

Public Administration Circular no: 17/2009

MyNo. PA/CS/6/4/HMAS Absorption,
Ministry of Public Administration and
Home Affairs,
Independence Square,
Colombo 07.
09 October 2009.

Secretary,
Ministry of Healthcare and Nutrition.

**Absorption of Health Management Assistants Services
into Public Management Assistants' Service**

As per the order of the Public Service Commission mentioned in the letter of the Secretary, Public Service Commission no. A/20/10/81/1/2007 dated 24.09.2007 and cabinet paper No.09/0882/311/036 and cabinet memorandum dated 01-06-2009 and the decision taken at the cabinet meeting held on 23-09-2009 on note to the cabinet no.09/1847/311/036 and dated 14-09-2009 a decision has been taken to absorb Health Management Assistants Service into Public Management Assistants' Service with effect from 15-10-2009.

Accordingly, the officers govern under the Health Management Assistants Service Minute effected from 01-05-2003 which was published in Gazette Extraordinary No: 1355/15 dated 25-08-2004 will be absorbed into Public Management Assistants' Service with effect from 15-10-2009. With effect from 15-10-2009, these officers will be subjected to control of Public Management Assistants' Service Minute published in the Gazette Extraordinary No: 1372/23 dated 24-12-2004.

02. Absorption

- 2.1 Only the officers in Health Management Assistants Service who have been duly appointed and promoted in terms of the service minute or schemes of recruitment or promotions approved by the relevant authorities will be absorbed into Public Management Assistants' Service.
- 2.2 Accordingly, provisions will be made for the officers who were serving in the above service as at 15-10-2009, to be absorbed in to Public Management Assistants' Service and to continue their service subject to the provisions of Public Management Assistants' Services Minute. For that purpose, officers should fill in a Declaration of option in terms of the form attached with this circular, sign it in the presence of the respective Head of Institution and forward same to the Director General of Combined Services through the Secretary, Ministry of Healthcare and Nutrition. Under no circumstance officers will be allowed to change their option subsequently.

2.3 The letter of absorption for officers who exercise their option on or before 15-11-2009 to be absorbed in to Public Management Assistants' Service subject to provisions in the Public Management Assistants' Service Minute and provisions in this circular to Public Management Assistants' Service with effect from 15-10-2009, will be issued by the Director General of Combined Services.

2.4 Secretary, Ministry of Healthcare and Nutrition should take action to send the officers who do not exercise their option on the date prescribed for them to be absorbed into Public Management Assistants' Service but opted to retire and those who do not opt to be absorbed, on retirement either on 15-11-2009 or the last date of reporting for duty, whichever occurs first. The officers who are sent on retirement are entitled to the privileges indicated in Section 02 & 07 of the Pension Minute.

2.5 The retirement of the officers in Health Management Assistant Service up to the date of 14.10.2009, are considered as retirement under same service minute.

2.6 The officers who are absorbed into Public Management Assistants' Service from Health Management Assistants Service corresponding to Class System mentioned in Public Administration Circular 06/2006 will be absorbed into following classes with effect from 15-10-2009.

Class/Grade in which the officer was remaining in Health Management Assistants Service as at 14-10-2009	Class to which the officers are absorbed in Public Management Assistants' Service as at 15-10-2009
Preliminary Grade	Class III
Class II	Class II
Class I	Class I
Special Grade	Special Class

3. Informing provisions of the circular to the officers

The closing date for exercising option to be absorbed into service is 15-11-2009. Accordingly, Secretary, Ministry of Healthcare and Nutrition should inform all the officers serving under this Ministry to forward their declaration of option before the closing date. Officers who are on long term leave (local), who are on approved overseas leave, who have been temporarily released for the service of other institutions, who are interdicted or suspended from service should be informed by registered post to reach the last recorded addresses.

4. Submission of the declaration of option

- I) When forwarding declaration of option, Secretary, Ministry of Healthcare and Nutrition should take into consideration following facts.
 - a. The particulars indicated in the declaration are correct and the officer who made the declaration of option has signed the same in the presence of the attesting officer on the date mentioned in the declaration.
 - b. The declaration has been signed and certified by the attesting officer indicating the date and placing date stamp/ official stamp.

