

Secretaries of Ministries

Heads of Departments

District Secretaries

Implementation of the Minute of Sri Lanka Information and Communication Technology Service

Minute of the Sri Lanka Information and Communication Technology Service published in the Gazette Extraordinary of Democratic Socialist Republic of Sri Lanka No. 1894/26 dated 26.12.2014 is hereby substituted to Minute of Sri Lanka Information and Communication Technology Service published in the Gazette Extraordinary of the No. 1631/20 dated 09.12.2009 without prejudice to any action taken or purported to be taken in terms of the latter and it shall come into effect from 01.07.2009.

2. Absorption

The absorptions made in terms of the Public Administration Circulars No. 04/2011, 04/2011(i) and 04/2011(ii) as per Section 14 of the Service Minute published in the Gazette Extraordinary No. 1631/20 dated 09.12.2009 shall remain unchanged.

3. Recruitment

Recruitment of Class 1 of Sri Lanka Information and Communication Technology Service shall be made by the Public Service Commission and the recruitment to Class 2 and 3 shall be made by the Director General of Combined Services as per the provisions in Section 07 of the Service Minute.

4. Entrusting Tasks

- I. Tasks have been classified in Schedule 1 of the Service Minute for the convenience in administration and the Heads of Institution at present can entrust all the tasks/ required tasks to the officers even without such classification.
- II. If the officers have been entrusted with other tasks at present, such tasks should be revised as per the field of Information and Communication Technology and the

duties should be entrusted again and they should not be entrusted with tasks entrusted to other posts unless the tasks entrusted on exigency of service.

- III. Officers to the post of Director which is a post of Grade I of Class 1, Post of Deputy Director which is a post of Grade II/III of Class 1 and the post of Assistant Director which is a post of Grade III of Class 1 shall be appointed as per Section 11 of the Service Minute.

5. Training and Development

5.1 Induction Training

All the appointed officers shall complete the induction training programme organized by the appointing authority/ administrative authority as per Section 12.1.1 of the Service Minute.

5.2 In service Training

- I. Opportunity shall be given to every officer to participate at the course which is an annual training period of at least 40 hours in order develop skills and innovative knowledge relevant to the field of Information and Communication Technology
- II. Heads of Department shall direct and facilitate the officers to participate at the courses which cover all specialized fields or courses which target the institutional requirements of information and communication technology.
- III. Such courses can be selected from Sri Lanka Institute of Development Administration or any other institution decided by the Head of the Institution as appropriate and the officers can be directed to one or more courses in a way which covers the minimum annual training period. Further, it can include private training courses which are accepted by the Head of the Institution as relevant to the filed.
- IV. At the annual performance appraisal it should be considered whether the officers have completed these training courses.

6. Efficiency Bars

- 6.1 The officers, who are qualified as per Section 15.3 of the Service Minute to be promoted to Grade I of Class 3 and Grade I of Class 1 and have already completed the prescribed service period for promotions, shall be exempted from the requirement of passing efficiency bar examinations prescribed for Grade II of Class 3 and Grade

II of Class 1 only if a Second Efficiency Bar Examination has not been mentioned in the recruitment procedures on which they were recruited to the previous posts. However, the efficiency bar examination prescribed for the Grade to which they have been promoted should be passed as mentioned in the Service Minute.

6.2 Efficiency Bar examinations should be passed by all the other officers as per Section 08 of the Service Minute.

7. Promotion

7.1 Officers who have been absorbed to service after satisfying the qualifications and those who have been re-absorbed as per Public Administration Circular 04/2011(ii), except those who have not satisfied the qualifications mentioned in the Service Minute at the time of absorption, but have been ordered by the Public Service Commission to satisfy various qualifications before obtaining the next promotion, shall be promoted to each Grade as at the date of satisfying the qualifications for grade promotions as per Section 10 in the Service Minute

7.2 Prior service period shall also be considered for promotion. The service period which is separate from the period which was considered at the re- absorption shall be considered at the promotion. Prior service period is considered only for the first promotion made in terms of the Service Minute.

7.3 Request for promotion should be forwarded through the Head of the Institution as follows

For Promotions in Class 1	-	Form 01
For promotions in Class 2	-	Form 02
For promotions in Class 3	-	Form 03



J. Dadallage

Secretary

Ministry of Public Administration, Provincial Councils,

Local Government and Democratic Governance

Specimen Application for Promotion to Grade II/ I of Class 1 of Sri Lanka Information and Communication Technology Service on Average Performance

01. Name with initials:-
02. Name denoted by the initials:-
03. Date of Birth:-
04. National Identity Card No:-
05. Date of joining the Service:-
06. Number of Letter of appointment of the Combined Service:-
07. Date of **confirmation of appointment/** date of **Promotion to Grade II:-**
08. Date of passing the efficiency bar examination prescribed for **Grade III/ II** Class 1
09. Date of completing the proficiency in other official language at the relevant level
10. Date of completing **ten (10) years of service in Grade III of Class 1/ seven (07) years in Grade II of Class 1:-**
11. Office serving at present:

I hereby request to promote me to **Grade II/ I** in Class 1 of Sri Lanka Information and Communication Technology Service with effect from

Date: -

Signature of the Applicant

Director General of Combined Service

Mr. / Mrs. / Miss is serving at this Ministry and it is hereby certified that.

