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EXTRAORDINARY

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(Published by Authority)

PART IV (A) — PROVINCIAL COUNCILS

Provincial Councils Notifications

SOUTHERN PROVINCIAL COUNCIL OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRILANKA.

Procedural Rules Enacted In Terms of Sec.104A. (12) Of Financial (Amendment) Statute of The Statute of the Southern Provincial Council No. 01 of 2018

I, Gusthingnawadu Shan Wijayalal De Silva, Chief Minister and the Minister in Charge of Finance, Southern Province do hereby notify that the following “**PROCEDURAL RULES FOR THE ACCOUNTS ADMINISTRATION**” Drafted in terms of the provisions vested upon me as per the Sec.104a (12) of Financial (Amendment) Statute of the Southern Province No.01 of 2018 shall be enacted from the date on which this notice is published.

GUSTHINGNAWADU SHAN WIJAYALAL De SILVA
Chief Minister of the Southern Provincial Council, and
Minister of Finance and Planning,
Law and Order, Local Government, Transport, Health and
Indigenous Medicine, Tourism & Engineering Services.

At the Chief Minister's Office, Galle.
Dated 29th of March in 2019.



PROCEDURAL RULES FOR ADMINISTERING THE PROVINCIAL INCENTIVE ACCOUNT

Introduction Procedural rules for administering the Provincial Incentive Fund Account and providing provisions on incidental facts thereto enacted by the Minister of Finance, Southern Province in terms of the power vested upon him by the Section 104a 12 of the Financial Statute No.07 of 1990 as amended by the Financial (Amendment) Statute No. 01 of 2018 of the Southern Province. These procedural rules shall administer the Provincial Incentive Fund Account established in terms of the Article 104 (a) of the Financial Statute No.07 of 1990.

Procedural Rules

- Payments of incentive allowance under section 104a(8)(a) of Financial Statute**
1. Granting of collective incentive allowance by the Department of Provincial Revenue for its officers shall be as follows.
 - (i) A committee consists of three officers from Deputy Commissioners , Assessors and a representative of the Provincial Treasury shall be appointed by the Chief Secretary for each semi annum for the execution and evaluation of this scheme. The Provincial Revenue Commissioner may have the power to nominate assisting officers for executing the activities of the committee.
 - (ii) The officers under the Revenue Service and the other staff who have got the permanent appointments under the Department of Provincial Revenue shall be included for entering into this scheme. No an officer will be entitled to incentive allowance unless he/she has completed continuous period of 06 months whereas their service period which commence followed by the completion of the aforesaid 6 months shall be considered for the incentive scheme and such officers shall compulsorily mark their arrival and departure in the Attendance Register of the Department of Provincial Revenue, Southern Province as such accordingly.
 - (iii) The allowance to be paid for a semi annum for the officers qualified as the above (ii) shall be decided upon the evaluation of the committee appointed for evaluating the works of the officers whereas it should not be exceeded the salary of (4 1/2) Months of each officer for a semi annum.
 - (iv) The salary which is based for the incentive allowance for any of semi annum will be the basic salary received to each officer in the last month of the aforesaid semi annum.
 - (v) A continuous service period not less than 30 days should be completed in order to obtain incentive allowances in respect of officers and other staff members who are entitled for the incentive allowances in terms of above (II).
 - (vi) The entitlement for the incentive allowance should be decided after evaluating the progress in respect of each officer who are entitled to incentives individually in terms of the objectives mentioned by the commissioner to the relevant services as to be fulfilled following fields.
 - (a) Evaluating the officers under the Revenue Service -Collecting revenue, the revenue which is uncovered additionally under the revenue heads administered by the Department, resolving or mediating appeals /objections, identifying new tax payers recovering taxes in arrears, investigating and updating tax documents, accounting revenue tax collections authentically and fulfilling other duties and responsibilities thereof.
 - (b) Evaluating Development Officers - fulfilling the targets assigned to the Development Officers for assisting the officers attached to the Revenue Service in regard to the aforesaid activities mentioned in aforesaid (a).
 - (c) Evaluating the officers under the Public Management Assistant Service -Accounts on monthly collected revenue, actual and accelerated revenue reports, Expenditure Accounts Summary, Appropriation Account and Advance Accounts reports, answering for internal and external audit

queries, Procurement and relevant activities thereof. All kind of payments, updating personal files, all activities relevant to General Administration including letters being received daily and leave, Stores Management and maintenance of property under the department and fulfilling the targets assigned to the officers attached to the Management Service for assisting the officers attached to the Revenue Service in regard to the aforesaid activities mentioned in (a).

