

Public Administration Circular: 04/2011

My No: CS/ICTS/01/Abs.Committee
Ministry of Public Administration
And Home Affairs
Independence Square
Colombo 07
15.02.2011

Secretaries of all Ministries,
Heads of the Departments,
District Secretaries/Government Agents,
Divisional Secretaries

Absorption into the Sri Lanka Information and Communication Technology Service

Sri Lanka Information and Communication Technology Service Minute published in the Gazette Extra Ordinary of the Democratic Socialist Republic of Sri Lanka No.1631/20 dated 09.12.2009 has been effective from 01.07.2009.

02. Absorption:

According to the information called as per provisions in the above service minute and section 10 of same, the officers who have exercised their option to be absorbed into Sri Lanka Information and Communication Technology Service shall be absorbed into scheduled posts indicated in schedule 1 of the service minute with effect from 01.07.2009 subject to the following provisions. These officers shall be subjected to the full control of Sri Lanka Information and Communication Technology Service Minute from 01.07.2009.

2.1 Only the officers who are or were serving in a permanent and pensionable post after appointment or appointment by promotion on or before 09.12.2009 as per a procedure of recruitment or promotion approved positively in relation to a subject of Computer Information and Communication Technology by the Cabinet of Ministers or Department

of National Budget/ Department of Management Services, shall be absorbed. Those who were recruited during the period from 01.07.2009 to 09.12.2009 shall be absorbed to be effective from the date of appointment to the relevant post.

2.2 In cases where the approval of the Department of National Budget/ Department of Management Services has not been obtained for a post at the time of the recruitment/ promotion of an officer, such post shall be treated as an approved post in the absorption process if a proper approval has been obtained for the post even at a later occasion.

2.3 (i) Graded officers

At present the officers who have been recruited or promoted and graded on a systematic procedure will be absorbed to the appropriate grade of the relevant class according to the grade. The promotion after the absorption to a higher class/ grade than the level of absorption shall depend on the possession of qualifications prescribed for such class/grade.

2.3 (ii) Non Grade Officers

Non Graded officers shall be absorbed into the initial grade of the salary scale of relevant class.

The officers who have not satisfied prescribed qualifications shall be granted a period of concession to satisfy relevant qualifications as shown in para 5 bellow. Accordingly they are required to complete qualifications within that period. Action shall be taken regarding officers who fail to satisfy relevant qualifications according to the provisions of the Establishment Code and the procedural rules of the Public Services Commission.

2.4 The provisions indicated in the service minute shall not be applicable for the officers who have retired on or before 30.06.2009

03 Officers who exercise their option to retirement without being absorbed

3.1 The provisions of this circular shall not be applicable to the officers, who exercise their option to retirement without being absorbed. The retirement of such officers shall be made by the appointing authority of the post held at present by the officer. Under no circumstances the option made by the officer for retirement shall be changed.

3.2 If there are officers who have not exercised option either for absorption or retirement, the provisions in Section 11.2 of the service minute shall be applicable in such cases.

4 Period of service

4.1 At the instances where the approval of the Cabinet of Ministers has been obtained after appointment or promotion to a post and special provisions on the date of appointment/ promotion have not been included in the Cabinet decision, the date of Cabinet decision shall be treated as the date of appointment/ promotion to the post and the period of service shall be calculated accordingly.

4.2 At the instances where approval has been received as per 2.2 above after appointment or promotion to a post, the period of service of such officers will be calculated from the date on which the post has been approved by the Department of National Budget or the Department of Management Services.

4.3 At the instances where the officer has been appointed to the present post after being released properly from a service/ post outside the subject of Computer Information Communication Technology, such service outside the present post shall not be considered as a period of service relevant to the provisions of this service minute. (However, such period of service shall be considered only for the purpose of calculating the pension).

5 Interim provisions

Only those who satisfy the prescribed qualifications in the Service Minute shall be absorbed.

The officers who are in service at present but have not satisfied the required qualifications as per Service Minute shall be given a grace period up to 31.12.2013 for them to obtain the required qualifications. During this period they are required to satisfy the prescribed qualifications listed below and they shall draw salaries based on their previous designation and salary scales.

5.1 Officers who will be absorbed into Class 3

I (a) Qualification of G.C.E. (O/L) prescribed in section 8.1.1 (e) of service minute should have been completed.

(b) The qualification of G.C.E. (A/L) prescribed in section 8.1.1 (e) of service minute shall not be a compulsory requirement for absorption.

5.1 (II). Those who have not completed the professional course required as per Section 8.1.1 (f) of the service minute shall be exempted from the requirement of completing professional courses by considering the following qualifications at absorption.

(a) Shall have achieved the proficiency at Level 5 of National Vocational Qualification (NVQ 5) graded by the Tertiary and Vocational Education Commission

or

(b) Shall have obtained a certificate after completing satisfactorily a course which covers at least 720 hours consisting of any syllabus in connection with Computer and Information Technology, recognized by the Tertiary and Vocational Education Commission or University Grants Commission.

