

No.76/1/19/8(MC).

Ministry of Public Administration,
(Combined Services Division),
Independence Square, Colombo 7,
June 29, 1981.

To: All Secretaries to Ministries
and Heads of Departments.

Implementation of the Minute of the Sri Lanka
Administrative Service dated 10th August, 1978.

Reference is requested to the Public Administration Circular No.124 of 07.09.1978 regarding the above subject.

02. In placing officers on the relevant salary steps in terms of paragraphs 8, 9 and 10 of the above Circular it has been observed that certain officers have been placed on salary steps contrary to the provisions of these paragraphs.

03. Therefore, paragraph 8 of the Public Administration Circular No.124 of 07.09.1978 is amended as follows -

" 8. In future the placement of an officer on a salary point/salary scale under the Minute of the Sri Lanka Administrative Service will be made by the Secretary, Public Administration. Accordingly, a Secretary to a Ministry/Head of Department should examine the application of any S.L.A.S. officer for placement on the relevant salary step or salary scale and forward it to the Secretary, Ministry of Public Administration along with his certificate and recommendation after satisfying himself that -

(a) the information in such application is accurate

and

(b) the officer's service during the relevant period has been satisfactory.

N.B.

The officer will be deemed to have had satisfactory service if he/she has earned the salary increments on due dates during the period specified (e.g., during 6 years in respect of cases coming under para 2(a) (ii) of the Minute on the S.L.A.S.) and has not been subjected to any disciplinary punishment for an offence committed during the period concerned.

04. In the meantime, please furnish immediately to the Combined Services Division of this Ministry the following documents in respect of every S.L.A.S. officer who has been placed on a different salary step/salary scale since the publication of the Minute of the Sri Lanka Administrative Service dated 10th August 1978.

- i. A copy of the application for placement on the salary step.
- ii. A copy of the order made by the Secretary/Head of Department in respect of such application.

Sgd. B.I.Gunatunga
Additional Secretary,
for Secretary,
Ministry of Public Administration.