- (d) Evaluating the staff of the Office employee Assistants-Fulfilling the duties assigned, maintaining the assurance of the premises, maintaining cleanliness, assisting for maintenance activities.
- (e) Evaluating the staff of the Driver Service- Performing duties and responsibilities of Drivers, maintaining vehicles in the proper manner and attending to the other departmental activities when they are free of their said regular duties.
- (vii) The facts that are considered in evaluating officers under aforesaid each service and the method of calculating the grant has been mentioned in Appendix 1.
- (viii) The way of calculating the grant and the scoring thereof in evaluating officers semi annually when the incentive allowances are granted shall be marked separately in the Appendix II in respect of each and every officer.
- (ix) Incentive allowances should be received to the Provincial Revenue Commissioner considering semi annual progress of the entire Department and whereas the adjustments should be made under the below mentioned Section xi in respect of leave.
- (x) The grants in respect of Deputy Commissioners and the Accountant should be decided by the Commissioner considering the capabilities and fulfilling the duties and responsibilities as the managers whereas the adjustments should be made under the below mentioned Section xi in respect of leave.
- (xi) The allowance to which the officer is not entitled shall be deducted at granting incentive allowances; by rating the grant which is allocated for the entire staff considering the grant being received followed by the deductions made over the leave, with the worked days of each officer in the Department within the considered period of time in accordance with the method laid down by Appendix 1(II), Section e (II).
 - (a) **Obtaining leave** - Rating the leave obtained exceeding Twenty (20) days with the number of days received after by avoiding 20 days from the total working days of the semi annum.
 - (b) **Decline of the entitled duration**- When the incentive allowance is not entitled for the entire semi annum at the occasions of : retirements, transfer of an officer from the department, the officer is on maternity leave or the officer is on leave exceeding more than 6 months upon the medical recommendation due to a serious illness or disorder, the below mentioned procedure shall be followed.

At an aforesaid any occasion, the grant in respect of an officer as above shall be calculated as per the aforesaid Section iii by hypothesising the workload that is deemed to be covered and the number of leave he or she is deemed to be obtained, if his or her service had been rendered in the entire semi annum in comparison to the workload achieved and no. of leave obtained by him/her at the period to which he/she is entitled in the said semi annum. The grant calculated as such, his entitlement for the allowance should be decided by rating over the duration entitles in the said semi annum.

- (c) When the newly appointed officers are entitled to the incentive allowance for the first time, the grant to be received to him/her shall be calculated in accordance with the workload done by him/her in the said semi annum including the period to which he/she is not entitled under the aforementioned Section iii. The grant calculated as such, his entitlement for the allowance should be decided by rating over the duration entitles in the said semi annum.
- (xii) No a temporary, casual, contract basis and substitute employee shall be included to this scheme.
- (xiii) An appeal can be made on the grant awarded or not awarded to the Commissioner within 14 days of executing payments. The commissioner shall obtain recommendations of the committee mentioned in aforesaid para. 1.i. whereas a decision should be obtained by the Chief Secretary by referring the personal observations and recommendations of the Commissioner. The decision of the Chief Secretary in this regard should be informed to the appellant in writing within 45 days after the submission of the appeal.
2. The required amount of credit should be granted by the Minister of finance upon the recommendations of the Chief Secretary in relevance to the suggestions made by the commissioner for the following activities under the welfare of the officers attached to the Department of Provincial Revenue.
- (i) Contributions should be made as follows for an insurance coverage subject to the maximum limitation mentioned below in respect of the accidents being occurred while engaging in duty related activities by the officers under the Department of Provincial Revenue,
- (a) Granting an amount of Five Lakh Rupees (Rs.500, 000) for a sudden death occurred due to an accident or permanent total disability.
- (b) Granting an amount of Three Lakh Rupees (Rs.300,000) for a permanent partial disability occurred due to an accident.
- (ii) The required amount of credits for health insurance scheme exclusively limited to serious disease conditions in respect of the officers.
- (iii) The required amounts of credits on behalf of the programmes due to be launched over human resource development under the Department.
- (a) Expenditures spent for the training programmes being launched on behalf of departmental officers by the department or launched under the consensual request of the department.
- (b) The expenditure spent for the programmes in respect of the welfare of tax payers arriving to the Department on regularly and awareness together with motivating them.
- Administration of the Fund 3. If any officer relevant to any post under the Committee For The Administration of Fund and controlling is vacated for any post, the officer who is performing the duties at the said post on acting basis /cover-up duty basis should fulfilled the duties under this fund.
- In case of a situation where, such an officer on acting basis or cover up duty basis has not been appointed in any occasion, the immediate senior officer of the relevant post should perform the duties and responsibilities under this fund in terms of the approval made by the Chief Secretary.

The quorum of the meetings under this committee on fund administration and controlling is 4.

4. (a) The fund should be credited semi annually calculating the amount of finance depicted in Section 104 a.(7) of the Southern Provincial Financial Statute No.07 of 1990 upon the revenue which is being collected semi annually. Method for earning contributions to the fund.
- (b) The revenue taken into account for calculate incentives should not be calculated twice in order to prevent calculation errors.
5. (a) Payments made by the fund should be exclusively based on the facts depicted in section 104a.(8)(a),104a.(8) b) of the Southern Provincial Financial Statute No.07 of 1990. Payments made by the fund
- (b) Actions should be measured to pay incentive allowances entitled to the officers attached to the Department of Provincial Revenue as per the evaluation of the officers therein followed by the auditing over the collected revenue based on the calculations of the incentive allowances and accounting of the transfers to the Provincial Incentive Fund Account carried out by the Department of Internal Audit,Southern Province .
- (c) If the revenue earned as aforesaid for a semi annum is lower than the amount required to pay incentive allowances for the officers under the Department of Provincial Revenue over the said semi annum, the required additional amount can be obtained by the Southern Provincial Council Fund subject to the reasoning report & recommendation of the Minister for the said report. Where the said amount exceeds the credited amount to the Provincial Council Fund under the Section 5 (e) of this ,such amount shall be credited to the Provincial Council Fund within the subsequent 03 years under Section 5 (e).
- (d) The incentive allowance for first semi annum should be paid before the 30th of September of that year and for the second semi annum it should be paid before 31st of September in the following year.
- (e) Withdrawal of money from the fund should be executed with the approval of the Chief Secretary, Southern Province and in the absence of the Chief Secretary it should be done by the Deputy Chief Secretary (Finance) along with the approval of three other officers belonged to the Administrative Committee.
- (f) The money which is being balanced after making certain payments depicted in the fund relevant to each calendar year and after withholding only an amount of Ten Lakhs Rupees (Rs. 1,000,000/=) in the fund should be credited to the Provincial fund at the end of the year.
- (g) When the balance of current Account is exceeding limit of One Lakh Rupees (Rs. 100,000/=), such an amount being exceeded should be transferred at the end of the day to a call deposit which is being subject to interest by the amounts of Twenty Five Thousand Rupees (Rs.25,000/=)
- (h) Authentication of cheques in order withdraw money from the account as to be paid from the fund only in respect of approved necessities should be executed by the Accountant and Financial Assistant of the Department of Provincial Revenue, Southern Province.
6. Ledgers on expenditures of credits and receipt of credits over the fund should be maintained by the Accountant under the Department of Provincial Revenue, Southern Province whereas final accounts reports should be referred to the Auditor General and the Provincial Treasury at the end of the relevant year of Account. Maintenance of Accounts

Imposing and
Amendment

7. These procedural rules shall be enacted after the approval made by the Provincial Board of Ministers upon a proposal being presented by the Minister of Finance of the Province. These procedural rules shall be amended after the approval made by the Board of Ministers of the Province followed by a proposal presented to the Board of Ministers of the Province by the Minister of Finance of the Province based on the recommendations given by Chief Secretary which are being given by the Provincial Revenue Commissioner in respect of the amendments required timely with regard to these procedural rules.

General facts

8. In these Procedural Rules,

“Provincial Councils” means “Southern Provincial Council of the Democratic Socialist Republic of Sri Lanka”

“Governor” means the “Governor of the Southern Province”.