- I. Has completed an active and satisfactory period of **ten (10) years / Seven (07) years** as at.....
- II. Has earned **ten (10)/ seven (07)** salary increments,
- III. Has completed a satisfactory service of five (05) years immediately preceding the date of qualifying for promotion,
- IV. Has proved a satisfactory or above performance level in the **ten (10) years / seven (07) years** preceding the date of promotion as per the approved performance appraisal procedure,
- V. Number of half pay and no pay leave is/has not obtained any half pay or no pay leave during the said **ten (10) years/ seven (07) years,**
- VI. Has not been subjected to any punishment (except a warning),
- VII. No disciplinary action is in progress against the officer,
- VIII. Appointment has been confirmed with effect from
- IX. Has passed the efficiency bar examination prescribed for **Grade III/ I** of Class 1
- X. Has completed the proficiency in other official language at relevant level,
- XI. Has obtained a postgraduate degree in Computer Science/ Information Technology/ Computer Engineering or Computer Technology from a University or a degree awarding institution recognized by the University Grants Commission (Relevant only for the promotions to Grade I of Class 1)

I hereby recommend the officer to be promoted to Grade II/ I of Class 1 with effect from

Signature of the Head the Institution:

Name:

Designation:

Date:

(Place the official frank)

Note: -

- 1. Please mention if the qualifications from I to XI have not been satisfied*
- 2. This form should be used for Grade I and II of Class 1 and delete words inappropriate*

Specimen Application for Promotion to Grade I of Class 2 of Sri Lanka Information and Communication Technology Service on Average Performance

01. Name with initials:-
02. Name denoted by the initials:-
03. Date of Birth:-
04. National Identity Card No:-
05. Date of joining the service:-
06. Number of Letter of appointment of the Combined Service:-
07. Date of confirmation of appointment:-
08. Date of passing the efficiency bar examination prescribed for Grade II Class 2
09. Date of completing the proficiency in other official language at the relevant level
10. Date of completing 10 years of service in Grade II of Class 2:-
11. Office serving at present:

I hereby request to promote me to Grade I in Class 2 of Sri Lanka Information and Communication Technology Service with effect from

Date: -

Signature of the Applicant

Director General of Combined Service

Mr. / Mrs. / Miss is serving at this office and it is hereby certified that.

- I. The appointment has been confirmed with effect from,
- II. Has passed the efficiency bar examination prescribed for Grade II of Class 2,
- III. Has completed the proficiency in other official language,
- IV. Has completed an active and satisfactory service period of ten (10) years as at,
- V. Has earned ten (10) salary increments,
- VI. Has completed a satisfactory period of five (05) years immediately preceding the date of qualifying for the promotion,
- VII. Has proved a satisfactory or above performance level in the ten (10) years preceding the date of promotion as per the approved performance appraisal procedure,
- VIII. Number of half pay and no pay leave is/has not obtained any half pay or no pay leave
- IX. Has not been subjected to any punishment (except a warning),
- X. Has not taken any disciplinary action against the officer.

I hereby recommend the officer to be promoted to Grade I of Class 2 with effect from

Signature of the Head the Institution:

Name:

Designation:

Date:

(Place the official frank)

Note: - If the qualifications mentioned from I to X are not satisfied please mention

Specimen Application for Promotion to Grade II/ I of Class 3 of Sri Lanka Information and Communication Technology Service on Average Performance

01. Name with initials :-
02. Name denoted by the initials:-
03. Date of Birth:-
04. National Identity Card No:-
05. Date of joining the Service:-
06. Number of Letter of appointment of the Combined Service:-
07. Date of **confirmation of appointment/** date of **promotion to Grade II**
08. Date of passing the efficiency bar examination prescribed for **Grade III/ II** of Class 3
09. Date of completing the proficiency in other official language at the relevant level
10. Date of completing 10 years of service in **Grade III/ II** of Class 3:
11. Office serving at present:

I hereby request to promote me to **Grade II/ I** in Class 3 of Sri Lanka Information and Communication Technology Service with effect from

Date: -

Signature of the Applicant

Director General of Combined Service

Mr. /Mrs. / Miss is serving at this Ministry and it is hereby certified that.

- I. The appointment has been confirmed with effect from
- II. Has passed the efficiency bar examination prescribed for **Grade III/ II** of Class 3
- III. Has completed the proficiency in other official language
- IV. Has completed an active and satisfactory service period of ten (10) years as at
- V. Has earned ten (10) salary increments
- VI. Has completed a satisfactory period of five (05) years immediately preceding the date of qualifying for the promotion
- VII. Has proved a satisfactory or above performance level in the ten (10) years preceding the date of promotion as per the approved performance appraisal procedure.
- VIII. Number of half pay and no pay leave is/has not obtained any half pay or no pay leave
- IX. Has not been subjected to any punishment (except a warning)
- X. Has not taken any disciplinary action against the officer

I hereby recommend the officer to be promoted to **Grade II/ I** of Class 3 with effect from

Signature of the Head the Institution:

Name:

Designation:

Date:

(Place the official frank)

*Note: - 1. Please mention if the qualifications mentioned from I to X are not satisfied
2. This form should be used for grade I and II of Class 3 and delete words inappropriate*