- c. A duplicate of the declaration has been filed in the personal file of the officer concerned which is maintained at the department.
 - II) Only the declarations (original) of officers who exercise their option to be absorbed into Public Management Assistants' Service should be sent to the Director General of Combined Services. Further, a schedule prepared in accordance with the specimen "A" attached to this circular should be sent along with the declaration of option. The Secretary, Ministry of Healthcare should acknowledge in writing the receipt of declaration of option to the officer concerned.
 - III) Officers who are out of the country should sign their declarations in the presence of the Heads of Sri Lankan Embassies in respective countries and get them certified by such officer and they should be sent through Secretary, Ministry of Healthcare and Nutrition. Further, the officers in countries where Sri Lankan Embassies are not operated should sign their declarations and send them through the Secretary, Ministry of Healthcare & Nutrition to reach Director General of Combined Services.
 - IV) Accordingly, the master file of the officers who exercised their option to be absorbed should be handed over before 15-12-2009 to the Director General of Combined Services along with the following documents after concluding all Establishments activities up to the date of exercising option.
 - i. Declaration of option along with the certified history sheets perfected in proper manner
 - ii. Datasheet perfected in relation to e-Human Resource Project for computerizing particulars of officers in Combined Services which is attached herewith.
 - iii. Check list
 - V) A document containing particulars of officers who have not given their option to be absorbed and those who have exercised their option to retire should be prepared in accordance with the specimen "B" and forwarded to Director General of Combined Services.
 - VI) When submitting personal files of officers who have been convicted of the offence at the disciplinary inquiries and served with disciplinary orders, relevant disciplinary order and the charge sheet should be included in the same file.
05. **Officers who were not in the service during the period of declaring option.**

At the instances where the disciplinary authority has issued proper disciplinary order to re-instate an officer in the service, who has failed to exercise option for absorption on the closing date (15-11-2009) as a result of treating such officer as having vacated the post, interdiction, termination of service or who was not in the service at that time, such officer should be granted a period not exceeding a

calendar month to exercise option either for absorption or retirement from service on the last date of the previous service. Those officers will also be eligible for the privileges granted at the retirement under sections 2 and 7. However, provisions in this sub section will not be applicable to any officer other than the officers mentioned above.

06. Salary and seniority

Seniority of officers who are absorbed will be determined subject to following provisions so as not surpass the seniority which has been gained by the officer as at 15-10-2009 if such officer has held a similar post in the Combined Service from the date of appointment. (So as not to surpass the seniority in Public Management Assistants' Service)

- I. Officers are further entitled to the salaries already earned by officers as per the provisions of Health Management Assistants Service as personal to them.
- II. Officers who are entitled to public Management Assistants' Service are not entitled to a seniority level higher than the seniority of the officers who were in Public Management Assistants' Service as at 15-10-2009. When granting them the next promotion opportunity in Public Management Assistants' Service, action will be taken to grant them promotions as per scheme of promotion of Public Management Assistants' Service taking into consideration their previous Health Management Assistants' Service period.

07. Confirmation in the service, efficiency bar and promotion

Schemes of promotion indicated under Section 11, 12, 13 of Public Management Assistants' Service and efficiency bar examinations prescribed in Section 5:2 revised by revision 1 of Service Minute and Section 5 of Public Management Assistants' Service shall be applicable to the officers absorbed from 15-10-2009.

7.1 Officers in class 111 who are absorbed.

7.1.1 Officers in class 111, who have been recruited under previous services minute, but not been confirmed in the service and been absorbed, shall be confirmed by the Director General of Combined Services under that service once they satisfy the requirement of passing efficiency bar examination.

7.1.2 Officers who have not completed or partly completed the efficiency bar examination under previous services minute and been absorbed, shall pass the corresponding subjects prescribed in the efficiency bar examination for officers in class 111 of Public Management Assistants' service.

