public Management, Information Technology, Public Policies, Project Management) | |
| (ix) Post Graduate Degree or above | 20 |
| (Relevant files such as Public Finance Management, Financial Management, Public Finance, Accounting, Development Finance, Commerce, Economics, Business Administration, Public Management, Information Technology, Public Policies, Project Management) | |

| | |
|--|--------------|
| <i>(e) Computer literacy</i> | <i>Marks</i> |
| Shall have completed a certificate course in computer (Duration 06 months or more) offered by a University or an institution approved by the Tertiary and Vocational Education Commission and obtained a certificate | 05 |

The other sections i, iii, iv and v shall remain unchanged as indicated in the service minute (Revised by the *Gazette Extraordinary* No. 1865/36 dated 06.06.2014)

Appendix 7

The requirement of passing the 3rd Efficiency Bar examination shall be fulfilled by successfully completing the course of Capacity Building Level - I conducted by Sri Lanka Institute of Development Administration or other higher education/training institution and obtaining the certificate.

On the order of Public Service Commission,

H. M. GAMINI SENEVIRATHNE,
Secretary,
Public Service Commission.

Office of Public Service Commission,
Colombo 05,
25th August 2016.

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