Public Administration Circular : 02/2018

My No:- MPA/HRD/ADMIN/Circular/01/28
Ministry of Public Administration
and Management
Independence Square
Colombo 07.

24.01.2018

All Secretaries of Ministries
Chief Secretaries of Provincial Councils
Heads of Departments and
Chairmen of State Corporations and Heads of Statutory Institutions

Development of Human Resources in Public Service

I believe that you have thoroughly understood that the well planned development of the human resources belonging to Public Service is critical for the engagement of Human Resource in the Public Service of Sri Lanka for the development of the Country in a more productive and efficient way. This requirement has been emphasized at the evaluation made on the performance of the institutions which are subjected to the supervision of the Public Account Committee of the government of Sri Lanka. Further, a special attention would be drawn in the implementation of Citizens' Clients' Charter for the enhancement of the quality in Public Service when broadening the criteria applied for the evaluation of public institutions in future by the Public Accounts Committee. Therefore, you are kindly requested to pay special as well as personal attention to the following facts in order to enhance the capacity of the public service serving at each level in all public institutions.

1. Since the competency of the Human Resource in your institution are critical in the institutional development, it is hereby requested to issue appropriate instructions to the subordinates to apply the set of reports, which are used at present for the evaluation of the performance of your staff, in a more meaningful way. Further, it is kindly informed to issue instructions to your officers for the enhancement of performance by way of signing Performance Agreement in addition to these performance evaluation forms. If the methodology of performance agreement is already applied at your institution for the development of human resource, kindly note that you are hereby extended the appreciation and commendation of the Ministry of Public Administration and Management. However, it is required to commence the signing of Annual Performance

Agreements from year 2018 with the whole staff of your institution in accordance with the specimen of a performance agreement prepared to suit to your institution based on the Form 01 Annexed herewith, if the performance agreements are not applied at present at your institutions.

2. A plan should have been prepared on the way the staff of the institution is engaged in order to achieve the expected results in accordance with the annual action plan prepared by all institutions. Accordingly, specific responsibilities should be entrusted to each and every officer of the staff to get all the activities indicated in the plan performed.

3. The competencies which should have been gained by the staff should be identified clearly for the performance of the aforesaid responsibilities successfully and effectively. Further, there should be a methodology for the identification of competencies which have already been gained by the relevant employee/officer. Accordingly, it is possible to identify the gap between the competencies already gained and the competencies which are to be gained to perform the duties successfully, if any, in relation to the responsibilities entrusted specifically to the whole staff of your institution.

4. It is expected to identify the type of development to be made in the human resource in order to cover the existing competencies and the competencies to be gained by all the members of your staff. Accordingly, human resource development plan unique to your institution should be prepared to address these identified competency gaps.

5. It is thoroughly recommended to follow your own creative methodology for the preparation of this human resource development plan. However, it is advisable to prepare the model of human resource development plan of your institution based on the form 02 attached herewith in order to make future operations and progress review activities more convenient ensuring the uniformity in public service.

6. It is expected to pay your special attention to the following facts in the preparation of aforesaid human resource development plan.

   6.1 A training opportunity of which the minimum duration is not less than 12 hours per year should strictly be included in your human resource development plan for the benefit of every member of your staff.

6.2 Provisions should be made available under capacity development or any other appropriate vote under the allocation of your institution in order to implement this human resource development plan.

6.3 It is hereby proposed to conduct appropriate capacity development programmes in order to achieve the goals set for each level of the hierarchy.

6.4 It is hereby recommended to pay your attention to the training requirements pointed out by each employee/ officer in the performance evaluation form already applied, when the human resource development plan is prepared.

6.5 This human resource development plan should be updated at least once in two years. The capacity development of the institution according to the human resources development plan is the personal responsibility of the head of the respective institution. However, the responsibility for the preparation of human resource development plan, organization of capacity development programmes and conducting of competency development programmes should be entrusted to a senior officer of your institution. Therefore, the name contact no and email address of the senior officer identified by you for the effectiveness and efficiency in operational and progress review should be informed to the Human Resource Development Division of the Ministry of Public Administration and Management. I believe that you agree to consider that it is reasonable to treat the time taken to submit those information, is an indicator for your attention in the utilization of the human resource of your institution for the benefit of the country.

