

**Biannual report to be published under section 8 of the Right to Information Act No 12 of 2016**

**From 01.01.2018 up to 30.06.2018**

1. Ministry/Ministry of Provincial Council- Ministry of Public Administration, Management and Law and Order- Public Administration and Management Division

(A new Ministry named Ministry of Public Administration, Management and Law and Order, was established by the Gazette Extra ordinary No 2070/56 dated 12.05.2018, combining the scopes of the Ministry of Public Administration and Management and the Ministry of Law and Order. The Bi- Annual Report for the period of 01.01.2018 – 30.06.2018 to be published as per the Right to Information Act is published by the Public Administration and Management Division and the Bi Annual Report of the Law and Order Division will be published by the Information Officer of the said Division.)

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2.

	Name	Contact No
Secretary	<b>Mr. J.J. Rathnasiri</b> was the Secretary of the <b>Ministry of Public Administration and Management</b> up to 15.05.2018 and <b>Mr. Padmasiri Jayamanne</b> became the Secretary of the <b>Ministry of Public Administration, Management and Law &amp; Order</b> from 16.05.2018	0112695738
Additional Secretary (Public Administration)	Mrs. B.P.P.S.Abeygunarathna	0112691044
Additional Secretary (Internal Administration)	Mrs. R.M.I.Rathnayaka	0112695150
Additional Secretary (Investigations and Operations)	Mrs. B.M.M.M.Basnayaka	0112676433
Additional Secretary (Human Resources Development)	Mrs. Pradeepa Serasingha	0112187104/0112698462
Director General of Establishments	Mr. Sumith Suraweera	0112688330
Director General of Combined Services	Mrs. K.V.P.M.J.Gamage	0112694560
Director, Sri Lanka Administrative Service Division	Mrs.Thushara D. Pathirana	0112698605
Director, Sri Lanka Engineering Service Division	Mr.R.P.Jayasingha	0112698268

Director, Sri Lanka Accountants Service Division	Mrs. Damayanthi Wijesingha	0112698672
Director, Sri Lanka Planning Service Division	Mr. R.S.Hapugaswaththa	0112688124
Director, Scientific and Architectural Division	Mrs. R.M.N.E.K. Ranasingha	0112695187
Senior Assistant Secretary (Internal Administration)	Mrs. Anoja P. Guruge	0113071134
Senior Assistant Secretary (Housing and Development)	Mr. Shantha Weerasingha	0112692633
Senior Assistant Secretary (Human Resources)	Mrs. R.K.G.D.K. Wijesinghe	0112698672
Senior Assistant Secretary (Information Technology)	Miss Samantha Senanayaka	0112689414
Senior Assistant Secretary (Investigation and Operations)	Mrs. K.G.S. Lakmali	01130912954

### 3. General authorities under the Ministry.

- Department of Pensions
  - National Productivity Secretariat
  - Sri Lanka Institute of Development Administration
  - Distance Learning Centre
- } Public Administration and Management Division
- Department of Police
  - National Dangerous Drugs Control Board
- } Law & Order Division

### Divisions of the Ministry

- Internal Administration Division
- Housing and Development Division
- Establishment Division
- Finance Division
- Combined Service Division
- Sri Lanka Administrative Service
- Sri Lanka Engineering Service Division
- Sri Lanka Scientific, Architect and Technological Service
- Sri Lanka Accountants' Service Division
- Sri Lanka Planning Service Division
- Human Resources Division
- Information Technology Division

- Investigation, Research and Operations Division
- Internal Audit Division
- Pension Division
- Management Reforms Division

**4. Organization structure of the Ministry** (Relevant to Public Administration and Management Division)

Organization structure - [Ministry of Public Administration and Management](#)

**5. Powers vested in the Ministry** (Relevant to Public Administration and Management Division)

- Sri Lanka Institute of Development Administration (No.09 of 1982)
- Widowers' and Orphans' Pension Act (No.24 of 1983)
- Widows' and Orphans' Pension Ordinance (No.01 of 1898)
- Widowers' and Orphans' Pension Scheme (Armed Forces) Act (No.60 of 1998)
- Widows' and Orphans' Pension Scheme (Armed Forces) Act (No. 18 of 1970)
- Public Service Pensioners' Trust Fund Act (No. 40 of 1999)
- Government quarters (Recovery of Possession) Act (No.07 of 1969)
- Compulsory Public Service Act (No.70 of 1961)
- Public Service Provident Fund Ordinance (No.18 of 1942)
- Price Competition Act (No.37 of 1957)
- All the other regulations relevant to the above mentioned subjects which have not been assigned specifically to another Minister.

**Functions and Activities** (Relevant to Public Administration and Management Division)

- Formulation, follow up and evaluation of policies, programmes and projects relevant to the subjects of the Ministry of Public Administration and Management and Departments and Statutory Institutions such as Sri Lanka Institute of Development Administration, Distance Learning Centre, Department of Pension, Public Service Pensioners' Trust Fund and National Productivity Secretariat Administration and personal management of following services.

1. Sri Lanka Administrative Service
  2. Sri Lanka Accountants' Service
  3. Sri Lanka Planning Service
  4. Sri Lanka Engineering Service
  5. Sri Lanka Scientific Service
  6. Sri Lanka Architects' Service
  7. Sri Lanka Technological Service
- Administration of Combined Services
  - Functions under Establishments Code
  - Training of Public Services
  - Formulation and Implementation of Policies, Programmes in order to enhance the national productivity
  - Implementation of Pensions Minute
  - All functions in relation to Government Pension Scheme
  - Promotion of good governance within the state sector in order to achieve expected development targets
  - Introduction of modern concepts of good governance
  - Formulation and implementation of policies in order to create a public service which prioritizes the expectation of the general public.
  - Supervision of the functions in relation to the subjects assigned to the institutions such as Sri Lanka Institute of Development Administration, Distance Learning Centre, Department of Pension, Public Service Pensioners' Trust Fund and National Productivity Secretariat

**6. Information of the general authorities under the Ministry.** (Relevant to Public Administration and Management Division)

Designations	Powers	Functions and Activities	Relevant Procedures
<p>Department of Pensions  (Implemented under the supervision of the Director General of Pensions)</p>	<ul style="list-style-type: none"> <li>• Pensions Minute</li> <li>• Widowers' and Orphans' Pension Act (No.24 of 1983)</li> <li>• Widows' and Orphans' Pension Ordinance (No.01 of 1898)</li> <li>• Widowers' and Orphans' Pension Scheme (Armed Forces) Act (No.60 of 1998)</li> <li>• Public Service Pensioners' Trust Fund Act (No. 40 of 1999)</li> <li>• Public Service Provident Fund Ordinance (No.18 of 1942)</li> <li>• Establishments Code</li> <li>• Financial Regulations</li> <li>• Procedural Rules of the Public Service Commission</li> <li>• Procurement Guidelines</li> <li>• Public Administration Circulars</li> <li>• Circulars issued by the Presidential Secretariat</li> <li>• Public Finance Circulars</li> <li>• Management Services Circulars</li> <li>• Cabinet Memorandums</li> <li>• Right to Information Act</li> <li>• Extraordinary Gazettes</li> <li>• Agreements</li> </ul>	<ul style="list-style-type: none"> <li>• Regulation of the process for making public servants entitled to the pension benefits as per pension minute and Widows' and Orphans' Ordinance and imposition of relevant provisions.</li> <li>• Awarding pensions to public servants in accordance with the rules, regulations and policy decisions connecting to the pension.</li> <li>• Ensuring the continuous payment of monthly pension benefit and other benefits, awarding of the benefits paid once and for all and other benefits.</li> <li>• Regulation of Public Services Provident Fund and awarding benefits.</li> <li>• Collection of contributions to Widows'/ Widowers' and Orphans' Fund and collection of other income and their management on behalf of the government.</li> <li>• Awarding entitlement to pension ensuring an optimum and prompt service to the pension community whilst applying and developing modern information and communication technology.</li> <li>• Ensuring productive links with the units which prepare pension and banks and the payment network which are connected for the payment of pension and their promotion.</li> </ul>	<ul style="list-style-type: none"> <li>• Establishments Code</li> <li>• Financial Regulations</li> <li>• Procedural Rules of the Public Service Commission</li> <li>• Procurement Guidelines</li> <li>• Public Administration Circulars</li> <li>• Circulars issued by the Presidential Secretariat</li> <li>• Public Finance Circulars</li> </ul>