5.1 (III) The officers who possess a Degree from a University recognized by the University Grants Commission of which Computer/Information Technology is one of the

main subjects or a Degree in Computer/ Information Technology shall be treated as having professional qualification prescribed in Section 8.1.1 of the service minute.

5.1 (IV) Officers who have reached the age of retirement

The officers who have completed the age of 55 as at 01.07.2009 but have not satisfied the basic educational and relevant professional qualifications shall complete the Computer Course planned to be held by the public Service Training Institute or an institution determined by the appointing authority within the grace period .

5.2 Officers absorbed into Class 2

5.2 (I.) Officers who receive the salaries in salary scale MN-6-2006A as per Public Administration Circular 06/2006 or Circulars issued revising the above but are not to be absorbed to Grade I of class 2 of the service shall be absorbed into Grade II of Class 2 of the Service if they hold posts approved in the proper manner. (If required qualifications have been satisfied)

5.2(II.) Officers who receive the step 12 or higher step of salary scale MN 6-2006 A or salaries in Salary Scale MN 07-2006 A shall be absorbed into Grade I of Class 2 of the Service (If required qualifications have been satisfied)

5.2 (III) Officers who receive salaries on the schemes outside the salary scale MN 6-2006 A and serve in the post approved in relation to the field of computer shall be absorbed into Class 2, only if

5.2. (III) (a). A post relevant to Class 2 of Sri Lanka Information and Communication Technology Service is approved by the Director General of management Services depending on the requirement of the institution and

5.2 (III) (b). The officer has satisfied all qualifications and conditions prescribed for appointment to the post created under a above.

5.3 Officers absorbed into Class I

5.3(i.) The officers who receive at present salaries in SL -1-2006 or serve either in a post in Class 1 of this Service Minute or an equivalent post shall be absorbed into relevant Grade if required qualifications have been satisfied.

5.3(ii) The officers who have not satisfied qualifications prescribed in Section 8.6.1 (e) of the service minute shall be considered for absorption once they obtain a post graduate diploma qualification in Information Technology within the period of grace granted.

6 Seniority and salary

6.1 The officers absorbed with prescribed qualifications shall be entitled to the seniority from the date of absorption based on the previous service period calculated as clarified in para 4 above. A seniority list shall be prepared for each grade based on the post and the date of recruitment/ promotion to the previous post.

The officers who satisfy prescribed qualifications within the interim period shall be granted seniority in each Class/Grade to be effective from the date of completion of qualifications.

6.2 In cases where the new salary scale of an absorbed officer is different from the previous salary scale, the salary shall be converted as per the provisions in Section 4, Chapter VII of the Establishments Code to be effective from 01.07.2009 but arrears shall not be paid up to 31.12.2010. However, the date of Salary increment shall remain unchanged.

6.3 At the instances where an officer exercises his option to receive the post, but rejects to receive the salary entitled to the post, such officer shall be entitled to the salary received by him/her so far as personal to him/ her. However, such option exercised by the officer shall never be allowed to be changed.

7 Confirmation, Efficiency bar and Promotions

7.1 The officers who are absorbed to the new service without being confirmed on 01.07.2009, even though they have been recruited under the procedure of recruitment of the previous post, shall be confirmed under new service minute by the appointing authority once they pass the Efficiency bar examination relevant to each grade of absorption.

7.2 The Efficiency bar examinations indicated in Sections 7.3, 7.4 and 7.5 of the service minute shall be applicable to the officers absorbed from 01.07.2009.

7.3 If the officers absorbed have passed any subject included in Efficiency bar examinations prescribed for them by the new service minute whilst holding the previous post which is taken into consideration to the service period as per para 4 above, the appointing authority shall take action to exempt such officers from the requirement of passing that subject again, at the request of the officers.

7.4 If there are officers who have not passed the Efficiency bar examinations due to non inclusion of Efficiency bars in the procedure of recruitment of the previous post or the letter of appointment, they are required to complete the Efficiency Bar Examination of the grade in relevant class within the interim period.

8 Tasks incomplete

8.1 All appointing authorities shall conclude all the establishment activities commenced before 01.07.2009 under the procedure of recruitment of the previous post.

8.2 Action shall be taken in terms of Section 10, Chapter XLVIII of the Establishments Code in connection to the disciplinary action of officers to whom against charge sheets have been issued and formal disciplinary inquiries have been initiated when holding the previous appointment, and other cases shall be referred to the Director General of Combined Services to take action regarding disciplinary activities.

9 Action to be taken where an inconsistency is observed among phrases

In case where an inconsistency or contradiction is observed among the Sinhala, Tamil and English phrases in this circular, the Sinhala phrase shall apply.

10 Matters not provided for in this circular

Matters not provided for in this circular shall be determined by the Secretary of the Ministry in charge of the subject of Public Administration

11. This circular is issued subject to the concurrence of the Director General, Department of Management Services.

Sgd/ P.B. Abeykoon

Secretary,

Ministry of Public Administration and

Home Affairs