

Public Administration Circular No.292

Ministry of Public Administration,
Independence Square,
Colombo 7.

28th May, 1985.

To: All Secretaries of Ministries
and Heads of Departments.

Implementation of the Minute of Middle
Level Unified Technical Service

Your attention is drawn to the Establishments Circular Letters No.276 dated 31.10.1978, No.326 dated 13.08.1979 and No.377 dated 16.11.1981.

02. It appears from the frequent inquiries made to this Ministry that there is a misunderstanding as to that the Departmental Examinations prescribed in the minute of the Middle Level Unified Technical Services and the Efficiency Bars prescribed in the Establishments Circular No.326 are same. Therefore the following procedure should be followed regarding the Departmental Examinations and Efficiency Bars for officers in the Middle Level Unified Technical Service.

02.01 Departmental Examinations

2.1.1. Should pass First and Second Departmental Examinations respectively for promotion to Class II Segment 'B' from Class III and Class II Segment 'B' to Class II Segment 'A'. It is compulsory to include a written paper and a practical test in these Departmental Examinations. After obtaining the approval for prescribed procedure meant for Departmental Examinations by the Secretary to the relevant Ministry, the Schemes of Examinations should be forwarded together with the Schemes of Recruitment and Promotions to the Director of Establishments. The instructions in para (2) of the Establishments Circular No.397 should be followed in holding these Departmental Examinations.

2.1.2. The officers who are not successful in the First Departmental Examination but completed 12 years satisfactory service in Class III can be promoted to Class II Segment 'B' subject to a maximum of 10% of the vacancies.

2.1.3. Officers who have National Diploma in Technology or Certificate of Junior Technical Officers are exempted from the Second Departmental Examination.

2.1.4. In addition to the facts in respect of the field relevant to the post, the following should be included in the syllabus for Second Departmental Examination to test the knowledge on provisions of the Establishments Code and Financial Regulations.

Office Administration and Establishments Code

E.C. Chapter II- Recruitment Procedure and Appointments

- " X- Overtime, Holidays and Holiday Pay.
- " XII- Leave.
- " XIII- Railway Warrants.
- " XIV- Travel on duty within the Island.
- " XVI- Rights of Government over its Employees.
- " XVII- Holiday Travel.
- " XIX- Government Quarters.
- " XXXIX- Administrative Procedures and Practices.
- " XLVII- General conduct and Discipline.

Financial Regulations

- (1) Consolidated Fund.
- (2) Annual Estimates.
- (3) Variations to Annual Estimates.
- (4) Chief Accountants, Accountants, Revenue Accounting Officers, authorising Payments, Approval, Certification.
 - Delegation of authority.
 - Losses and Waivers.
 - Custody of public funds, procedure relating to payments and receipts.
 - Dishonoured cheques.
 - Procedure relating to payments.
- (5) Security of Public Funds.
 - Boards of Survey.
 - Overdrafts.
 - Bank Accounts.
- (6) Works and Services - Construction Departments.
- (7) Procedure relating to verification of stores, acceptance, procuring, supplying.
- (8) Contracts - deviations from Tender Procedure.

03. Efficiency Bars

If a Secretary to a Ministry intends that an officer be allowed to proceed beyond the Efficiency Bars which he should pass before surmounting the salary point of Rs.9,600 in Class III, salary scale and salary point of Rs.10,860 in Class II Segment 'B' salary scale on a certificate of work and conduct, he can do so with the concurrence of the Director of Establishments. An officer is entitled to salary beyond the Efficiency Bar by surmounting Efficiency Bar or passing it. But it is not a qualification for him for a promotion to a higher Class/Grade.

04. No officer is exempted on age basis in Efficiency Bars and Departmental Examinations and please refrain from forwarding such requests to this Ministry.

Sgd: M.N. Junaid.

Director of Establishments.