7.2 Officers in class 11 who are absorbed.

7.2.1 Officers who have not completed or partly completed the efficiency bar examination prescribed for Class II under previous service minute and been absorbed to Class II shall pass the corresponding subject in the first efficiency bar examination prescribed for officers in class II of Public Management Assistants Service.

- 7.2.2 Further, the officers who have passed other two subjects but failed the subject of Health Education and Hospital Administration out of the three subjects of the relevant efficiency bar examination prescribed for Class II under previous service minute shall be treated as having completed first efficiency bar examination prescribed for Class II in Public Management Assistants' Service Minute from 15-10-2009.
- 7.2.3 If the officers in class II who have been absorbed have reached or gone beyond the salary step of Rs. 16,630/= applicable for Class II as at 14-10-2009 shall be treated as having satisfied second efficiency bar examination applicable for Class II. Those officers who have been reached the salary step of Rs. 16,630/- as at 15.10.2009 and those who reached the same step before 15.10.2012 will be given a concessionary period up to 15.10.2012 to satisfy the requirement of passing II Efficiency Bar Examination.
- 7.2.4 The provisions of Combined Service Circular No: 01/2009 issued in connection to efficiency bar examination of officers in Class II of Public Management Assistants' Service shall not be applicable for the officers who are absorbed.

08. **Tasks not completed.**

- 8.1 All the establishment activities commenced under the Health Management Assistants Service before 15-10-2009 shall be concluded by the Secretary, Ministry of Healthcare and Nutrition.
- 8.2 Action shall be taken as per section 10, chapter XLVIII of the Establishments Code in respect of disciplinary activities on officers, against whom charge sheets have been issued and formal disciplinary inquiries have been commenced whilst serving under Health Management Assistants Service. Other matters shall be referred to the Director General of Combined Services for taking disciplinary action.
- 8.3 Once the decisions on appeals made by the officers who had been absorbed either to Public Services Commission or Administrative Appeal Tribunal are received, these disciplinary files shall also be referred to the Director General of Combined Services with the recommendations of the Secretary, Ministry of Healthcare and Nutrition.

09. **Control.**

As already interpreted in Public Administration Circular 06/2006, appointing authority of the staff officers and non staff officers absorbed shall be the Public Services Commission and Director General of Combined Services respectively.

10. **Action to be taken where inconsistencies are observed among phrases.**

At the instances where inconsistencies or contradictions are observed among Sinhala, Tamil and English phrases, in such cases Sinhala phrase shall be made applicable.

11. **Matters not provided for in the circular.**

Matters not provided for in the circular shall be determined by the Director General of Combined Services, Secretary, Ministry of Public Administration and Home Affairs, Public Service Commission.

12. This circular is issued subject to the concurrence of the Secretary, Ministry of Healthcare and Nutrition.

Sgd. /D. Dissanayake,
Secretary,
Ministry of Public Administration and
Home Affairs.

**Declaration of option to be made by officers in Health Management Assistants
Service for absorption in to Public Management Assistants' Service.**

Director General of Combined services,
Ministry of Public Administration and Home Affairs,
Independence Square,
Colombo 07,
Through, the Secretary,
Ministry of Healthcare and Nutrition.

Declaration of option for absorption in to Public Management Assistants' Service.

01. Name of the officer with initials : Mr/Mrs/Miss.....
(Indicate the name in the letter of appointment)
02. Name after the change of name, if any:
03. Service Grade.....
(Service to which the officer belongs) (Indicate class and grade)
04. Name and address of the Department where officer serves at present:
05. Permanent address (private):
06. Date of birth:
Age as at 14-10-2009 ...years.... months....days.
07. Number of the letter of appointment: Date of appointment:
08. 01.

	Service	Post Class/Grade	Period-From-to
Indicate particulars of service in relation to minor employees' service, if any			
Officer should start filling from this cage if his/ her first appointment was to a post in clerical or allied services. Indicate the method of promotion. Whether on service period or on the results of competitive examination		i. Date of first appointment. ii. Date of passing / exemption from the efficiency bar examination. iii. Date of confirmation: iv. Date of promotion to class ii v. Date of passing/ exemption from the efficiency bar examination. vi. Date of promotion to class1: vii. Date of promotion to supra class viii. Period of permanent service as at	Date

(Prepare the specimen as applicable to the service. It should be filled only the relevant rows.)