	<ul style="list-style-type: none"> <li>• Service Minutes and Schemes of Recruitment</li> </ul>	<ul style="list-style-type: none"> <li>• Assisting to prepare policies on modern social security methodology whilst studying global trends in the field of social security.</li> <li>• Being accountable regarding the preparation and progress of the annual budget.</li> <li>• Obtaining contributions of private and non-government sectors in order to identify and implement programs to ensure economic and social welfare of the pensioners' community.</li> <li>• Making civil society including Pensioners' Association contributed to regional development process.</li> </ul>	
<p>National Productivity Secretariat</p> <p>(Implemented under the supervision of the Director)</p>	<ul style="list-style-type: none"> <li>• Price Awarding Act (No. 37 of 1957)</li> <li>• Establishments Code</li> <li>• Financial Regulations</li> <li>• Procedural Rules of the Public Service Commission</li> <li>• Procurement Guidelines</li> <li>• Public Administration Circulars</li> <li>• Circulars issued by the Presidential Secretariat</li> <li>• Public Finance Circulars</li> <li>• Management Services Circulars</li> <li>• Cabinet Memorandums</li> <li>• Right to Information Act</li> <li>• Extraordinary Gazettes</li> <li>• Agreements</li> <li>• Service Minutes and Schemes of Recruitment</li> </ul>	<ul style="list-style-type: none"> <li>• Establishment of National Pool consists of trainers, experts, consultants and productivity auditors dedicated to the promotion of the productivity.</li> <li>• Establishment of a communication network required to maintain widely awareness programmes through mass media.</li> <li>• Introducing a programme at national level covering all sectors.</li> <li>• Making an arena for the creativity and innovations by way of enhancing knowledge management.</li> <li>• Establishment of productive work culture within the country, integration of rural development processes to provide help in hand to strengthen the society through productivity and enhancement of the managers in case studies.</li> </ul>	<ul style="list-style-type: none"> <li>• Establishments Code</li> <li>• Financial Regulations</li> <li>• Procedural Rules of the Public Service Commission</li> <li>• Procurement Guidelines</li> <li>• Public Administration Circulars</li> <li>• Circulars issued by the Presidential Secretariat</li> <li>• Public Finance Circulars</li> </ul>

<p>Sri Lanka Institute of Development Administration</p> <p>(Implemented under the supervision of the Director General)</p>	<ul style="list-style-type: none"> <li>• Sri Lanka Institute of Development Administration Act (No. 09 of 1982)</li> <li>• Public Enterprises Circular</li> <li>• Establishment Code of Sri Lanka Institute of Development Administration</li> <li>• Shop and office employees' Act</li> <li>• Establishments Code</li> <li>• Financial Regulations</li> <li>• Procedural Rules of the Public Service Commission</li> <li>• Procurement Guidelines</li> <li>• Public Administration Circulars</li> <li>• Circulars issued by the Presidential Secretariat</li> <li>• Public Finance Circulars</li> <li>• Management Services Circulars</li> <li>• Cabinet Memorandums</li> <li>• Right to Information Act</li> <li>• Extraordinary Gazettes</li> <li>• Agreements</li> <li>• Service Minutes and Schemes of Recruitment</li> </ul>	<ul style="list-style-type: none"> <li>• Development of public officers through training, knowledge, skills and behaviors.</li> <li>• Organization of training courses in management and public administration fields.</li> <li>• Creation of an expert cadre in the supervisory staff of the public service.</li> <li>• Assisting to institutions in public sector to review and develop the management systems of the organizations.</li> <li>• Undertaking consultative and research assignments.</li> </ul>	<ul style="list-style-type: none"> <li>• Establishments Code</li> <li>• Financial Regulations</li> <li>• Procedural Rules of the Public Service Commission</li> <li>• Procurement Guidelines</li> <li>• Public Administration Circulars</li> <li>• Circulars issued by the Presidential Secretariat</li> <li>• Public Finance Circulars</li> </ul>
<p>Distance Learning Centre</p> <p>(Implemented under the supervision of Chief Executive Officer)</p>	<ul style="list-style-type: none"> <li>• Public Enterprises Circular</li> <li>• Shop and office employees' Act</li> <li>• Establishments Code</li> <li>• Sri Lanka Institute of Development Administration Act (No. 09 of 1982)</li> <li>• Public Enterprises Circular</li> </ul>	<ul style="list-style-type: none"> <li>• Providing support for entering the institutional e-learning field through web development and training on Learning Management Systems.</li> <li>• Creation of learning opportunities for any subject with the participation of various scholars on request.</li> <li>• Organization of training courses to improve computer literacy.</li> <li>• Renting of the venue for workshops on computer</li> </ul>	<ul style="list-style-type: none"> <li>• Establishments Code</li> <li>• Financial Regulations</li> <li>• Procedural Rules of the Public Service Commission</li> <li>• Procurement Guidelines</li> </ul>

	<ul style="list-style-type: none"> <li>• Establishment Code of Sri Lanka Institute of Development Administration</li> <li>• Shop and office employees' Act</li> <li>• Establishments Code</li> <li>• Financial Regulations</li> <li>• Procedural Rules of the Public Service Commission</li> <li>• Procurement Guidelines</li> <li>• Public Administration Circulars</li> <li>• Circulars issued by the Presidential Secretariat</li> <li>• Public Finance Circulars</li> <li>• Management Services Circulars</li> <li>• Cabinet Memorandums</li> <li>• Right to Information Act</li> <li>• Extraordinary Gazettes</li> <li>• Agreements</li> <li>• Service Minutes and Schemes of Recruitment</li> </ul>	<ul style="list-style-type: none"> <li>• and information technology.</li> <li>• Providing facilities for conducting video conferences for business meetings and job interviews.</li> </ul>	<ul style="list-style-type: none"> <li>• Public Administration Circulars</li> <li>• Circulars issued by the Presidential Secretariat</li> <li>• Public Finance Circulars</li> </ul>
Management Reforms Division	<ul style="list-style-type: none"> <li>• Establishments Code</li> <li>• Sri Lanka Institute of Development Administration Act (No. 09 of 1982)</li> <li>• Public Enterprises Circular</li> <li>• Establishment Code of Sri Lanka Institute of Development Administration</li> </ul>	<ul style="list-style-type: none"> <li>• Community development project in rural villages.</li> <li>• Implementation of community development project in traditional villages.</li> <li>• Establishment of a society with positive norms through enhancement of cultural and religious centers</li> <li>• Enhancement of the living standards of low income families</li> </ul>	<ul style="list-style-type: none"> <li>• Establishments Code</li> <li>• Financial Regulations</li> <li>• Procedural Rules of the Public Service Commission</li> <li>• Procurement Guidelines</li> <li>• Public Administration Circulars</li> </ul>



	<ul style="list-style-type: none"> <li>• Shop and office employees' Act</li> <li>• Establishments Code</li> <li>• Financial Regulations</li> <li>• Procedural Rules of the Public Service Commission</li> <li>• Procurement Guidelines</li> <li>• Public Administration Circulars</li> <li>• Circulars issued by the Presidential Secretariat</li> <li>• Public Finance Circulars</li> <li>• Management Services Circulars</li> <li>• Cabinet Memorandums</li> <li>• Right to Information Act</li> <li>• Extraordinary Gazettes</li> <li>• Agreements</li> <li>• Service Minutes and Schemes of Recruitment</li> </ul>	<ul style="list-style-type: none"> <li>• Skill development of school children in rural areas</li> <li>• Construction of holiday resorts</li> <li>• Reservation and maintenance of holiday resorts</li> <li>• Staff management of holiday resorts</li> </ul>	<ul style="list-style-type: none"> <li>• Circulars issued by the Presidential Secretariat</li> <li>• Public Finance Circulars</li> </ul>
Internal Administration Division	<ul style="list-style-type: none"> <li>• Establishments Code</li> <li>• Financial Regulations</li> <li>• Procedural Rules of the Public Service Commission</li> <li>• Procurement Guidelines</li> <li>• Public Administration Circulars</li> <li>• Circulars issued by the Presidential Secretariat</li> <li>• Public Finance Circulars</li> </ul>	<ul style="list-style-type: none"> <li>• Updating approved cadre</li> <li>• All establishment activities including appointments, transfers and promotions of the staff of the Ministry</li> <li>• Creation of new posts</li> <li>• Supervision on tenders and agreements which are required to obtain utility services (security, sanitary)</li> <li>• Preparation of estimates for infrastructure facilities of the Ministry (building, water, electricity, telephone), calling of quotations, obtaining the services, maintenance and control over expenditure</li> </ul>	<ul style="list-style-type: none"> <li>• Establishments Code</li> <li>• Financial Regulations</li> <li>• Procedural Rules of the Public Service Commission</li> <li>• Procurement Guidelines</li> <li>• Public Administration Circulars</li> <li>• Circulars issued by the Presidential Secretariat</li> </ul>

	<ul style="list-style-type: none"> <li>• Management Services Circulars</li> <li>• Cabinet Memorandums</li> <li>• Right to Information Act</li> <li>• Extraordinary Gazettes</li> <li>• Agreements</li> <li>• Service Minutes and Schemes of Recruitment</li> </ul>	<ul style="list-style-type: none"> <li>• Activities relating to registration, assignment, insurance, maintenance, fuel of the vehicles under the Ministry and activities relating to the provision of vehicles from the pool</li> <li>• Activities relating to the appointment of temporary staff and consultants of honourable Ministers</li> <li>• Coordination of activities relating to Parliamentary Consultative Committee, Public Petition Committee, human resources, political victimization</li> <li>• Maintaining the tappol in the proper manner</li> <li>• Holding meetings of staff officers and activities relating to the management of auditorium</li> <li>• Activities relating to the activities of the record room</li> <li>• Maintaining properly reception and telephone exchange</li> <li>• Activities relating to translations</li> </ul>	<ul style="list-style-type: none"> <li>• Public Finance Circulars</li> </ul>
Housing and Development Division	<ul style="list-style-type: none"> <li>• Establishments Code</li> <li>• Financial Regulations</li> <li>• Procedural Rules of the Public Service Commission</li> <li>• Procurement Guidelines</li> <li>• Public Administration Circulars</li> <li>• Circulars issued by the Presidential Secretariat</li> <li>• Public Finance Circulars</li> <li>• Management Services Circulars</li> <li>• Cabinet Memorandums</li> <li>• Right to Information Act</li> </ul>	<ul style="list-style-type: none"> <li>• Allocation of government quarters to public officers and maintenance of such quarters</li> <li>• All the administrative and managerial functions connecting to housing project implemented under the Ministry and ensuring coordination with relevant parties</li> <li>• Any house belonging to the official and allocated for the temporary occupation of public officers on exigency of service are fallen under the category of official quarters. Taking action on official quarters</li> </ul>	<ul style="list-style-type: none"> <li>• Establishments Code</li> <li>• Financial Regulations</li> <li>• Procedural Rules of the Public Service Commission</li> <li>• Procurement Guidelines</li> <li>• Public Administration Circulars</li> <li>• Circulars issued by the Presidential Secretariat</li> </ul>

