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Ministry of Public Administration, Home Affairs,  
Provincial Councils and Local Government  
Independence Square  
Colombo 07.

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Secretaries to Ministries  
Chief Secretaries of Provinces  
Heads of Departments

**Methodology for reduction of salary increments in connection with a disciplinary order, which contains a punishment relevant to sub-section 24:3:9, Chapter of XLVIII, Volume II of the Establishments Code**

The punishment determined by a disciplinary order should be implemented as per sub-section 23:9, Chapter XLVIII, Volume II of the Establishments Code from the date on which the officer committed such offence. Accordingly, whenever a decision has been taken to reduce a certain number of salary increments by a disciplinary order, the officer concerned should be placed, on the date of committing the offence, on the salary step, which is relevant to the value after deducting the value of the salary increments mentioned in the disciplinary order from the salary received by the officer as at the date of committing such offence. For this purpose, the number of salary increments to be reduced should be the consecutive salary increments earned by the officer. The officer will be deprived of the total number of salary increments reduced in this manner and they cannot be restored.

02. This can be clarified by the following example.

Eg : When assuming that a certain officer, whose date of salary increment falls on August 1<sup>st</sup>, received a total monthly salary step of Rs. 15,150/- of MN-2-2006(A) salary scale according to the Public Administration Circular No: 06/2006(IV) dated 24.08.2007 as at 01.08.2015, the value of the salary increment received under the said salary scale was Rs. 145 and a charge sheet was issued on 10.12.2015 against an offence committed on 15.10.2012, while the officer was receiving a salary of Rs. 14,715/-,

The salary paid,

01.08.2012	<u>P.A.C.06/2006(IV)</u> →	Rs. 14,715/-	} Salary increments have been paid since the charge sheet has not been issued
01.08.2012	→	Rs. 14,860/-	
01.08.2012	→	Rs. 15,005/-	
01.08.2012	→	Rs. 15,150/-	
01.01.2012	<u>P.A.C.03/2016</u> →	Rs. 18,388/- + Rs.9,792/- (Adjustment Allowances)	} Salary increments have been suspended since the charge sheet has been issued.
01.08.2016	→	Rs. 18,388/- + Rs.9,792/- (Adjustment Allowances)	

When assuming that the disciplinary order has been given thereafter to reduce 05 salary increments, 05 salary increments relevant to year 2012, 2011, 2010, 2009 and 2008 should be reduced from 15.10.2012, the date of committing the offence. Accordingly, preparation of the salary should be in the following manner.

01.08.2012	<u>P.A.C.06/2006(IV)</u> →	Rs. 14,715/-
15.10.2012	→	Rs. 13,990/- (After reducing 05 salary increments)
01.08.2013	→	Rs. 14,135/-
01.08.2014	→	Rs. 14,280/-
01.08.2015	→	Rs. 14,425/-
01.08.2016	<u>P.A.C.03/2016</u> →	Rs. 17,508/- + Rs. 9,831/- (Adjustment Allowances)
01.08.2016	→	Rs. 17,684/- + Rs.9,822/- (Adjustment Allowances )

The salary of the officer should be deducted by 05 increments on 15.10.2012 and no sum should be recovered from the officer for the period before the aforesaid date. However, the amount paid in excess after 15.10.2012 (including the said date) should be recovered.

03. This circular is issued with the concurrence of the Public Services Commission.

Sgd/ K.D.N. Ranjith Asoka  
Secretary

Ministry of Public Administration Home Affairs,  
Provincial Councils and Local Government

Telephone : 011 2 673 330  
Fax : 011 2 692 158  
Email : [ade-v@pubad.gov.lk](mailto:ade-v@pubad.gov.lk)