

My Number: EST-5/3/17-VI
Ministry of Public Administration
and Management
Independence Square
Colombo 07.

25.09.2017

Secretaries of Ministries
Chief Secretaries of Provinces
Heads of the Departments

**Preparation of Salary of the Officers who are appointed from One Service
or Post to another Service or Post in Public Service**

It is observed according to the information submitted to me that various issues arise when preparing the salary of the officers who are appointed from one service or post to another service or post in public service.

02. Accordingly, at the instances where a percentage for recruitment has been allocated on limited or merit basis as per the service minute or the scheme of recruitment relevant to a certain service or post in public service and when preparing the salary of an officer appointed from a service/ post prescribed to be appointed under the allocated percentage, the provisions of Section 5, Chapter VII of Establishments Code should be applied and the salary of an officer who has been in a certain service or post in public service at the time of appointment to a service/ post other than on limited or merit basis, should be prepared as per the provisions of Section 9, Chapter VII of Establishments Code. Even though, an officer may be entitled to a salary lower than the salary of the previous post when calculating the salary as per the provisions of Section 9, Chapter VII of Establishments Code, it shall not be considered as a salary anomaly.

03. You are further informed to notify all the officers under your supervision on these provisions.

Sgd:/ J.J. Rathnasiri
Secretary
Ministry of Public Administration and Management