It is hereby emphasized to make every necessary provision in the above manner paying your personal attention in order to enhance the efficiency and productivity of your institution. Further, you are kindly informed to provide necessary directions and instructions to all corporation and statutory boards under your ministry for taking action as per the provisions of the circular.

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

Copies:-

1. Secretary to H.E. the President
2. Secretary to Hon. Prime Minister
3. Secretary to the Cabinet of Ministers
4. Auditor General

Annex 01

For Staff Grades

Ministry of ……..

ANNUAL PERFORMANCE AGREEMENT, for (……. Duration…..……..)

Name of Unit : ……..

Responsible Officer/ Appraisee: ……..……..

Responsible / Supportive Team: …….

Summary of Performance Plan

Organizational Thrust Areas	Thrust Areas selected	Activity code (with reference to the annual action plan of the institution)	Key Activities	Allocation (Have to select one of the following columns)	
				Non-budgetary (√ or X)	Budgetary with code (with reference to the annual budget of the institution)

Final Review and Appraisal at the end of the Year : ……

……

Name of the Appraisee:

Signature: ……

Name of the Appraiser:

Signature: ……...……..……

Name of Moderator :

Signature ……..

Annex 01

For non-Staff Grades

Ministry of ……..

ANNUAL PERFORMANCE AGREEMENT, for (……. Duration….……..)

Name of Unit : ……

Responsible Officer/ Appraisee: …….

Responsible / Supportive Team: …….

Summary of Performance Plan

Thrust Areas selected	**Activity code** (with reference to the annual action plan of the institution)	**Key Activities**

Final Review and Appraisal at the end of the Year : .....

……

Name of the Appraisee:

Signature: ……

Name of the Appraiser:

Signature: ……...……..

Name of Moderator :

Signature ……..

Annex 02

Human Resources Development Plan of

the …….…… for 2018

1. Organization :
   1.1. Ministry
   1.2. Department / Agency / Division

2. Mandate of the Organization:
   2.1. Vision
   2.2. Mission
   2.3. Values
   2.4. Goals
   2.5. Objectives

3. Human Resources of the Organization:

3.1. Ongoing HR Issues (Existing Situation)	3.2. Expecting HR Challenges (Futuristic view point)	3.3. Desired HR Competencies (Desired Situation)

4. HRM Plan
   4.1. Training Strategy

Desired Level of Competency	Existing level of Competency	Needed Training	Planned Training Program

4.2. Prioritization of HRM Programs

Planned Training Program	Strongly Needed	Needed	Not Necessarily

5. Final Training Plan of the Year

5.1. Basic Plan

Selected Training Program	Target Group	Core Objective of Training Program	Duration	Mechanism to access the impact towards expected competency level

5.2. Time Plan

Selected Training Program	1	2	3	4	5	6	7	8	9	10	11	12

5.3. Curriculum Design

Selected Training Program	Core Subject Areas
	•
	•
	•

6. Performance Management

6.1. Appraise of Performance

Service Category	Attachment number of Performance Appraisal Format	Attachment number of Performance Agreement Format
•		
•		
•		

6.2. Mechanism for Evaluate Training Impact

Service Category	Expected Results of Training Positive (P) / Not Clear (NC) / No Difference (ND)	Mechanism for Appreciate star Performers	Mechanism for Address Poor Performers
	P / NC / ND	Ex: 1. Promotions 2. Foreign Visits 3. Awards ……	Ex: 1. More Trainings 2. Internal Transfers …… ……
	P / NC / ND		
	P / NC / ND		
	P / NC / ND		

- If CEOs need any clarification regarding how to fill the HRD plan, one day workshop can be arranged. Please nominate a suitable officer to coordinate and send the details.