

My No: EST 5/1/46  
Ministry of Public Administration,  
Local Government and Democratic  
Governance  
Independence Square  
Colombo 07.

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Secretaries to Ministries  
Chief Secretaries of Provinces  
Heads of Departments

**Guidelines to be followed when the issues related to Salaries are submitted to  
the Director General of Establishments**

The expectation of a person who holds a post is to receive the due salary prescribed for the said post with earned salary increments and other increment considering the tasks performed and the responsibilities borne in the respective posts and it is the responsibility of the respective authorities to fulfill this expectation.

02. However, when considering the matters referred to this Ministry with the hope of solving problems occurred as a result of not fulfilling the above expectation and responsibilities, I would like to highlight the fact that your further attention is required in this regard.

03. If it is considered the age of 18 as the minimum age for joining the public service the oldest member in the public service at present, as at the date of the issuance of this circular, has joined the service in the year 1972. The Public Administration Circulars which are applicable for the said officer and the public service in general on their salaries are as follows.

- i. Public Administration Circular 96
- ii. Public Administration Circular 197 and its revisions
- iii. Public Administration Circular 327 and its revisions
- iv. Public Administration Circular 387 and its revisions
- v. Public Administration Circular 37/92 and its revisions

- vi. Public Administration Circular 2/97 and its revisions
- vii. Public Administration Circular 15/2003 and 15/2003 (I)
- viii. Public Administration Circular 9/2004 and its revisions
- ix. Public Administration Circular 6/2006 and its revisions
- x. Public Administration Circular 28/2010 and 28/2010 (I)

04. In addition to the above mentioned circulars regarding Salaries which affected be entire Public Service, Circulars also have been issued to remove the Salary anomalies exist in certain Posts/ Services in a manner affecting only to that particular post/ service.

Examples-:

- i. Public Administration Circular 07/2008 dated 05.02.2008, Public Administration Circular 07/2008 (I) dated 26.05.2011, Public Administration Circular 07/2008 (II) dated 31.10.2011 issued for Sri Lanka Technological Service
- ii. Public Administration Circular 17/2008 dated 22.08.2008 issued for Class I and Supra Class of Public Management Assistants' Service
- iii. Public Administration Circular 30/2013 dated 18.12.2013 issued to remove the salary anomalies of the officers who were absorbed to Class I and Supra Class in the Public Management assistants Service from Health Management Assistants' Service

05. The salary structure of the posts in the public service has been prepared on the basis of the orders issued by the Salary Commissions established at various occasions and the Director General of Establishments. Further, the decisions granted to the officers so as to be personal to them in order to remove the salary anomalies occurred to them have been applied when solving the establishment issues of said persons.

06. When analyzing the issues relevant to salaries submitted to the Director General, it has been observed that the highest numbers of issues are related to departmental posts.

07. It has been frequently observed that, when the salary issues related to departmental posts are submitted to the Director General of Establishments, all the matters required to solve the issue are not submitted and the issue is not specifically mentioned. Further, the entire salary conversion is submitted to check the accuracy. It takes unnecessarily a long period of time to solve the issue when all the information required is not submitted and the issue is not specifically mentioned. This

is entirely an administrative problem beyond the control of the person who suffers with the issue related to the salary.

08. To avoid weaknesses caused by not submitting all the information relevant to the salary issue and not submitting the issue specifically, all the issues related to salaries which are submitted after 30.07.2015 should be submitted to the Director General of Establishments in accordance with the format attached herewith. Accordingly, all the salary conversions up to the date on which the solution for the issue or the advice is expected, should be certified by a Senior Assistant Secretary or any other officer holding a similar post. The issues related to salaries should be submitted to the Director General of Establishments when the relevant Head of the Department and the Secretary of the Ministry are satisfied with the accuracy of the certification.

09. Even though the methodology to be followed in salary revision and salary conversion is clearly mentioned in Chapter VII of the Establishments Code and provisions of the relevant Circulars, salary preparations have been done without a proper study and it has caused number of issues related to salaries. Therefore, you must personally supervise whether the certification of accuracy mentioned in para 08 above, is properly followed in your Ministry/ Department.

10. Further it is a waste of time and resources to advice on the salary issues arisen from the inadvertences of the establishment activities. Further, action will not be taken with regard to the salary issues submitted without following the guidelines mentioned in this Circular letter and action will be taken to return the requests to you.

11. You are further informed to take necessary action to inform all the Heads of Institutions under you on these provisions and to update and maintain the table on details of salary circulars mentioned in this Circular letter.

Sgd. / J. Dadallage  
Secretary

Ministry of Public Administration, Local Government and  
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