08.02 Whether it has been indicated in letter of appointment / promotion that the appointment is on supernumerary basis.

08.03 Are you a graduate?

Year/ Effective date of the degree.....

Are you entitled to salaries under P.A. Circular no 20/94

Present salary scale.....

- a) I,.....(Name in full) who is serving in the Ministry of Healthcare and Nutrition have read and clearly understood the Public Administration circular..... I hereby exercise my option to be absorbed in to Public Management Assistant Service subject to conditions and sections of the above circular and Public Management Assistants' Service Minute.
- b) I hereby agree to retire under section 2.4 of the circular since I do not exercise my option to be absorbed in to Public Management Assistants' Service.
- c) I am fully aware that the option exercised by me can no way be changed again.

Date.....

Signature of officer.....

Name.....

Statement of the Head of Department/ Institution.

I hereby certify that Mr/Mrs/Miss who is serving as(Post) in the Ministry of Healthcare and Nutrition signed above declaration in my presence on.....Particulars indicated in the application by the officer are correct in accordance with his/her personal file. The declaration of option of the officer is forwarded herewith the personal file since the officer has exercised option to be absorbed in to Public Management Assistants' Service.

Signature.....

Name.....

Designation

(Official stamp).....

Date

Note:

01. It is not necessary to send the declaration of option of officers who do not opt to be absorbed in to Public Management Assistants' Service, to the Director General of Combined Services. Therefore applications of such officers may be prepared so as to address to the relevant Head of Department.

02. Officers, who exercise option to be absorbed or sent on retirement, should sign the declaration deleting the part inapplicable to them.(Part a or b)

Specimen "A"

Statement to be furnished in forwarding declarations of option of officers in Health Management Assistants Service for absorption in to Public Management Assistants' Service.

Serial no	Number of the letter of appointment	Name of the officer	Previous service of the officer and the post	Date of the declaration of option

Signature:
Post:
Official stamp:

Date:

N.B. 1. Declarations of options should be sent to the Director General of Combined Services along with a report prepared in accordance with this specimen.

Specimen "B"

Statement on officers who have not exercised option to be absorbed in to PMAS and who opted to retire without absorbing in to PMAS.

Serial no	Number of the letter of appointment	Name of the officer	Class/grade to which the officer belongs in Health Management Assistants' Service.	Date of the declaration of option for retirement without absorbing in to PMAS.	Date last reported for duty without exercising option to be absorbed or to retire without absorbing in to PMAS.

Signature:
Post :
Official stamp:.....

Date:

Check list.

Director General of Combined Services,
Through Secretary, Ministry of Healthcare and Nutrition.

Absorption of officers in Health Management Assistants Service in to Public Management Assistants' Service.

Name of the officer.....		Page no.
01. Preliminary grade Appointment Letter	Available/Not Available
02. Letter of assuming duties	Available/Not Available
03. Medical Examiner's report	Available/Not Available
04. Affirmation or oath	Available/Not Available
05. Declaration of assets and liabilities	Available/Not Available
06. Agreement (Form general 160)	Available/Not Available
07. Confirmed Examination results	Available/Not Available
08. Confirmation in service	Yes/No
09. Birth Certificate	Available/Not Available
10. Class 11 promotion Letter	Available/Not Available
11. Class I promotion Letter	Available/Not Available
12. Supra class promotion Letter	Available/Not Available
13. Whether the name of officer has been changed after first appointment	Changed/Not changed
14. Efficiency bar examinations.		
i. Efficiency bar examination in class 111		
a) Typing test:	Passed /Failed /Exempted /Not exempted.
b) Computer test:	Passed /Failed /Exempted /Not exempted.
c) Office Systems & Establishments:	Passed /Failed /Exempted/Not exempted.
d) Financial Regulations	Passed /Failed/Exempted/Not exempted.

ii. Efficiency bar examination in class 11

a) Office Systems & establishments activities:

Passed /Failed /Exempted /Not exempted.

b) Financial Regulations Passed /Failed /Exempted /Not exempted.

c) Health Institutions & Hospital Administration

Passed /Failed/ Exempted /Not exempted.