“Minister of Finance” means the “Minister to whom the subject of Finance has been assigned in the Southern Province”

“Board of Ministers” means the “Board of Ministers of the Southern Provincial Council”.

“Chief Secretary” means the “Chief Secretary of the Southern Province”.

“Commissioner” means the “Provincial Revenue Commissioner of the Southern Province”.

“Deputy Commissioner” is a “Deputy Commissioner of the Southern Province”.

“Fund” means the “Provincial Incentive Fund Account” established in terms of the Section 104(a) of the Financial Statute No.07 of 1990 amended by the Financial (Amendment) Statute No 01 of 2018, Southern Province.

“First Semi annum” means a six month period of time ends on the 30th day of June in any year”

“Second Semi annum” means a six month period of time ends on the 31st day of December in any year”

9. In the event of any inconsistency between in Sinhala and Tamil texts, the text in Sinhala shall be continued in to force.

Appendix-1

(Section 2. vii)

Evaluation Procedure for granting incentives :

Evaluation procedure for incentives consists of three major parts as **I, II and III.**

- Part I-** (a) Fulfilled workload.
(b) The quality of the work shown in fulfilling duties.

- Part II-** (c) The attitude on fulfilment of duties.
(d) Attitude on others
(e) Attendance and punctuality

- Part III-** Calculating the incentive ratio earned by the officer adjusting the marks given for aforesaid part I and II.

Scoring of Part I will be based on the relevant criteria whereas negative marks will be given for the criteria depicted in part II.

The incentive ratio earned by the relevant officer in regard to the Part III shall be decided upon the adjustments of the positive marks given for criteria; (a) and (b) of the part I with criteria; (c), (d), and (e) of Part II

- Part IV -** Calculating the relevant incentive allowance earned by each and every officer and deciding the final incentive allowance making adjustments under the Section 1.x of the procedural rules.

Part I

(Maximum marks for the Part I is 100)

(a) Workload :

The activities that are classified under major heads in relevant places and assigned to be fulfilled shall be considered.

- enhancing the compliance,
- identifying new tax payers,
- collecting information
- disclosing previous taxes/arrears in charges,
- recovering them expeditiously,
- investigating and updating files,
- No.of inspections carried out in business premises.
- maintaining control Account authentically,
- deducting taxes in arrears,
- solving appeals and resolving thereof
- Special functions.

The officers shall perfect the targets prescribed by the Commissioner under the aforesaid heads. An officer who has reached the targets may gain marks reserved for that An officer who supersedes the target will receive more marks than this. Similarly, marks will be deducted in ratably for the officers who fail to complete the targets.

Accordingly, score scale for the given marks is as follows

Excellent	-	50-48 Marks
Very Good	-	47-44 Marks
Good	-	43-37 Marks
Satisfactory	-	36-28 Marks
Average	-	27-15 Marks
Below Average	-	14-0 Marks

(b) **Quality :**

Quality is measured by the technical skills disclosed through daily official duties It considers all facts such as:

- Whether the officer is able to fulfil his or her targeted task?
- Does he/she work punctually?
- Does he/she work authentically?
- Whether is he reliable?if not hasn't he able to fulfill his objectives?
- Whether his conclusion is ineffective?
- Does he/she work in a lethargic manner in respect of his or her duties?
- What is his/her attitude on tax payers?
- Whether the officer has been performing duties justifiably rapidly and politely?
- Has he/she received complaints for making unreasonable nuisances which are not evidently proved in investigations?
- To which extent he projects the departmental image? and how far his/her style reflects the motto "Justice for both the tax payer and Southern Provincial Council"?

Further, an officer who is able to fulfil his /her official duties authentically and efficiently without any deficiency and the assistance of the higher officials shall receive more marks.

Similarly, following facts shall also be considered in the scoring procedure.

- I Earned Taxes - Collecting taxes and charges in terms of the provisions of the financial statutes and in compliance with the economic development of the Southern Province.
- II Scope - No. of taxpayers paying taxes under the Turnover Tax, Stamp Fees or any other taxes and the procedures measured for recovering taxes from them.
- III Commendations and censures received for disclosing/recovering previous taxes/arrears in charges, deducting due balances and enhanced compliance shall be considered finally.