	<ul style="list-style-type: none"> <li>• Extraordinary Gazettes</li> <li>• Agreements</li> <li>• Service Minutes and Schemes of Recruitment</li> <li>• Recovery of the Possession of Government Quarters Act No. 07 of 1969 (Recovery of Possession)</li> </ul>		<ul style="list-style-type: none"> <li>• Public Finance Circulars</li> </ul>
Establishments Division	<p>The Head of the Establishments Division, which is under the Ministry of Public Administration, Management and Law &amp; Order is the Director General of Establishments. The Establishments division consists of seven units and unit 1, 2, 4 and 7 are under the supervision of Director of Establishments (1). Unit 3, 5 and 6 are under the supervision of Director of Establishments (2). In the meantime, Unit 7 is under the supervision of Deputy Director of Establishments whilst other units are supervised by Assistant Directors of Establishments. The Establishments Division assists the government for the formulation of policies in order to ensure the well-being of public service and public servants. In the meantime the Establishments Division provides definitions to the provisions of circulars issued by the Ministry of Public Administration, Management and Law &amp; Order and the provisions of the Establishments Code.</p>	<p><b>Director General of Establishments – Role</b></p> <ul style="list-style-type: none"> <li>• <b>Provision of the services on Establishment matters to public officers, government Ministries, departments, government institutions, any other party interested in public service and recognized trade unions</b></li> <li>• <b>Preparation of the draft of cabinet memorandums relevant to the scope of the Ministry of Public Administration, taking further action regarding the cabinet decisions and provision of observations regarding the cabinet memorandums.</b></li> <li>• <b>Taking action in administrative activities in collaboration with Public Service Commission, General Treasury, Department of Management Services, Department of Attorney General, Parliamentary Sub Committees and other Ministries.</b></li> <li>• <b>Provision of observations regarding the Establishments Code and relevant Public Administration Circulars.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Establishments Code</li> <li>• Procedural Rules of the Public Service Commission</li> <li>• Public Administration Circulars</li> <li>• Constitution</li> <li>• Legislations</li> <li>• Financial Regulations</li> <li>• Treasury Circulars</li> <li>• Pension Minute</li> </ul>

		<ul style="list-style-type: none"> <li>• <b>Formulation of policies relevant to public service</b></li> <li>• <b>Provision of guidelines to the officers for the formulation of policies</b></li> <li>• <b>Formulation of policies at national level on establishment matters and provision of required definitions</b></li> </ul> <p><b>Director of Establishments I – Role</b></p> <ul style="list-style-type: none"> <li>• Preparation of the policies relevant to public service under the supervision of the Director General of Establishments.</li> <li>• Providing the guidelines to the officers when preparing the said policies.</li> <li>• General administrative activities of the Establishments Division.</li> <li>• Assisting the Director General of Establishments in the management of the division obtaining the cooperation of the staff.</li> <li>• Supervision of the duties of Unit I, II, IV and VII.</li> </ul> <p><b>Director of Establishments II – Role</b></p> <ul style="list-style-type: none"> <li>• Formulating and defining national level policies with regard to establishment activities.</li> <li>• Providing guidelines to the officers when preparing the said policies.</li> </ul>	
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		<ul style="list-style-type: none"> <li>• Activities in relation to Departments, which have been closed down</li> <li>• Surveys and collecting data in relation to public service</li> <li>• Conducting the programme on productivity development</li> </ul> <p><b>Assistant Director of Establishments (Unit II) – Role</b></p> <ul style="list-style-type: none"> <li>• Policies of recruitment/ promotion to public service</li> <li>• Making recommendations for schemes of recruitment/ scheme of promotion/ revised schemes of recruitment/ schemes of recruitment of Technological Service and Scientific Service</li> <li>• Inquiries on scheduling the posts as pensionable posts</li> <li>• Implementation of official language policy</li> <li>• Activities in relation to making the qualifications equivalent in the certificates</li> </ul> <p><b>Assistant Director of Establishments (Unit III) – Role</b></p> <ul style="list-style-type: none"> <li>• General conduct and discipline of public officers</li> <li>• Maintaining the blacklist</li> <li>• Maintaining the list of Disciplinary Inquiry Officers</li> <li>• Policies on engaging the public officers in the services outside public service</li> <li>• Issues in relation to retirement</li> <li>• Vacation of post</li> </ul>	
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		<ul style="list-style-type: none"> <li>• Resignation</li> <li>• Issues on extension of service</li> <li>• Language incentives</li> <li>• Political rights</li> <li>• Disputes related to the profession (Political victimization)</li> </ul> <p><b>Assistant Director of Establishments (Unit IV) – Role</b></p> <ul style="list-style-type: none"> <li>• Formulating, revising and defining service minutes</li> <li>• Activities in relation to the staff of Hon. Cabinet of Ministers</li> <li>• Minute of the Secretaries</li> <li>• Policies and issued in relation to the confirmation of casual/ substitute employees</li> <li>• Activities in relation to labourer (training grades) (Report of Session V)</li> <li>• Reemployment of pensioners</li> <li>• Assistant Secretaries, who do not belong to Sri Lanka Administrative Service</li> </ul> <p><b>Assistant Director of Establishments (Unit V) – Role</b></p> <ul style="list-style-type: none"> <li>• Formulation of policies on salaries</li> <li>• Common salary revisions.</li> <li>• Preparing salary structures</li> <li>• Activities related to salary anomalies</li> <li>• Cost of living allowance</li> <li>• Allowances for acting and performing duties in the post</li> </ul>	
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		<ul style="list-style-type: none"> <li>• Efficiency Bar examinations</li> <li>• Appointments/ promotions/ antedating</li> <li>• Determining the seniority</li> <li>• Issues related to underemployed graduates</li> <li>• Issues in relation to the requests on confirmation in service/ period of probation</li> </ul> <p><b>Assistant Director of Establishments (Unit VI) – Role</b></p> <ul style="list-style-type: none"> <li>• Leave</li> <li>• Travelling expenses</li> <li>• Policies on official vehicles</li> <li>• Railway warrants</li> <li>• Duty hours</li> <li>• Agreements and bonds</li> <li>• Policies on Agrahara Insurance</li> <li>• Loan scheme for public employees</li> <li>• Government official quarters and holiday resorts</li> <li>• Office telephone/ mobile phones</li> <li>• Transfer policies</li> <li>• Policies on medical boards</li> <li>• Activities related to releasing for trade unions</li> <li>• Releasing for posts outside public service</li> </ul>	
Finance Division	<ul style="list-style-type: none"> <li>• Establishments Code</li> <li>• Financial Regulations</li> <li>• Procedural Rules of Public Service Commission</li> <li>• Procurement guidelines</li> </ul>	<p><b>Functions of the Procurement Branch</b></p> <ul style="list-style-type: none"> <li>• Preparation of procurement plans for the Ministry, appointment of Procurement Committees and Technical Evaluation Committees.</li> </ul>	<ul style="list-style-type: none"> <li>• Establishments Code</li> <li>• Financial Regulations</li> <li>• Procedural Rules of Public Service</li> </ul>



	<ul style="list-style-type: none"> <li>• Public Administration Circulars</li> <li>• Circulars issues by the Presidential Secretariats</li> <li>• Public Finance Circulars</li> <li>• Management Services Circulars</li> <li>• Cabinet Memorandums</li> <li>• Right to Information Act</li> <li>• Gazette Extra Ordinaries</li> <li>• Agreements</li> <li>• Service Minutes and Schemes of Recruitment</li> </ul>	<ul style="list-style-type: none"> <li>• Carrying out activities relating to store management</li> <li>• Assets management activities</li> </ul> <p><b>Functions of Financial Reporting Branch</b></p> <ul style="list-style-type: none"> <li>• Preparation of the annual estimates of the Ministry.</li> <li>• Activities relating to annual Board of Survey.</li> <li>• Taking action to table annual performance reports of the Ministry and Institutions under the Ministry at the Parliament.</li> <li>• Activities relating to the income on rental from government buildings -revenue head 02.02.01.01.</li> <li>• Providing answers for audit quarries.</li> </ul> <p>Activities relating to Public Accounts Committee and Committee on Public Enterprises.</p> <ul style="list-style-type: none"> <li>• Supervision of financial activities of the Ministry and Institutions under the Ministry</li> </ul> <p><b>Functions of the Payment Branch</b></p> <ul style="list-style-type: none"> <li>• Implementation of CIGAS programmes, submission of the monthly summary of accounts and maintenance of Cash Register.</li> <li>• Maintenance of Shroff Division, preparation of bank reconciliation statements and preparation of monthly accounts reconciliations reports.</li> <li>• Maintenance of Expenditure Ledgers.</li> <li>• Maintenance of General Deposit Accounts.</li> </ul>	<p>Commission</p> <ul style="list-style-type: none"> <li>• Procurement guidelines</li> <li>• Public Administration Circulars</li> <li>• Circulars issued by the Presidential Secretariat</li> <li>• Public Finance Circulars</li> </ul>
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		<p><b>Functions of the Payment Branch – Human Resources</b></p> <ul style="list-style-type: none"> <li>• Carrying out all the activities relating to payments including salaries and activities relating to the Advance Account of Public Officers.</li> <li>• Submission of information to the Department of Pensions regarding the recoveries to the Public Service Provident Fund.</li> <li>• Calculation of monthly pension and gratuity of retired officers and submission of these particulars to the respective Divisional Secretariat.</li> </ul>	
Combined Services Division	All establishments and administrative activities and appointment, promotions, disciplinary activities, transfers of all Combined Services.	<p><b>Director General of Combined Services shall be the authority for all establishments and administrative activities and appointment, promotions, disciplinary activities, transfers of all Combined Services.</b></p> <p><b>Unit I: Public Management Assistants’ Service – Grade I</b></p> <p>All establishments and administrative activities except appointments, transfers and disciplinary activities of the officers whose names start from L,M,V,W, who are in Grade I and III of : Public Management Assistants’ Service.</p>	<ul style="list-style-type: none"> <li>• Establishments Code</li> <li>• Financial Regulations</li> <li>• Procedural Rules of the Public Service Commission</li> <li>• Pension Minute</li> <li>• Service Minutes pertaining to each service</li> <li>• Circulars of Public Service Commission</li> <li>• Management Service Circulars</li> <li>• Public Administration Circulars</li> <li>• Combined Services Circulars</li> <li>• Service Minutes and Schemes of Recruitment</li> </ul>

		<p><b>Unit II: Public Management Assistants' Service – Grade II</b></p> <p>All establishments and administrative activities except appointments, transfers and disciplinary activities of the officers whose names start from S,T who are in Grade II and III of Public Management Assistants' Service.</p> <p><b>Unit III: Public Management Assistants' Service – Grade III</b></p> <p>All establishments and administrative activities except appointments, transfers and disciplinary activities of the officers whose names start with letters except L,M,V,W,S,T who are in Grade III</p> <p><b>Unit IV: Transfers of Public Management Assistants' Service</b></p> <p>Annual and non- annual transfers (General and mutual) of officers in Grade I, II and III of Public Management Assistants' Service.</p> <p><b>Unit V: Office Employees' Service</b></p> <p>All the establishment and administrative activities including appointment, transfers, promotions and retirement except disciplinary activities of the officers belonging to Office Employees' Service.</p>	
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		<p><b>Unit VI: Combined Drivers’ Service, Government Translators’ Service and Sri Lanka Librarians’ Service</b></p> <p>All the establishment and administrative activities including appointments, transfers, promotions and retirement except disciplinary activities of the officers belonging to Combined Drivers’ Service, Government Translators’ Service and Sri Lanka Librarians’ Service.</p> <p><b>Unit VII: Sri Lanka Information and Communications Service</b></p> <p>Establishments and administrative activities including appointments, transfers, promotions and retirement of the officers except disciplinary activities of the officers in Sri Lanka Information and Communications Service</p> <p>Carrying out activities connecting to e-HRM system and public administration cadre information system.</p> <p><b>Unit VIII: Development Officers’ Service</b></p> <p>All the establishment and administrative activities including appointments, transfers, promotions and retirement except disciplinary activities of Development Officers</p>	
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		<p><b>Recruitment and Examinations Unit</b></p> <ul style="list-style-type: none"> <li>• Activities relating to the recruitment to Sri Lanka Administrative Service, Government Translators' Service, Librarian Service, Sri Lanka Information and Communications Service and Public Management Assistants' Service</li> <li>• Organization of the induction training of the above services and maintaining the coordination with Sri Lanka Institute of Development Administration</li> <li>• Examination activities relating to Efficiency Bar of above services and Development Officers' Service</li> </ul> <p><b>Disciplinary Branch</b></p> <p>Disciplinary activities of the officers belonging to Sri Lanka Administrative Service and Combined services</p> <p><b>Policy Branch</b></p> <ul style="list-style-type: none"> <li>• Transfers, employment of contract basis, retirement and all other establishment and administrative activities except disciplinary activities of the officers in Supra Class of Public Management Assistants' Service</li> <li>• Providing answers to the correspondence made pertaining to the service by relevant Trade Unions to public Petitions Committee, Ombudsman's Office, Public Service Commission, Parliamentary Consultative</li> </ul>	
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		<p>Committee, Human Rights Commission.</p> <ul style="list-style-type: none"> <li>• Providing answers for oral questions raised in the Parliament pertaining to the service.</li> <li>• Activities relating to audit queries, legal activities and recommendations made by the Political Victimization Committee.</li> <li>• Submission of answers in relation to Central Government Service regarding the issues raised by Provincial Councils.</li> <li>• Taking necessary action regarding the issues arisen when action is taken as per the provisions of Public Management Assistants' Service and taking action for revision of Service Minutes.</li> <li>• Taking action regarding general matters, which are not relevant to the personal files of the officers in Grade I, II and III of Public Management Assistants' Service</li> </ul> <p><b>Administration Division</b></p> <ul style="list-style-type: none"> <li>• Delivery of tapol and confirmation of examination results received by the Combined Services Division among relevant divisions.</li> <li>• Activities relating to the attachment and release of officers to the Units of Combined Services Division.</li> <li>• Issuance of duty lists to Staff Officers of the Combined Services Division.</li> <li>• Preparation of the Administrative Report, annual estimates and other required reports for the Combined Services Division.</li> <li>• Activities relating to leave of the officers of the Combined Services Division.</li> </ul>	
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		<ul style="list-style-type: none"> <li>• Directing officers of Combined Services Division for foreign and local training courses.</li> <li>• Updating the inventories of Combined Services Division.</li> <li>• Ordering office equipment required by the Combined Services Division and taking action to hand over the disposed items to the Stores.</li> <li>• Activities relating to the annual Board of Survey of Combined Services Division.</li> <li>• Coordination of the programme “Tell the President”</li> </ul>	
Sri Lanka Administrative Service	The Sri Lanka Administrative Service Unit implements the decisions given by the Public Service Commission and the Cabinet of Ministers regarding Sri Lanka Administrative Service and carries out the activities relating to vesting of powers by the Public Service Commission on the approval of the Secretary or Additional Secretary (Public Administration)	<ul style="list-style-type: none"> <li>• Making recommendations to Public Service Commission on confirmation in service.</li> <li>• Taking action to publish the notices in the Government Gazette regarding the assumption of duties by officers, who are transferred.</li> <li>• Granting approval for leave to be spent out of Sri Lanka. (As per Section 23 of Chapter XII of Establishments Code)</li> <li>• Granting leave to be spent out of Sri Lanka for the field of subjects mentioned in the Service Minute.(Leave with full pay (As per Section 14 of Chapter XII of the Establishments Code)</li> <li>• Granting approval for no-pay leave to be spent out of Sri Lanka (Study/Employment/ Study and Employment) (As per Section 16 of Chapter XII of the Establishments Code)</li> <li>• Granting approval for no-pay leave to a spouse of a public officer, who has been attached to duties in a foreign country or granted study leave to be spent out of Sri Lanka and confirmed in the post.</li> </ul>	<ul style="list-style-type: none"> <li>• Minutes of Sri Lanka Administrative Service</li> <li>• Establishments Code</li> <li>• Financial Regulations</li> <li>• Procedural Rules of the Public Service Commission</li> <li>• Procurement Guidelines</li> <li>• Public Administration Circulars</li> <li>• Circulars issued by the Presidential Secretariat</li> <li>• Public Finance Circulars</li> </ul>

		<ul style="list-style-type: none"> <li>• Placing on the relevant salary step as per Para. 12 (III) of the Service Minute.</li> <li>• Submission of recommendations to the Public Service Commission for appointment on acting basis.</li> <li>• Submission of recommendations to the Public Service Commission regarding the release on secondment basis (As per Section 143 of Procedural Rules)</li> <li>• Submission of recommendations to the Public Service Commission regarding the promotions.</li> <li>• Submission of recommendations to the Public Service Commission regarding the retirement from service.</li> <li>• Submission of recommendations to the Cabinet of Ministers and Public Service Commission regarding the policy decisions of Sri Lanka Administrative Service.</li> <li>• Maintenance of seniority list.</li> <li>• Maintenance of vacancy list.</li> </ul>	
<p>Sri Lanka Engineering Service Division</p> <p>Director – 1</p> <p>Assistant Director - 1</p>	<p>The Appointing Authority and Disciplinary Authority for Engineers shall be the Public Service Commission</p>	<ul style="list-style-type: none"> <li>• Recruitment of new officers is made under open and limited streams.</li> <li>• Confirmation in the service</li> <li>• Promotions of service</li> <li>• Transfers among service stations</li> <li>• Extension of the period of probation</li> <li>• Disciplinary activities</li> <li>• Revision of Engineering Service Minute depending on the service requirements</li> <li>• Making recommendations for recruitment on contract basis.</li> <li>• Appointment to act in the post.</li> </ul>	<ul style="list-style-type: none"> <li>• Establishment’s Code</li> <li>• Procedural Rules of the Public Service Commission</li> <li>• Minute on Sri Lanka Engineering Service</li> <li>• Public Administration Circulars</li> <li>• Minute on the examinations conducted for Technical Officers – 1976</li> <li>• Circulars issued by the Engineering Services Division</li> </ul>



		<ul style="list-style-type: none"> <li>• Releasing officers for the service in Statutory Boards, Cooperation, Projects implemented under foreign grants.</li> <li>• Granting leave to be spent out of Sri Lanka for scholarships, training or employment and study abroad.</li> <li>• Retirement</li> <li>• Resignation from service</li> </ul>	
<p>Sri Lanka Scientific, Architect and Technological Service</p> <p>Director – 1</p> <p>Assistant Director - 1</p>	<p>The Appointing Authority and Disciplinary Authority for officers in Sri Lanka Scientific, Architect and Technological Service shall be the Public Service Commission.</p>	<p><b>Sri Lanka Scientific Service</b></p> <ul style="list-style-type: none"> <li>• Appointments, promotions and retirement of Sri Lanka Scientific Service</li> <li>• Calling particulars relating to recruitment under open stream from relevant Departments and making recommendations to the Public Service Commission preparing Gazette Notifications and submitting the names of the officers selected by interviews to the Public Service Commission along with recommendations.</li> <li>• Revision of Service Minute.</li> <li>• Making recruitments annually in the proper manner by way of updating the particulars of vacancies.</li> <li>• Making recommendations for policy decisions relating to the service.</li> <li>• Making remedial measures to the issues raised by the Trade Unions.</li> <li>• Maintenance of the seniority list of the officers</li> <li>• Organizing induction training and capacity building trainings for the officers in Sri Lanka Scientific Service</li> </ul>	<ul style="list-style-type: none"> <li>• Constitution</li> <li>• Cabinet memorandum</li> <li>• Gazette extra ordinary of the Government</li> <li>• Circulars</li> <li>• Procedural rules</li> <li>• Fauna and Flora Protection Ordinance</li> <li>• Right to Information Act</li> <li>• Forest Conservation Ordinance</li> <li>• Minutes on Sri Lanka Architects and Sri Lanka Technological Service</li> </ul>

		<ul style="list-style-type: none"> <li>• Making recommendations regarding the disciplinary inquiries conducted against officers</li> <li>• Making recommendations to the Department of Attorney General regarding the cases filed at the court by officers</li> <li>• Issuing results of Efficiency Bar examinations</li> <li>• Making recommendations for the notification on recruitments under limited stream.</li> <li>• Making recommendations for revision of scheme of recruitment.</li> </ul> <p><b>Sri Lanka Architects' Service</b></p> <ul style="list-style-type: none"> <li>• Appointments, promotions and retirement of Sri Lanka Architects' Service</li> <li>• Calling particulars relating to recruitment under open and limited streams from relevant Departments and making recommendations to the Public Service Commission preparing Gazette Notifications and submitting the names of the officers selected by interviews to the Public Service Commission along with recommendations.</li> <li>• Revision of Service Minute.</li> <li>• Making recruitments annually in the proper manner by way of updating the particulars of vacancies.</li> <li>• Making recommendations for policy decisions relating to the service.</li> <li>• Making remedial measures to the issues raised by the Trade Unions.</li> <li>• Maintenance of the seniority list of the officers</li> </ul>	
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		<ul style="list-style-type: none"> <li>• Organizing induction training and capacity building trainings for the officers in Sri Lanka Architects' Service</li> <li>• Making recommendations regarding the disciplinary inquiries conducted against officers</li> <li>• Making recommendations to the Department of Attorney General regarding the cases filed at the court by officers</li> <li>• Issuing results of Efficiency Bar examinations</li> </ul> <p><b>Sri Lanka Tehnological Service</b></p> <ul style="list-style-type: none"> <li>• Providing instructions on recruitment, promotion, Efficiency Bar Examination, Departmental Tests and the issue in Sri Lanka Technological service.</li> <li>• Providing recommendation to revise the designations in Sri Lanka Technological Service and absorption of posts.</li> <li>• Studying the issues presented by the Trade Unions of Sri Lanka Technological Service from time to time, explaining the matters in the Service Minute, obtaining relevant recommendations from relevant institutions, informing relevant institutions and trade unions on the same and submitting reommendations to the Public Service Commission wherever necessary.</li> <li>• Providing recommendations coordinating relevant institutions with regard to inquiries made on professional training certificates issued by various institutions.</li> </ul>	
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		<ul style="list-style-type: none"> <li>• Taking actions with regard to revision of Service Minutes.</li> <li>• Providing recommendation for the recruitment procedures prepared for list of designations for around 159 posts</li> <li>• Studying background of certain issues arise from time to time to take policy decisions and providing recommendation to the Public Service Commissions.</li> <li>• Studying issues in connection with confirmation in posts, promotions and technical duties which arise as a result of serving under different Heads of Departments in each Department and other administrative issues in coordination with the Advisory Board and providing recommendation to Public Service Commission.</li> <li>• Preparing gazette notifications with regard to Efficiency Bar Examinations and Promotions to the Special Grade, providing and obtaining recommendation, issuing results, providing period of relief and providing recommendation on promotions of Sri Lanka Technological Service.</li> <li>• General Administration</li> </ul>	
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<p>Sri Lanka Accountants' Service Division Director -1 Assistant Director -2</p>	<p>The Appointing Authority of the officers in Sri Lanka Accountants' Service is Public Service Commission.</p>	<ul style="list-style-type: none"> <li>• Recruitment</li> <li>• Confirmation in Service</li> <li>• Transfers</li> <li>• Sending certificates to the Department of Examination and Universities to verify the results.</li> <li>• Conducting Efficiency Bar Examinations.</li> <li>• Providing recommendations to the Public Service Commission on Promotions</li> <li>• Providing relevant recommendations on acting on a certain post, to the Public Service Commission</li> <li>• Approving leave to be spent out of Sri Lanka</li> <li>• Extension of Service and Sending on Retirement</li> <li>• Managing the Seniority List</li> <li>• Managing the list of vacancies</li> <li>• Providing recommendations to the Public Service Commission and the Cabinet of Ministers on policy decisions of Sri Lanka Accountants' Service.</li> <li>• Disciplinary Actions</li> </ul>	<ul style="list-style-type: none"> <li>• Establishments Code</li> <li>• Financial Regulations</li> <li>• Procedural Rules of the Public Service Commission</li> <li>• Procurement Guidelines</li> <li>• Public Administration Circulars</li> <li>• Presidential Circulars</li> <li>• Public Finance Circulars</li> <li>• Minute of Sri Lanka Accountants' Service Division</li> </ul>
<p>Sri Lanka Planning Service Division Director -1 Assistant Director -1</p>	<p>The Appointing and subject Authority of the officers in Sri Lanka Planning Service is Public Service Commission.</p>	<ul style="list-style-type: none"> <li>• Recruitment to Sri Lanka Planning Service Division</li> <li>• Confirmation in Sri Lanka Planning Service Division</li> <li>• Providing Grade Promotions</li> <li>• Transfers.</li> <li>• Conducting Efficiency Bar Examinations for the officers.</li> <li>• Extension of Service and Sending the officers in Sri Lanka Planning Service on retirement.</li> </ul>	<ul style="list-style-type: none"> <li>• Establishments Code</li> <li>• Financial Regulations</li> <li>• Procedural Rules of the Public Service Commission</li> <li>• Procurement Guidelines</li> <li>• Public Administration Circulars</li> <li>• Presidential Circulars</li> <li>• Public Finance Circulars</li> <li>• Minute of Sri Lanka Planning Service</li> </ul>
<p>Human Resources Division Senior Assistantt Secretary - 1</p>		<ul style="list-style-type: none"> <li>• Taking actions with regard to the payment of local training fees of the officers of this Ministry.</li> <li>• Collecting required information and maintainance of data bases required for a financial control with regard to payment of course fees.</li> </ul>	<ul style="list-style-type: none"> <li>• Establishments Code</li> <li>• Financial Regulations</li> </ul>

Assistantt Secretary - 1		<ul style="list-style-type: none"> <li>• Making aware the officers with regard to local training opportunities (Short term/ Post graduate degrees/ post graduate diplomas).</li> <li>• Obtaining training opportunities coordinating with local training institutes.</li> <li>• Identifying all local and foreign training requirements of all the officers under the Ministry.</li> <li>• Taking actions with regard to official foreign leave of all the officers belonging to other departments of this Ministry.</li> <li>• Making aware the officers on the long term foreign trainings through the Department of External Resources.</li> <li>• Nominating officers for short term foreign training.</li> <li>• Maintaining data bases and collecting information required for providing reports/ information for th purpose of selecting officers suitable for short term foreign trainings <ul style="list-style-type: none"> <li>○ Information with regrd to Foreign Training in which the officers took part.</li> <li>○ Qualifications of the Officers Particulars such as (Education, English Language Proficiency)</li> <li>○ Particulars of the officers who won productivity awards/ management competitions</li> </ul> </li> <li>• Preparing required reports/ proposals coordinating with the donor agencies and obtaining foreign training opportunities.</li> <li>• Taking actions with regard to foreign training received directl.</li> <li>• Following up the way the officers use their knolwedge and experience obtained at foreign trainings for the ddevelopment of their institutions.</li> <li>• Identifying the language training requirements of all the officers in this Ministry and implementing required programmes to meet such requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Procedural Rules of the Public Service Commission</li> <li>• Procurement Guidelines</li> <li>• Public Administration Crculars</li> <li>• Presidential Circulars</li> <li>• Public Finance Circulars</li> <li>• Agreements entered into by the two countries for foreign trainings.</li> </ul>
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		<ul style="list-style-type: none"> <li>• All measures related to provision of motor vehicle permits on concessionary basis to all qualified staff officers of the Ministry.</li> <li>• Organizing out bound training programmes.</li> <li>• Calling estimates related to the training courses at relevant districts for non management level public officers and providing allocations.</li> <li>• Conducting a full evaluation on training workshops and maintenance of records.</li> <li>• Identifying training requirements of the resource persons and coordinating to direct them for other training courses.</li> </ul>	
<p>Information Technology Division</p> <p>Senior Assistant Secretary - 1</p> <p>Assistantt Secretary - 1</p>		<ul style="list-style-type: none"> <li>• Providing internet facilities and email facilities to the staff of the Ministry.</li> <li>• Maintenance and development of the Website of the Ministry.</li> <li>• Development of data bases and software required for the branches of the Ministry.</li> <li>• Maintenance of computers and Local Area Network of the Ministry</li> <li>• Training the staff of the Ministry to improve their computer literacy.</li> <li>• Distributing the Public Administration Circulars via email and internet.</li> <li>• Providing Information Technology Services to the institutions of the Public Sector.</li> <li>• Introduction of information technology systems, management and management of third party suppliers who provide facilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Establishments Code</li> <li>• Financial Regulations</li> <li>• Procedural Rules of the Public Service Commission</li> <li>• Procurement Guidelines</li> <li>• Public Administration Circulars</li> <li>• Presidential Circulars</li> <li>• Public Finance Circulars</li> </ul>

<p>Investigation, Research and Operations Division Additional Secretary- 1 Senior Assistantt Secretary - 1 Assistant Secretary - 02</p>		<ul style="list-style-type: none"> <li>• Changing the weak methodologies of the public service at present to a better system preventing corruption and frauds.</li> <li>• Establishment and maintenance of a grievance management mechanism and improving traditional grievance management methodologies to a modern mechanism.</li> <li>• Take actions as an investigation unit when it is required for any public institution.</li> <li>• Establishing a strong investigation unit when taking actions with regard to the human resource of the public sector which is the main scope of this Ministry.</li> <li>• Taking action as a main source of data, information and experience required to the compliation of management policies and administrative reforms through formal investigation procedures.</li> <li>• Preventing every possible trend for corruption and fraud in the public sector through a formal and continuous process.</li> <li>• Taking actions in line with the Right to Information Act.</li> <li>• Launching publications relevant to the Ministry.</li> </ul>	<ul style="list-style-type: none"> <li>• Departmental circulars, administrative code and acts relevant to the institutions which are investigated.</li> <li>• Establishments Code</li> <li>• Financial Regulations</li> <li>• Procedural Rules of the Public Service Commission</li> <li>• Procurement Guidelines</li> <li>• Public Administration Circulars</li> <li>• Presidential Circulars</li> <li>• Public Finance Circulars</li> <li>• Right to Information Act</li> </ul>
<p>Internal Audit Division Internal Auditor -1</p>		<ul style="list-style-type: none"> <li>• Special attention is drawn to the following functions of F.R. 133 when the audit activities are carried out in the institutions under the supervision of the Ministry</li> <li>• To verify whether the internal inspection and administrative system operated within the Department/ Institution in order to avoid frauds and malpractices is</li> </ul>	<ul style="list-style-type: none"> <li>• Establishments Code</li> <li>• Financial Regulations</li> <li>• Procedural Rules of the Public</li> </ul>



		<p>successful in its activities and in the aspect planning.</p> <ul style="list-style-type: none"> <li>• Confirming the credibility of the accounts and other reports and examining whether the required information is provided by the accounting system applied for the purpose of preparing correct financial statements.</li> <li>• Evaluation of the quality of the performance of the staff of the institution in the performance of their duties and responsibilities.</li> <li>• Verifying as to what extent the assets of the Department/ Institution are protected from the possible damages.</li> <li>• Verifying whether the Establishment Code, Financial Regulations of the Government, Circulars and other instructions issued from time to time by the General Treasury and the Ministry in charge of the subject of public administration are followed properly.</li> <li>• Verifying the adequacy of the internal administrative system applied to avoid as well as review the wastage, useless and over expenses.</li> <li>• Inspection on the account procedure of the Department and the operations which causes certain expenses and verifying as to whether the properties and assets of the Department are utilized efficiently and economically.</li> <li>• Conducting special investigations wherever necessary.</li> <li>• Carrying out system analysis and performance analysis in order to ensure productive performance.</li> <li>• Taking action as per the instructions and guidelines issued from time to time by Department of Management</li> </ul>	<p>Service Commission</p> <ul style="list-style-type: none"> <li>• Procurement Guidelines</li> <li>• Public Administration Circulars</li> <li>• Presidential Circulars</li> <li>• Public Finance Circulars</li> </ul>
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		Audit, conducting the meetings of the Audit and Management Committee of the Ministry once in every three months, taking follow up action to verify the progress in the implementation of the decisions taken at such meetings are also fallen under the scope of this division.	
Pension Division Additional Secretary- 1 Assistantt Secretary - 1		<ul style="list-style-type: none"> <li>• Implementing the constitutional provisions of the Pension Minute, Widows and Orphans' Pension Act and other Acts.</li> <li>• Coordinating the administrative and development activities of the Pension Department.</li> <li>• Investigating the grievances and complaints submitted by the pensioners and their unions and taking action to solve the issues by coordinating with the relevant institutions as required.</li> <li>• Sending replies to the issues with regard to pensions in arrears, transfer of pensions, unclaimed pensions.</li> <li>• Informing the decisions of the Secretary, with regard to the payment of the pensions to the public officers who are sent on retirement under Section 12 and 15, to the relevant institutions.</li> <li>• Activities relevant to performing of other functions assigned to the Secretary, Public Administration by the Pension Minute.</li> <li>• Carrying out the activities relevant to the revision of various Acts and Ordinances in relation to the Pension Minute and pensions.</li> <li>• Coordinating with all the relevant institutions and officers in performing the functions relevant to the pensions.</li> </ul>	<ul style="list-style-type: none"> <li>• Pension Minute and its Revisions</li> <li>• Widows' and Orphans' Act No. 01 of 1989 and the amendments made to the same</li> <li>• Widowers' and Orphans' Act No. 24 of 1983 and the amendments made to the same</li> <li>• Procedural Rules of the Public Service Commission</li> <li>• Sections 33 and 36, Chapter XLVIII of the Establishments Code</li> <li>• All Pension Circulars</li> <li>• Public Administration Circulars in relation to pensions</li> <li>• Widows' and Orphans' Pension Scheme (Armed Forces) Act No. 18 of 1970</li> </ul>

## 7. Ministries and Authorities (Relevant to Public Administration and Management Division)

Tasks and Functions	Sources for such powers
<ul style="list-style-type: none"> <li>• Compilation, following up and evaluation of the policies, programmes and projects relevant to the scopes of Public Administration and Management and the scope of the department and Statutory Boards i.e. Sri Lanka Institute of Development Administration, Distance Learning Center, Pension Department, Public Service Pensioners Trust Fund and Productivity Secretariat.</li> <li>• Administration and Personnel Management of the following Services. <ul style="list-style-type: none"> <li>I. Sri Lanka Administrative Service</li> <li>ii. Sri Lanka Accountants' Service</li> <li>iii. Sri Lanka Planning Service</li> <li>iv. Sri Lanka Engineering Service</li> <li>V. Sri Lanka Scientific Service</li> <li>vi. Sri Lanka Architects' Service</li> <li>Vii. Sri Lanka Tehnological Service</li> </ul> </li> <li>• Administration of Combined Services.</li> <li>• Functions under the Establishments Code</li> <li>• Public Service Training</li> <li>• Preparation and implementation of policies and programmes to improve national productivity.</li> <li>• Implementation of Pension Minute</li> <li>• All actions related to government pension scheme</li> <li>• Promoting good governance in government in order to achieve development objectives.</li> <li>• Introducing modern good governance concepts.</li> <li>• Compiling policies and implementing them with the aim of creating a public</li> </ul>	<ul style="list-style-type: none"> <li>• Establishments Code</li> <li>• Financial Regulations</li> <li>• Procedural Rules of the Public Service Commission</li> <li>• Procurement Guidelines</li> <li>• Public Administration Circulars</li> <li>• Presidential Circulars</li> <li>• Public Finance Circulars</li> </ul>

<p>service which gives priority to the expectations of the public.</p> <ul style="list-style-type: none"> <li>Supervising all the functions entrusted to the institutions namely Sri Lanka Institute of Development Administration, Distance Learning Center, Pensions Department, Public Service Pensioners' Trust Fund and Productivity Secretariat,</li> </ul>	
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Ministries and Authorities (Relevant to Public Administration and Management Division)

<p><b>Tasks and Functions</b></p>	<p><b>Laws, regulations, instruction manuals and other record categories used in carrying out functions and powers.</b></p>
<ul style="list-style-type: none"> <li>Compilation, following up and evaluation of the policies, programmes and projects relevant to the scopes of Public Administration and Management and the scope of the department and Statutory Boards i.e. Sri Lanka Institute of Development Administration, Distance Learning Center, Pension Department, Public Service Pensioners Trust Fund and Productivity Secretariat,</li> <li>Administration and Personnel Management of the following Services. <ul style="list-style-type: none"> <li>I. Sri Lanka Administrative Service</li> <li>ii. Sri Lanka Accountants' Service</li> <li>iii. Sri Lanka Planning Service</li> <li>iv. Sri Lanka Engineering Service</li> <li>V. Sri Lanka Scientific Service</li> <li>vi. Sri Lanka Architects' Service</li> <li>vii. Sri Lanka Tehnological Service</li> </ul> </li> <li>Administration of Combined Services.</li> <li>Functions under the Establishments Code</li> <li>Public Service Training</li> <li>Preparation and implementation of policies and programmes to improve national productivity.</li> <li>Implementation of Pension Minute</li> <li>All actions related to government pension scheme</li> </ul>	<ul style="list-style-type: none"> <li>Compulsory Public Service Act (No 70 of 1961)</li> <li>Sri Lanka Institute of Development Administration Act (No 09 of 1982)</li> <li>Widowers' and Orphans' Pension Act (No 24 of 1983)</li> <li>Widows' and Orphans' Pension Ordinance (No 1 of 1898)</li> <li>Widows' and Orphans' Pension Scheme (Armed Forces) (No. 60 of 1998)</li> <li>Widows' and Orphans' Pension Scheme (Armed Forces) (No. 18 of 1970)</li> <li>Public Service Pensioners Trust Fund Act (No 40 of 1999)</li> <li>Government Quarters (Recovery of Possession) Act (No 07 of 1969)</li> <li>Public Service Provident Fund Ordinance (No 18 of 1942)</li> <li>Prize Competition Act (No 37 of 1957)</li> <li>All other minutes relevant to the subjects mentioned above which have not been assigned specifically to another Minister</li> <li>Shops and Office Employees Act</li> <li>Public Enterprise Circulars</li> <li>Service Minutes and Recruitment Procedures</li> </ul>

<ul style="list-style-type: none"> <li>• Promoting good governance in government in order to achieve development objectives.</li> <li>• Introducing modern good governance concepts.</li> <li>• Compiling policies and implementing them with the aim of creating a public service which gives priority to the expectations of the public.</li> <li>• Supervising all the functions entrusted to the institutions namely Sri Lanka Institute of Development Administration, Distance Learning Center, Pensions Department, Public Service Pensioners' Trust Fund and Productivity Secretariat,</li> </ul>	
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9. Facilities available to the Citizens to obtain information

Website of the Ministry - [www.pubad.gov.lk](http://www.pubad.gov.lk)

E-mail - [info@pubad.gov.lk](mailto:info@pubad.gov.lk)

10. Revenue and expenditure relevant to the past 6 Months

(a) Revenue/ Government Allocation

<b>Programme</b>	<b>Vote</b>	<b>Annual Estimate</b>	<b>Six Monthly Actual Income</b>
01	130	Rs. 900 Mn	Rs. 439.55 Mn

(b) Expenses

<b>Programme</b>	<b>Vote</b>	<b>Annual Estimate</b>	<b>Six Monthly Actual Expenses</b>
01	130	Rs. 2,132 Mn	Rs. 770 Mn

11. Annual development and service plan (Main content)

- Information is available on the web site of the Ministry ([www.pubad.gov.lk](http://www.pubad.gov.lk))

12. Summary notes of the annual development and service plan and the performance assessment report

- Information is available on the web site of the Ministry ([www.pubad.gov.lk](http://www.pubad.gov.lk))

13. Designated Information Officers

**Ministry of Public Administration, Management and Law & Order (Public Administration and Management Division)**

Name :- Mrs. B.M.M.M. Basnayaka  
Post/ Posts :- Additional Secretary (Investigation and Monitoring)  
Telephone Number :- 011 2676433  
E-mail address of the institution :- [info@pubad.gov.lk](mailto:info@pubad.gov.lk)

**National Productivity Secretariat**

Name :- Mr. W.M.D. Suranga Gunarathna  
Post/ Posts :- Additional Director  
Telephone Number :- 011 2187100

Name :- Mrs. J.M.M.W. Jayasingha  
Post/ Posts :- Assistant Director  
Telephone Number :- 011 2186029  
E-mail address of the institution :- [nps@productivity.lk](mailto:nps@productivity.lk)

**Department of Pensions**

Name :- Mr. A.Jagath D. Dias  
Post/ Posts :- Director General of Pensions  
Telephone Number :- 011 2431647

Name :- Mr. K.R. Pathmapriya  
Post/ Posts :- Director (Organization and Development)  
Telephone Number :- 011 2320045  
E-mail address of the institution :- [dg@pensions.gov.lk](mailto:dg@pensions.gov.lk)

**Sri Lanka Institute of Development Administration**

Name :- Mrs. Kumari Jayasekara

Post/ Posts :- Director General

Telephone Number :- 011 5980202

Name :- Dr. Sepali Sudasingha

Post/ Posts :- Senior Advisor

Telephone Number :- 011 5980200

E-mail address of the institution :- [mail@slida.lk](mailto:mail@slida.lk)

Signature of the Minister

Date

**Report which should be published in regard to projects under the Section 9 of the Right to Information Act No. 12 of 2016 – Communication guidelines**

1. Ministry/ Department/ Institution : Ministry of Public Administration, Management and Law and Order
2. Institution which carries out the project : Ministry of Public Administration, Management and Law and Order
3. Project Report

- (a) Name and nature of the project – Nila Piyasa- project of official quarters- Monaragala district

Location of the project (Region, province, district, division and place) – Uva Province, Monaragala district, Land where old official quarters belonging to the Monaragala District Secretariat are situated.

Proposed date of commencement – 20.07.2017

Proposed date of completion – 18.01.2019

- (b) Project

Objectives and goals – Construction of buildings for providing hostel facilities for public officers

Expected benefits

Target beneficiaries – public officers

Groups of citizens affected by the project –

If any communication has been made to them the details of the same and arrangement for indemnity

- (c) Total estimated cost – 200 millions

Source of financial provisions (local/ foreign provisions separately) – local

In case of a public- private partnership project, mention the financial partnership separately and mention the benefits/advantages entitled to the private party.



- (d) Dates on which approvals for the proposed projects were obtained from the relevant authorities (National Planning Committee, Economic Development Committee, Cabinet of Ministers, Board of Investment, Provincial Council, Environment Authority etc.)

<u>Relevant Authority</u>	<u>Date of Approval</u>
Cabinet of Ministers	17.08.2016
Pradeshiya Sabha - Moneragala	30.03.2017
Urban Development Authority	It has been requested

- (e) If the following matters are relevant, the dates on which they were fulfilled.

<b>Matter</b>	<b>Relevance</b>	<b>Date</b>
1. Feasibility study	Relevant	-
2. Invitation of bids	Relevant	07.04.2017
3. Bid evaluation (Financial/ Technical)	Relevant	18.05.2017
4. Procurement Committees	Relevant	05.06.2017
5. Award of contracts	Relevant	21.06.2017
6. Entering into agreement	Relevant	03.07.2017

If there are environmental impacts, availability of the environmental impact assessment and the institution which carried out the evaluation – No

- (f) Details of the supplier/ contractor

Name : Central Engineering Services (Pvt.) Ltd.  
 Company :  
 Address : Central Engineering Services (Pvt.) Ltd., Badulla branch,  
 37/2A, Bandaranayaka Mawatha, Badulla

- (g) Name, post, address, telephone number and e-mail address of the officer from whom further information can be obtained

Name : Shantha Weerasingha  
 Post : Senior Assistant Secretary (Housing and Development)  
 Address : Ministry of Public Administration, Management and Law and Order,  
 Independence Square, Colombo 07  
 Tele : 0112692633  
 Email : [shanweerasinghe67@gmail.com](mailto:shanweerasinghe67@gmail.com)

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 Date

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 Signature of the Minister

**Report which should be published in regard to projects under the Section 9 of the Right to Information Act No. 12 of 2016 – Communication guidelines**

1. Ministry/ Department/ Institution : Ministry of Public Administration, Management and Law and Order
2. Institution which carries out the project : Ministry of Public Administration, Management and Law and Order
3. Project Report

- (a) Name and nature of the project – Nila Piyasa project of official quarters- Gampaha district

Location of the project (Region, province, district, division and place) – Western Province, Gampaha district, Kelaniya Inn Thanayamwatta

Proposed date of commencement – 29.07.2017

Proposed date of completion – It has been extended up to 31.08.2018

- (b) Project

Objectives and goals – Construction of buildings for providing hostel facilities for public officers

Expected benefits

Target beneficiaries – public officers

Groups of citizens affected by the project –

If any communication has been made to them the details of the same and arrangement for indemnity

- (c) Total estimated cost – 180 millions

Source of financial provisions (local/ foreign provisions separately) – local

In case of a public- private partnership project, mention the financial partnership separately and mention the benefits/advantages entitled to the private party.

(d) Dates on which approvals for the proposed projects were obtained from the relevant authorities (National Planning Committee, Economic Development Committee, Cabinet of Ministers, Board of Investment, Provincial Council, Environment Authority etc.)

<u>Relevant Authority</u>	<u>Date of Approval</u>
Cabinet of Ministers	17.08.2016

- Submission has been made to Urban Development authority in order to obtain approval for green buildings.
- A request has been made to the Pradheshiya Sabha to obtain the Street Line Certificate.

(e) If the following matters are relevant, the dates on which they were fulfilled.

Matter	Relevance	Date
1. Feasibility study	Relevant	-
2. Invitation of bids	Relevant	19.05.2017
3. Bid evaluation (Financial/ Technical)	Relevant	05.07.2017
4. Procurement Committees	Relevant	07.07.2017
5. Award of contracts	Relevant	28.07.2017
6. Entering into agreement	Relevant	31.07.2017

If there are environmental impacts, availability of the environmental impact assessment and the institution which carried out the evaluation – No

(f) Details of the supplier/ contractor

Name: Link Engineering (Pvt.) Ltd.

Address: Link Engineering (Pvt.) Ltd., No.32, 2<sup>nd</sup> floor, Galle Road, Dehiwala

(g) Name, post, address, telephone number and e-mail address of the officer from whom further information can be obtained

Name : Shantha Weerasingha

Post : Senior Assistant Secretary (Housing and Development)

Address : Ministry of Public Administration, Management and Law and Order,  
Independence Square, Colombo 07

Tele : 011- 2 692633

Email : [shanweerasinghe67@gmail.com](mailto:shanweerasinghe67@gmail.com)

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Date

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Signature of the Minister

**Report which should be published in regard to projects under the Section 9 of the Right to Information Act No. 12 of 2016 – Communication guidelines**

1. Ministry/ Department/ Institution : Ministry of Public Administration, Management and Law and Order
2. Institution which carries out the project : Ministry of Public Administration, Management and Law and Order
3. Project Report

- (a) Name and nature of the project – Nila Piyasa- project of official quarters- Kandy district

Location of the project (Region, province, district, division and place) – Central Province, Kandy district, Asgiriya, Ertler Hill Estate

Proposed date of commencement – 14.12.2017

Proposed date of completion – 30.09.2018

- (b) Project

Objectives and goals – Construction of buildings for providing hostel facilities for public officers

Expected benefits

Target beneficiaries – public officers

Groups of citizens affected by the project –

If any communication has been made to them the details of the same and arrangement for indemnity

- (c) Total estimated cost – 67 millions

Source of financial provisions (local/ foreign provisions separately) – local

In case of a public- private partnership project, mention the financial partnership separately and mention the benefits/advantages entitled to the private party.

- (d) Dates on which approvals for the proposed projects were obtained from the relevant authorities (National Planning Committee, Economic Development Committee, Cabinet of Ministers, Board of Investment, Provincial Council, Environment Authority etc.)

Relevant Authority  
Cabinet of Ministers

Date of Approval  
17.08.2016

(e) If the following matters are relevant, the dates on which they were fulfilled.

<b>Matter</b>	<b>Relevance</b>	<b>Date</b>
1. Feasibility study	Relevant	-
2. Invitation of bids	Relevant	12.10.2017
3. Bid evaluation (Financial/ Technical)	Relevant	20.11.2017
4. Procurement Committees	Relevant	23.11.2017
5. Award of contracts	Relevant	04.12.2017
6. Entering into agreement	Relevant	08.12.2017

If there are environmental impacts, availability of the environmental impact assessment and the institution which carried out the evaluation – No

(f) Details of the supplier/ contractor

Name : K.G.S. Kondasingha  
Company : Kondasingha Constructions  
Address : No. 27/2, Navalapitiya Road, Gampola

(g) Name, post, address, telephone number and e-mail address of the officer from whom further information can be obtained

Name : Shantha Weerasingha  
Post : Senior Assistant Secretary (Housing and Development)  
Address : Ministry of Public Administration, Management and Law and Order,  
Independence Square, Colombo 07  
Tele : 011-2 692633  
Email : [shanweerasinghe67@gmail.com](mailto:shanweerasinghe67@gmail.com)

.....  
Date

.....  
Signature of the Minister

**Report which should be published in regard to projects under the Section 9 of the Right to Information Act No. 12 of 2016 – Communication guidelines**

1. Ministry/ Department/ Institution : Ministry of Public Administration, Management and Law and Order
2. Institution which carries out the project : Ministry of Public Administration, Management and Law and Order
3. Project Report

- (a) Name and nature of the project – Nila Piyasa- project of official quarters- Polonnaruwa district

Location of the project (Region, province, district, division and place) – North Central Province, Polonnaruwa district, Hingurakgoda

Proposed date of commencement – 22.03.2018

Proposed date of completion – 21.03.2019

- (b) Project

Objectives and goals – Construction of buildings for providing hostel facilities for public officers

Expected benefits

Target beneficiaries – public officers

Groups of citizens affected by the project – Not relevant

If any communication has been made to them the details of the same and arrangement for indemnity

- (c) Total estimated cost – 180 millions

Source of financial provisions (local/ foreign provisions separately) – local

In case of a public- private partnership project, mention the financial partnership separately and mention the benefits/advantages entitled to the private party.

- (d) Dates on which approvals for the proposed projects were obtained from the relevant authorities (National Planning Committee, Economic Development Committee, Cabinet of Ministers, Board of Investment, Provincial Council, Environment Authority etc.)

Relevant Authority  
Cabinet of Ministers

Date of Approval  
17.08.2016

(e) If the following matters are relevant, the dates on which they were fulfilled.

<b>Matter</b>	<b>Relevance</b>	<b>Date</b>
1. Feasibility study	Relevant	-
2. Invitation of bids	Relevant	12.10.2017
3. Bid evaluation (Financial/ Technical)	Relevant	12.10.2017
4. Procurement Committees	Relevant	15.11.2017
5. Award of contracts	Relevant	28.11.2017
6. Entering into agreement	Relevant	24.11.2017

If there are environmental impacts, availability of the environmental impact assessment and the institution which carried out the evaluation – No

(f) Details of the supplier/ contractor

Name: Link Engineering (Pvt.) Ltd.

Address: Link Engineering (Pvt.) Ltd., No.32, 2<sup>nd</sup> floor, Galle Road, Dehiwala

(g) Name, post, address, telephone number and e-mail address of the officer from whom further information can be obtained

Name : Shantha Weerasingha

Post : Senior Assistant Secretary (Housing and Development)

Address : Ministry of Public Administration, Management and Law and Order,  
Independence Square, Colombo 07

Tele : 011- 2 692633

Email : [shanweerasinghe67@gmail.com](mailto:shanweerasinghe67@gmail.com)

.....  
Date

.....  
Signature of the Minister

**Report which should be published in regard to projects under the Section 9 of the Right to Information Act No. 12 of 2016 – Communication guidelines**

1. Ministry/ Department/ Institution : Ministry of Public Administration, Management and Law and Order
2. Institution which carries out the project : Ministry of Public Administration, Management and Law and Order
3. Project Report

- (a) Name and nature of the project – Nila Piyasa- project of official quarters- Colombo district

Location of the project (Region, province, district, division and place) – Western Province, Colombo district, No.04, Hector Kobbekaduwa Mawatha, Colombo 07

Proposed date of commencement – 19.06.2018

Proposed date of completion – 03.01.2020

- (b) Project

Objectives and goals – Construction of buildings for providing hostel facilities for public officers

Expected benefits

Target beneficiaries – public officers

Groups of citizens affected by the project –

If any communication has been made to them the details of the same and arrangement for indemnity

- (c) Total estimated cost – 700 millions

Source of financial provisions (local/ foreign provisions separately) – local

In case of a public- private partnership project, mention the financial partnership separately and mention the benefits/advantages entitled to the private party.

- (d) Dates on which approvals for the proposed projects were obtained from the relevant authorities (National Planning Committee, Economic Development



Committee, Cabinet of Ministers, Board of Investment, Provincial Council, Environment Authority etc.)

<u>Relevant Authority</u>	<u>Date of Approval</u>
Cabinet of Ministers	07.06.2017
Central Environmental Authority	04.04.2018
Fire Service Department	08.12.2017
Ceylon Electricity Board	22.02.2018
Department of Water Supply and Drainage (C.M.C.)	03.03.2018
National Water Supply and Drainage Board	20.02.2018
Solid Waste Management Division (C.M.C.)	29.03.2018
Urban Development Authority	It has been requested

(e) If the following matters are relevant, the dates on which they were fulfilled.

<b>Matter</b>	<b>Relevance</b>	<b>Date</b>
1) Feasibility study	Relevant	-
2) Invitation of bids	Relevant	09.03.2018
3) Bid evaluation (Financial/ Technical)	Relevant	11.04.2018
4) Procurement Committees	Relevant	12.04.2018
5) Award of contracts	Relevant	05.06.2018
6) Entering into agreement	Relevant	22.06.2018

If there are environmental impacts, availability of the environmental impact assessment and the institution which carried out the evaluation – No

(a) Details of the supplier/ contractor

Name : Central Engineering Services (Pvt.) Ltd.  
 Company : -  
 Address : Central Engineering Services (Pvt.) Ltd., No.415, Bauddaloka Mawatha, Colombo 07

(b) Name, post, address, telephone number and e-mail address of the officer from whom further information can be obtained

Name : Shantha Weerasingha  
 Post : Senior Assistant Secretary (Housing and Development)  
 Address : Ministry of Public Administration, Management and Law and Order, Independence Square, Colombo 07  
 Tele : 0112692633  
 Email : [shanweerasinghe67@gmail.com](mailto:shanweerasinghe67@gmail.com)

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 Date

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 Signature of the Minister