

My number: CS/SLAS/AMEN/MINUT (IV) ෧෧෪෧
Ministry of Public Administration, Disaster Management
and Livestock Development,
Independence Square,
Colombo 07.
04.10.2019

All Secretaries of Ministries,
Provincial Chief Secretaries,
Heads of Departments,
District Secretaries,
Divisional Secretaries,

**Implementation of the revisions made to the Minute on Sri Lanka Administrative Service by the Gazette
extraordinary No. 2137/5 dated 19.08.2019**

The grade promotions of officers of Sri Lanka Administrative service, who are in service at present, shall be made in the following manner as per the 6th revision of the Minute on Sri Lanka Administrative Service published in the Gazette Extraordinary of the Democratic Socialist Republic of Sri Lanka No. 2137/5 dated 19th August 2019 with the inclusion of provisions on revising the minimum period of service for promotion from Grade III to Grade II and from Grade II to Grade I of Sri Lanka Administrative Service.

1. Promotion from Grade III to Grade II

- 1.1 Officers who have been recruited to the service before 26th February 2019 shall be promoted to Grade II from the date on which they satisfy all the qualifications mentioned under 13:1:1 (a) except the requirement to fulfill the level III on capacity building conducted by Sri Lanka Institute of Development Administration and mentioned under serial number VII of 13:1:1 (a) of the revised Minute on Sri Lanka Administrative Service or 26th February 2019, whichever falls later.
- 1.2 The officers, who satisfy the requirement of acquiring competency in other official languages prescribed under serial number V of Section 13:1:1 (a) of the revised Minute on Sri Lanka Administrative Service within the period of concession granted by Public Administration Circular No. 01/2014 and consequent circulars, shall be treated as having completed the requirement of other official language on the prescribed date.
- 1.3 The officers who have not satisfied the requirement of acquiring competency in other official language prescribed under serial number V of section 13:1:1 (a) of the revised Minute on Sri Lanka Administrative Service within the period of concession granted by Public Administration Circular No. 01/2014 and consequent circulars, shall be promoted to Grade II from the date on which they satisfy all other qualifications mentioned in 1.1 of this circular including the competency in other official language.

2. Promotion from Grade II to Grade I

- 2.1 The officers who are in Grade II as at 26th February 2019 on which the 6th revision of the Service Minute is implemented and the officers who have completed an active and satisfactory service of more than six years in Grade III
 - a) shall be granted a period of concession of five years from the date of publishing this circular to satisfy the post graduate qualification mentioned under serial number I of 13:2 (a) prescribed for the promotion from Grade II to Grade I and further the officers who satisfy the post graduate qualification within the aforesaid period of concession shall be promoted to Grade I to be effective from the date on which they satisfy other qualifications mentioned under 13:2 (a) as per the provisions of this circular.

b) Further, a period of concession of three years shall be granted from the date on which the officer is promoted to Grade II to satisfy the second efficiency bar examination under serial number V of 13:2 (a) prescribed for the promotion from Grade II to Grade I and the officers who satisfy the relevant qualification within the aforesaid period of concession shall be promoted to Grade I to be effective from the date on which they satisfy other qualifications mentioned under 13:2 (a) as per the provisions of this circular.

2.2 For the purpose of promoting officers in Grade II as at 26th February 2019, on which the 6th revision of the service minute is implemented, to Grade I following qualifications will be taken into consideration instead of the qualification mentioned in II and IV of 13:2 (a).

- a) Shall have completed an active and satisfactory service period of two years in Grade II and earned two salary increments after the promotion to Grade II
- b) Shall have proved a performance at satisfactory level or above during the period of two years prior to the date of promotion after being promoted to Grade II as per the approved performance evaluation scheme.

2.3 When the officers, who are promoted to Grade II as per the provisions in 1.1 of this circular and completed an active and satisfactory service of more than six years in Grade III as at 26th February 2019, on which the 6th revision of the service minute is implemented, are promoted to Grade I, following qualifications are taken into consideration instead of the qualifications mentioned under II and IV of 13.2 (a).

- a) Shall have completed an active and satisfactory service of 12 years in Grade III and II and earned eleven salary increments
- b) Shall have proved a performance at satisfactory level or above within the period of twelve years prior to the date of promotion as per the approved performance evaluation scheme.

Note:

When the officers, who have been promoted to Grade II as per 1.3 of this circular and have completed an active and satisfactory service of more than six years in Grade III of Sri Lanka Administrative Service before 26th February 2019, are promoted to Grade I, their promotion to Grade I shall be delayed by a period equivalent to the additional period which they have enjoyed to satisfy the competency in other official languages.

2.4 The officers, who have been recruited to the service before 26th February 2019 and promoted to Grade II as per the provisions mentioned under serial number I of this circular, shall complete the level III on capacity building conducted by Sri Lanka Institute of Development Administration and mentioned under serial number VII of 13:1:1 (a) of the revised Minute on Sri Lanka Administrative Service and obtain the certificate before being promoted to Grade I.

2.5 When the officers, who have been recruited to the service before 26th February 2019, are promoted to Grade I, the requirement of completing the level II on capacity building conducted by Sri Lanka Institute of Development Administration and mentioned under serial number VI of 13:2 (a) and obtaining the certificate shall not be considered.

2.6 The officers, who satisfy the second efficiency bar examination prescribed under serial number V of 13:2 (a) of the revised minute on Sri Lanka Administrative Service for promotion to Grade I from Grade II within the periods of concession granted by Public Administration Circular No. 10/2015 and consequent circulars, shall be treated as having completed the second efficiency bar examination on the prescribed date.

This circular is issued on the approval of the Public Service Commission.


J.J. Rathnasiri

Secretary,

Ministry of Public Administration, Disaster Management
and Livestock Development