Accordingly, score scale for the given marks is as follows,

Excellent	-	50-48
Very Good	-	47-44
Good	-	43-37
Satisfactory	-	36-28
Average	-	27-15
Below Average	-	14-0

Part II

(c) **Attitude on work:**

Under this part, facts Such as:

- Whether the officer is thoroughly concerned his/her duties ?
- Does he/she reflect his/her initial strength and willfulness?
- Does he/she enthusiastically work to enhance his/her knowledge?
- Does he/she ready to accept responsibilities?
- Does he/she work in accordance with Tax Procedures and Office Systems and try to improve them?,
- Does he/she make frequent complains on his /her workload?
- Does it make any sense that he/she is wasting his/her time workless by doing a minimum workload ? are considered.

Negative marks shall be given in this regard. If an officer is in a higher evaluation level he or she shall not grant negative marks whereas marks will be given within the range of 0- (-11). Accordingly, score scale for the given marks is as follows,

Below Average	-	(-10.1)-(-11)
Average	-	(-8.1)-(-10)
Satisfactory	-	(-6.1)-(-8)
Good	-	(-3.1)-(-6)
Very Good	-	(-1.1)-(-3)
Excellent	-	(0)-(-1)

(d) **Attitudes on others :**

When the targets are to be achieved, specially in relations to the field or tax, the major facts including

- Whether the officer gives his fullest support in achieving the targets by working effectively with his/her higher officials and Assisting Officers?,
- Does he/she work courteously or otherwise doesn't he/she has a teamspirit?
- Whether his/her cooperation and courteousness are sufficient? will be taken into consideration

Negative marks shall be given in this regard. If an officer is in a higher evaluation level, he or she shall not grant negative marks whereas marks will be given within the range of 0-(-11), Accordingly, score scale for the given marks is as follows,

Below Average	(-10.1)-(-11)
Average	(-8.1)-(-10)
Satisfactory	(-6.1)-(-8)
Good	(-3.1) - (-6)
Very Good	(-1.1) - (-3)
Excellent	(0) - (-1)

(e) Attendance and punctuality

Under this criterion, the enthusiasm of the relevant officer with regard to the duties assigned to him is evaluated whereas the score scale range from 0(-11) and the said scoring is subjected to two sub criteria.

- I. Punctuality and availability within the office hours - 0 - (-4) Marks
- II. Obtaining leave 0 - (-7) Marks.

The sum of the total marks received under this sub criteria shall be noted in the Appendix II (e).

1. Punctuality and availability within the office hours

Here, the attention is paid to the punctuality and whether the officer has been fulfilling his or her duty properly. Accordingly, following facts shall be considered.

- Does he/she regularly sign for the arrival and departure punctually?
- Does he/she have deficiencies in attendance?
- Does he/ she work in addition to the determined office hours?
- Does he/she always incapable of reporting to the service with the prior approval?
- Does he/she always report to the service after the scheduled time and leave the office earlier?
- Does it seem that he/she is not available in his/her seat in regular interval without reasonable grounds?
- Does he/she give priority to the personal matter than his duties?
- Does he/she make constant outgoings within office hours?

“Negative” marks for the leave will be come in to effect as follows.

Below Average	(-4) Marks.
Average	(-3.2)-(-3.9) Marks
Satisfactory	(-2.4)-(-3.1) Marks
Good	(-1.6) — (-2.3) Marks
Very Good	(-0.8)-(-1.5) Marks
Excellent	(0) - (- 0.7) Marks

ii. Obtaining Leave


The facts such as: Has the officer has devoted his/her privilege for leave considerably? Has the officer reported to the service regularly except under the approved leave or public leave shall be considered under this. Negative marks will be given in this regard too as of the following.

<i>No. of leave</i>	<i>Negative Marks</i>
0	0
1/2-5	-1
5 1/2-10	-2
10 1/2-15	-3
15 1/2-19 1/2	-4
Above 19 1/2	-7

Part III

Final Evaluation

The score level require for each officer shall calculate by adjusting the positive marks given to the Part 1 and Negative marks given to the Part II.

Score level in the final evaluation  Marks obtained to the Part 1 (Positive Marks) } + Marks obtained to the Part II (Negative Marks) }

Eligibility for receiving incentive allowances shall be determined as per the below mentioned incentive ratio and the marks obtained in the final evaluation.

Score level in the final evaluation Evaluation	Entitled Ratio (M)
Above 80	4 1/2
77>=80	4 1/4
74>=77	4
71>=74	3 3/4
68>=71	3 1/2
65>=68	3 1/4
62>=65	3
59>=62	2 3/4
56>=59	2 1/2
53>=56	2 1/4
51>=53	2
49>=51	1 3/4
47>=49	1 1/2
45>=47	1 1/4
>=45	1

part IV

Calculation of the Final Grant

- The basic salary (W) of each and every officer which is relevant to calculate the incentive allowance for the considered semi annum as per the Section 1.iv of the Procedural Rules shall be obtained through the Accountant under the department and noted.

- b. The information over : the total working days of the semi annum considered (TD) , leave obtained by each and every officer within the semi annum (L) and the service period of the officers who are considered under the Section 1.xi.(b) of the Procedural Rules shall be obtained through the Administrative Officer of the Department.
- c. The Evaluated Amount Entitled “ (LB) shall be calculated as per the evaluated marks obtained for the Part III and “Entitled Ratio” (M) received to each and every officer.

Evaluated Amount Entitled (**LB**) = Basic Salary (W) x Entitled Ratio (M)

- d. The final grant in respect of officers who have already obtained more than 20 leave under the Section 1 .xi. (a) of the Procedural Rules of the Provincial Incentive Fund shall be calculated as follows.

Section 1.xi.(a) Final Grant (F ₁)	=	$\frac{\text{Total working days of the semi annum (TD)} - \text{No. of leave obtained by the officer (L)}}{\text{Total working days of the semi annum (TD) - 20}}$	X	Evaluated Amount Entitled (LB)
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- e. The final grant in respect of the officers to whom the entitled duration has been reduced in relevance to the Section 1.xi.(b) and Section 1.xi(c) of the Procedural Rules of the Provincial Incentive Fund shall be calculated as follows.

Section 1.xi.(b) and (c) Final Grant (F ₂)	=	$\frac{\text{Number of days worked by the officer in the semi annum (P)}}{\text{Total working days of the semi annum (TD)}}$	X	Evaluated Amount Entitled (LB)
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- f. The “Evaluated Amount Entitled” calculated in the aforementioned c shall be considered as the “Final Grant” in respect of the officers who are not subjected to aforesaid d and e.
- g. The “Final Grant (F₂) in respect of the officers who are subjected to both the d and Section 1.xi.(c) of e, the Final Grant” (F2) shall be calculated by considering value received as the “Final Grant” (F1) under the d initially, as the “Evaluated Amount Entitled “(**LB**) of the part e.
- h. The calculated final incentive grant shall be attested by the members of the Evaluation Committee placing their signatories. Accordingly, a document prepared inserting the grants received to each and every officer shall be referred to the Accountant by the Evaluation Committee for making payments.

Appendix II
(Section 2.viii)

**Incentive Fund Scheme of Department of Provincial Revenue. Southern province-
Evaluation Report**

The semi annum ends in dated .30-06/31-12 Office - Galle/Matara/Hamhantota

1. Name: - Designation:.....
2. (1) The date on which the officer recruited to the department:-
(11) The date on which the qualification effect to enter in to the scheme:-.....
3. The date , If a retirement/resignation/
transfer executed within the reviewed period. }
4. Nature of the duty :-.....

Part I - Positive Marks Category

<u>Factors for evaluation</u>	<u>Marks Category</u>	<u>Marks awarded</u>	<u>Total</u>
<u>(a) Workload accomplished.</u>			
Excellent	50 - 47 Marks	
Very Good	46 - 43 Marks	
Good	42 - 36 Marks	
Satisfactory	35 - 28 Marks	
Average	27 - 15 Marks	
Below Average	14 - 0 Marks

(b) Quality

Excellent	50 - 47 Marks	
Very Good	46-43 Marks	
Good	42-36 Marks	
Satisfactory	35 - 28 Marks	
Average	27-15 Marks	
Below Average	14-0 Marks

Total Marks for Part 1

.....

Part II - Negative Marks Category

<u>Factors for evaluation</u>	<u>Marks Category</u>	<u>Marks awarded</u>	<u>Total</u>
<u>(c).Attitude on work:</u>			
Below Average	(-10)-(-11) Marks	
Average	(-8) - (-9.9) Marks	
Satisfactory -	(-6)- (-7.9) Marks	
Good	(-4) (-5.9) Marks	
Very Good	(-2) (-3.9) Marks	
Excellent	(0) -(-1.9) Marks

Factors for evaluation	Marks Category	marked awarded	Total
<u>(d) Attitudes on other officers</u>			
Average Marks Category	(-10)-(-11) Marks	
Average	(-8) -(-9.9) Marks	
Satisfactory	(-6)-(-7.9) Marks	
Good	(-4) - (-5.9) Marks	
Very Good	(-2) -(-3.9) Marks	
Excellent	(0) -(-1.9) Marks

(e) Attendance and punctuality

i. Punctuality and availability within the office hours

Below Average	(-4) Marks,	
Average	(-3.2)-(-3.9) Marks	
Satisfactory	(-2.4) -(-3.1) Marks	
Good	(-1.6)- (-2.3) Marks	
Very Good	(-0.8)- (-1.5) Marks	
Excellent	(0) - (-0.7)Marks

ii. Obtaining Leave

No.of leave	Negative Marks		
0	0	
1/2-5	-1	
5 1/2-10	-2	
10 1/2-15	-3	
15 1/2-19 1/2	-4	
Above 19 1/2	-7

Total Marks for Part II

(-)

Part III -Final Evaluation

Total Marks obtained by the officer
in accordance with the evaluation

= **Marks obtained+Marks obtained**
for the Part I for the Part II

=.....+(-.....)

=

Marks Category	Grant	Entitled Ratio (M) in accordance With the no. of marks obtained.
Above 80	4 1/2
80=<77	4 1/4
77=<74	4
74=<71	3 3/4
71=<68	3 1/2
68=<65	3 1/4

65=<62	3
62=<59	2 3/4
59=<56	2 1/2
56=<53	2 1/4
53=<51	2
51=<49	1 3/4
49=<47	1 1/2
47=<45	1 1/4
Below 45	1

Part IV

Calculation of Final Grant

(a) Monthly Basic Salary (W) which is relevant for making payments for this semi annum as per the Section 1. iv of the Procedural Rules

Rs

Accountant

(b) Total working days of this semi annum (TD)

Total leave obtained by the officer
Within this semi annum (L)
Officer

Days

Days

The service period of the officers who
are considered under the Section 1.xi.(b)
of the Procedural Rules (P)

Days

.....
Administrative

(c) Evaluated Amount Entitled by each officer (LB)

Evaluated Amount Entitled (LB)= Rs (W) X (M)

Evaluated Amount Entitled (LB) =

Rs.

(d) Calculation of the final grant in respect of the officers who have already been obtained more than 20 leave under the Section 1 .xi.(a) of the Procedural Rules .

(Section 1. xi.(a)
Final Grant (F) = $\frac{\text{Total working days of the semi annum (TD)} - \text{No.of leave obtained by the officer (L)}}{\text{Total working days of the semi annum (TD)-20}} \times \text{Evaluated Amount Entitled (LB)}$

= $\frac{\text{..... (TD) - (L)}}{\text{..... (TD) - 20}} \times \text{RS..... (LB)}$

Rs.

(e) The final grant in respect of the officers to whom the entitled duration has been reduced in relevance to the Section 1.xi.(b) and section 1.xi(c) of the Procedural Rules.

(Section 1. xi.(a) and b
Final Grant (F₂)(F) = $\frac{\text{Number of days worked by the Officer in the semi annume (P)}}{\text{Total working days of the semi annum (TD)}} \times \text{Evaluated Amount Entitled (LB)}$

= $\frac{\text{..... (P)}}{\text{..... (TD)}} \times \text{Rs.(LB)}$

Rs.

(f) Incentive Allowance to be granted to the officer for this semi annum - Rs.

..... Deputy Commissioner (Signatory, Date and Frank) Deputy Commissioner (Signatory, Date and Frank) Senior Assessor/Assessor (Signatory, Date and Frank) Provincial Treasury Officer (Signatory, Date and Frank)
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Evaluation of Incentive is hereby recommended.

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Provincial Revenue Commissioner.
(Signatory, Date and Frank)

04-891