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PART I : SECTION (I) — GENERAL

Government Notifications

**SRI LANKA PLANNING SERVICE MINUTE PUBLISHED IN THE GAZETTE EXTRAORDINARY
No. 1670/32 DATED 10TH SEPTEMBER 2010**

SECTIONS 6.1, 6.2, 8.1, 8.2, 8.3, 10.2.1.2, 14(vi), 14(x), 17 and 20 of Sri Lanka Planning Service Minute published in the *Gazette Extraordinary* No. 1670/32 dated 10th September 2010 and revised by the *Gazettes Extraordinary* No. 1783/37 dated 09.11.2012 and No. 1816/32 dated 28.06.2013 are revised in the following manner.

6.1 Approved posts as per the Grades and work assigned to them

<i>Grade</i>	<i>Number of approved posts</i>	<i>Functions</i>
Grade III	784	Preparation of planning guidelines and strategies relating to the achievement of goals pertaining to the scope entrusted to the institute and planning, implementation, operation and evaluation of policies/ strategies/plans/programms/projects required for socioeconomic development
Grade II		
Grade I	141	Preparation of planning guidelines and strategies relating to the achievement of goals pertaining to the scope entrusted to the institute and planning, implementation, operation, evaluation and supervision of policies, strategies/ plans/ programmes/ projects required for socioeconomic development
Special Grade	30	

6.2 Number of combined officers – 925 (III, II, I)

Note –

- This number of officers may change from time to time on the exigency of service.
- Grade III, II and I are considered as belonging to the cadre of Combined Service for the purpose of making promotions from Grade to Grade.



8.1

<i>Which efficiency bar is applicable</i>	<i>The deadline for passing the Efficiency Bar</i>	<i>Nature of the efficiency barWritten/ Professional/ Certificate courses/ Other</i>
1st Efficiency Bar	Before the lapse of three years from the date of recruitment to Grade III of Sri Lanka Planning Service	Please refer appendix “c”
2nd Efficiency Bar	Before the lapse of three years from the date of promotion to Grade II of Sri Lanka Planning Service	Please refer appendix “d”
3rd Efficiency Bar	Before the lapse of five years from the date of promotion to Grade I of Sri Lanka Planning Service	Shall have obtained the certificate after successful completion of Level I of the course on capacity building conducted either by Sri Lanka Institute of Development Administration or any other higher educational training institute.

8.2 How often examinations are held:

Efficiency Bar examinations shall be held at least twice a year.

8.3 Examinations relevant to efficiency bar:

The authorities conducting the examinations relating to the first and second efficiency bar examinations:

Sri Lanka Institute of Development Administration

10.2.1.2 Method of promotion:

When an officer, who has satisfied all the qualifications prescribed in Sub Para. No. 10.2.1.1., applies to the Appointing Authority for promotion in accordance with the specimen application through the Secretary of the relevant Ministry or Head of the Departments, which are not fallen under a Ministry or Chief Secretary of a Provincial Council, along with the recommendation of the Administrative Authority, such officer shall be promoted to Grade I of the service by the Appointing Authority after verification of qualifications, to be effective from the date on which the prescribed qualifications have been satisfied. Application to be perfected is given in Appendix “g”

14. Definitions

- (vi) “Period of Satisfactory Service” shall be defined in accordance with the Procedural Rules of Public Service Commission.
- (x) “Period of active service” means the service period served by an officer drawing the salary relevant to his post excluding the periods of leave on no-pay, but including the periods of leave on no-pay, which have been specifically mentioned to be considered as an active period of service by the Cabinet as a policy.

17. Appointing Authority

Appointments to the posts shall be made by the Public Service Commission on the provisions of Section 11.

20. Interim provisions:

The interim period shall be valid up to 31.12.2016.

“Appendix g”

Application for promotion of officers in Grade II to Grade I of Sri Lanka Planning Service

For official use only

S

Application No.

F

Part (a) – Should be completed by the officer.

1. Name –

1.1 Full name: Mr/Mrs/Miss

1.2 Name indicated in the letter of appointment:

2. National Identity card No:

3. Date of birth:

4. Personal address:

5. Telephone No: -

5.1 Home:

5.2 Mobile:

6. 6.1 Post:

(Post held at present/ the post held at the time of retirement, if the candidate is now retired)

6. 2 Date of retirement, if the candidate is now retired

7. Ministry/Department:

8. Official address:

9. 9.1 Official telephone No:

9.2 Official fax No:

10. Date of appointment/promotion:

10.1 Date of appointment to Grade II/II (Class III) of S.L.P.S.:

10.2 Date of promotion to Grade II/I (Class II) of S.L.P.S.:

(Certified copy of the letter of promotion to Grade II/Class I should be attached as Annex 10.2)

11. Date of passing the second efficiency bar examination:

12. The periods during which the officer was absent and the periods of service deducted due to imposing disciplinary punishments after promotion to Grade II.

12.1. Deduction of the period of service due to obtaining leave. (Fill this part only if applicable)

Serial No.	Conditions relevant to approval of leave	Period		Number of days deducted from the service		
		From	To	Years	Months	Days
i	V:2.5.4 of the Establishments Code					
ii	XII:16 of the Establishments Code					
iii	Management Services Circular No.10					
iv	Management Services Circular No. 33					
v	XII:36 of the Establishments Code					
vi	No- pay leave (Other)					
Total number of days deducted from the service						

(Certified copies of the leave approved letters shall be attached relevant to the matter ie 12.1.i, 12.1.ii,12.1.iii)

12.2 Deduction of service on disciplinary grounds (Fill this part only if applicable)

Disciplinary decision	Period during which the offense has been committed as per the charge sheet	Number of days deducted from the service		
		Years	Months	Days
i. Deferment of salary increments				
ii. Other				
Total number of days deducted from the service				

(Certified copies of the disciplinary decisions shall be attached relevant to the matter ie. 12.2.i, 12.2.ii)

12.3. Subtotal of the 12.1 and 12.2:yearsmonths days

12.4. The date when the period in 12.3 above is removed onwards from the date of appointment to Grade II.

13. Shall have obtained seven salary increments

13.1 Shall have/ have not* obtained salary increments** of seven (07) years in Grade II of the service as at the date of qualifying for promotion. (It is sufficient for an officer promoted to Grade II within the interim period to have earned all salary increments within the 05 years immediately preceding the date of promotion).