15. Whether the service

has been extended Yes /No

16. Disciplinary actions Yes/No

17. Has been released on secondment

basis from to.....

18. Has obtained leave to be spent

out of Sri Lanka from..... to

19. No pay leave Obtained /Not Obtained

20. Copy of the updated history sheet Available/Not Available

21. Declaration of option Available/Not Available

22. Data sheet in relation to E- Human Resources Management project

Available/Not Available

It is hereby checked and submitted

Date

Subject clerk

It is hereby certified that the check list is correct.

Signature

Post

Official stamp

Date:

13. Exam & Promotion Information

1 Service	2 Grade	3 Exam Details	4 Joined/ Promotion Date	5 Backdated Date (YYYY:MM:DD)	6 Exam (EB/Typing) Completed /Released Date (YYYY:MM:DD)
SLAS	Class 1	-			/ / / / /
	Class ii/i	Interview			
	Class ii/ii	Dip. In G. Mgt			
		Second Language			
		EB 2			
		EB 1			
TS	Special Class	-			
	Class 1	Prom.E/Service			
		EB 1			
Librarian	Super Gd.	-			/ / / / /
	Class i	-			/ / / / /
	Class ii	EB			
	Class iii	EB			
PMAS i. GCS ii. Typist iii. Steno iv. BK v. Shroff	Super Gd.	Supra-Exam			/ / / / /
	Class i	EB			
	Class ii	EB			
	Class iii	Typing Test			
OES (KKS)	Class 1	-			/ / / / /
	Class 2	-			/ / / / /
	Class 3	EB			
Drivers	Class 1	-			/ / / / /
	Class 2.b	EB			

21. Advance Level Qualifications

Name of the School/Institute:

Attempt 1

Year

Y	Y	Y	Y
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Index Number:

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Attempt 2

Year

Y	Y	Y	Y
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Index Number:

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Subjects		Grade	Subjects		Grade

22. Higher Education (Masters/Post Graduate Diploma/Degree/Higher Diploma/Diploma)

Qualification Name	Qualification Stream	Institute/University	Status	Year

23. Professional Qualifications (FCA/CIMA/CIM/ACCA/ICASL/ICSA/BCS)

Qualification Name	Qualification Stream	Institute/University	Status	Year

24. Language Proficiency

Language	Reading	Writing	Speech	Highest Examination Passed	Date Achieved (YYYYMMDD)
Sinhala	1 2 3	1 2 3	1 2 3		□□□□ □□ □□
Tamil	1 2 3	1 2 3	1 2 3		□□□□ □□ □□
English	1 2 3	1 2 3	1 2 3		□□□□ □□ □□
Other	1 2 3	1 2 3	1 2 3		□□□□ □□ □□

1 = Excellent 2 = Average 3 = Poor

25. Drivers Information

(To be filled only by the Drivers)

25.1 Driving license Number:

25.2 Date Issued (YYYYMMDD):

25.3 Date of Expiry (YYYYMMDD):

25.4 Class of Motor Vehicle:

26. Translators Language Information (To be filled only by the Translators)

Languages Qualified for Translating:

Sinhala/Tamil Sinhala/English Tamil/Sinhala Tamil/English

27. Verification of Information (To be filled by the PMAS Officer who handles the personal files)

Director General of Combined Service

Mr / Mrs / Miss. _____

is serving in this office. I hereby certify that the particulars specified in the above application have been checked with the personal file and found to be correct. Accordingly, the application is forwarded herewith.

Name of Subject Officer:

Date: Signature:

28. Verification of Information (To be filled by the Employee)

I do hereby certify that the particulars specified by the PMAS Officer (who handles my personal file) in this form are true and correct.

Name of Employee:

Date: Signature:

29. For Office Use Only

Data Entered by:

Date: Signature:

Data Validated by:

Date: Signature: