

Public Administration Circular : 07/2019

My No: EST 5/4/24 (XXXIV)  
Ministry of Public Administration,  
Disaster Management and  
Rural Economic Affairs  
Independence Square  
Colombo 07.

08.07.2019

Secretaries to Ministries  
Chief Secretaries of Provinces  
Heads of Departments

**Payment of the increments of salaries beyond the maximum salary step to the officers reaching the maximum salary step of a transitional Grade in a certain post**

Your attention is drawn to Public Administration Circular 06/2006(III) dated 25.01.2007 and Public Administration Circular 06/2006(V) dated 12.06.2008.

02. Accordingly, it is not possible to pay increments of salaries further to the officers, who have reached the maximum salary step, on granting increments of salaries making salary steps under “Column for not promoted” in transitional Grade applicable except those who have reached the maximum salary step of the highest Grade of the salary scale entitled to a certain service/ post. Even though, National Salaries and Cadres Commission should have examined and ascertained whether such officers can be paid increments of salaries further applying para 4:5, Annex II of Public Administration Circular 06/2006 dated 25.04.2006, Director General of Establishments granted approval to pay increments for such officers on the concurrence of the Commission.

03. It has been decided to entrust the task for granting increments of salary, on the concurrence of National Salaries and Cadres Commission, which is so far performed under the approval of the Director General of Establishments as mentioned in para 02 above, to Secretary of the respective Ministry. Accordingly, if any officer has reached the maximum salary step of the salary scale in a transitional Grade except the maximum salary step of the highest class which falls within the salary scale entitled to such officer, the Secretary of the respective Ministry shall take action to grant approval for salary increments based on the incremental value entitled to the Grade further subject to the following conditions.

- I. Relevant Service Minute/ Scheme of Recruitment shall have been prepared and approved as per Public Administration Circular 06/2006.

- II. A Staff Officer shall certify that all the conversions of salary made up to reaching the maximum salary step have been made accurately in consistent with the provisions of circulars which were effective during the relevant periods.
  - III. The officer shall not have completed the period of service prescribed for the promotion to next Grade as per the Service Minute/ Scheme of Recruitment.
  - IV. The officer shall have satisfied relevant requirements as per Service Minute/ Scheme of Recruitment relevant for earning increment of salary and as per Section 10, Chapter VII of the Establishments Code.
  - V. Approval for granting increments of salary shall strictly be made up to the period of service which is required to complete for promotion to next Grade as per Service Minute/ Scheme of Recruitment.
04. If increments of salary have been granted on the incremental value mentioned under “Column for not promoted” entitled to the relevant Grade or any salary revision has been made in relation to the above and further the officer has not been promoted to a higher Grade/ Class except granting the revised incremental value, the authority shall be satisfied himself that the salary increments applicable to higher Grade / Class are not paid.
05. In case where it is necessary to pay increments of salaries further beyond the maximum salary step of a transitional Grade/ Class of a certain service/ post deviating from these provisions, such cases shall be submitted to the Director General of Establishments along with all relevant information and paying attention to the Public Administration Circular letter 03/2015 dated 20.07.2015
06. This circular is issued with the concurrence of the National Salaries and Cadres Commission.

Sgd/ J.J. Rathnasiri  
Secretary  
Ministry of Public Administration,  
Disaster Management and Rural Economic Affairs