(Salary increments obtained under XII:16:9, XII:16:10 and XII:36:1:4 (i) and (ii) of the Establishments Code shall not be accepted for promotion)

*(Delete the word not relevant)

13.2. If salary increments have not been earned during the seven 07 years in Grade II of the service immediately preceding the date of promotion, the date of qualifying for promotion should be calculated up to the date of earning the 07 salary increments. Accordingly, the date of qualifying**:

**(Certified copies of the seven (07) increment certificate forms should be numbered from 13.1 to 13.7 and attached)

14. Shall have not been subjected to a disciplinary punishment within the immediately preceding 05 years.

14.1 Have not be subjected to any disciplinary punishment within the 05 years immediately preceding the date of promotion as per the file. (This should be certified by the Head of the Department through a written statement- Under Section “b” of the application)

14.2 If the officer has been subjected to a disciplinary punishment within the period mentioned in 14.1 and particulars have been mentioned under 12.2 and further the date of promotion is revised accordingly, indicate the said date:

14.3 All salary increments in 05 years immediately preceding to the date of qualifying for promotion have been earned/ not been earned.

14.4 If the date of qualifying for the promotion is revised as per 12.2 and 13.2, the revised date:-

15. Shall have proved that the work and conduct have been satisfactory during the immediately preceding seven years as per the annual performance evaluation.

The 7 years immediately preceding the year relevant to the date on which the qualifications have been satisfied as per 13 or 14 above shall be indicated in the first column of the table below. Certified

copies of the relevant 07 performance reports shall be attached. The performance reports in which more than one alternative recommendations are indicated and the signature and the official stamp are not placed in the final evaluation, shall not be accepted.

<i>Year</i>	<i>Final evaluation Excellent/ Above the average/Satisfactory/ Unsatisfactory</i>	<i>The relevant officer has/ has not placed the signature</i>

Each line should be filled as per the performance report of the each year.

16. Have satisfied the qualification indicated in 10.2 of the service minute.

<i>16.1 Serial No.</i>	<i>16.2 The name of the Post Graduate Degree</i>	<i>16.3 Subject area</i>	<i>16.4 University which has awarded the degree</i>	<i>16.5 Whether the University has been recognized by the University Grants Commission as a University</i>	<i>16.6 Duration of the degree programme (Date of commencement and conclusion)</i>	<i>16.7 Effective date of the degree</i>
1.						
2.						
3.						
4.						
5.						

(Certified copies of the degree certificate and the detailed result sheet should be numbered as 16.1 and attached)

17. Have/ have not* completed an active period of service of not less than seventeen (17) as at the date of qualifying for promotion. (Not applicable for an officer who has been promoted to Grade II within the interim period)

The application perfected from No. 01 to 17 with accurate and complete details and the certified copies of all the documents which are required to be attached in which the number relevant to the matter is mentioned on the top right corner of the document and prepared in a file in order are submitted herewith.

Date:

.....
Signature, Designation and official stamp
of the applicant

Part (b) – Should be filled by the Head of the Department.

Secretary,
Ministry of Public Administration and Management/relevant Ministry

1. All the details mentioned above by the officer are accurate.
2. Details relevant to No. 12, 13 and 14 have been compared with the file. I hereby certify that all the details indicated are accurate and all the relevant details are indicated and the certified copies of all the relevant documents are attached.
3. Action is being taken to initiate disciplinary action against the officer or disciplinary inquiries are/are not in process.
 - 3.1 Date on which the offense has been committed, if the answer to the above is “are in process”:\
 - 3.2 Date on which the charge sheet was issued by the disciplinary authority.
4. Work/attendance/conduct of Mr./Mrs/Miss. is satisfactory.
I have considered his/ her performance, leadership, capability and ability to hold posts relevant to the promotion and responsibilities. I hereby recommend his/ her promotion to Grade I of Sri Lanka Planning Service.
5. The file containing the application perfected each and every way and the certified copies of relevant documents which have been numbered in relation to each matter is hereby sent.

Date:

.....
Signature, designation and official stamp
of the Head of the Department/Institution.

Note: Delete the words inappropriate.

Part (c) – Should be filled by the Secretary of the relevant Ministry.

Secretary,
Ministry of Public Administration and Management.

1. I hereby agree/ do not agree with the recommendations of the Head of the Institution regarding the work and conduct of Mr./Mrs/Missin Grade II of Sri Lanka Planning Service.
2. I evaluated the work/ conduct/ special skills and performance of the officer.
I recommend/ do not recommend promotion of Mr./Mrs/Miss. to Grade I of Sri Lanka Planning Service with effect from
(*Indicate the reason, if not recommending)
3. The file containing the application perfected each and every way and the certified copies of relevant documents which have been numbered in relation to each matter is hereby sent.

Date:

.....
Secretary
Ministry of
Official Stamp

On the order of Public Service Commission,

GAMINI SENEVIRATHNE,
Secretary,
Public Service Commission

Public Service Commission,
Colombo 05
14th September 2016.

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