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The Gazette of the Democratic Socialist Republic of Sri Lanka

EXTRAORDINARY

අංක 1670/32 - 2010 සැප්තැම්බර් 10 වැනි සිකුරාදා - 2010.09.10

No. 1670/32 - FRIDAY, SEPTEMBER 10, 2010

(Published by Authority)

PART I : SECTION (I) — GENERAL

Government Notifications

SRI LANKA PLANNING SERVICE MINUTE

IN terms of the Minute on the Sri Lanka Planning Service published in the *Gazette (Extra Ordinary)* No. 345/40 dated 19th April, 1985 of the Democratic Socialist Republic of Sri Lanka and amendments made from time to time to the amended Minute published in the *Gazette (Extra Ordinary)* No.1134/5 dated 30th May, 2000 the following Minute on the Sri Lanka Planning Service is published without prejudice to any action taken or purported to be taken thereunder.

P.B.JAYASUNDARA,
Secretary,
Ministry of Finance and Planning.

07th September, 2010,
Ministry of Finance and Planning,
Colombo 01.

MINUTE ON THE SRI LANKA PLANNING SERVICE

1. Affiliated institutes

- 1.1. Department : Ref. No. : Date :
- 1.2. Ministry, Finance & Planning Ref. No: PSB/1/7/1 Date : 22.06.2010.
- 1.3. Approval of posts by the Director General of Management Services
RefNo: DMS/C/4/FP/21
Date: 01.04.2009/13.10.2009
- 1.4. Recommendation of the Director General of Establishments
Ref. No. EST-4/MINUT/04/07/03
Date: 12.03.2010
- 1.5. Recommendation of the National Salaries and Cadres Commission
Ref. No. NSCC/2/1/6/1/14
Date : 15.02.2010
- 1.6. Approval by the Cabinet of the Ministers
Ref. No.
Date:

2. Particulars regarding the appointing authority

2.1. Appointing authority : Public Service Commission

3. Particulars regarding category of officers

3.1. Officer Group - Senior Executive

3.2. Grades Executive

Executive - Grade III

Grade II

Grade I

Senior Executive - Special Grade

3.3. Common definition regarding the work entrusted

The persons holding posts in this service should perform activities relating to the role of planning entrusted to the Head of Institute and activities pertaining to the subject of planning specifically entrusted by the Head of Institute. Under this, planning to achieve goals of the respective institutions and related guidelines formulation of strategies, their implementation, planning, implementation, operation and evaluation of policies / strategies/plans/ programmes/projects, required for socioeconomic and matters incidental thereto belong to this service.

4. Nature of the post Permanent and Pensionable.

5. Salaries

5.1. Salary code No. : Senior Executive : SL-3-2006

Executive : SL-1-2006

5.2. Salary scale: Senior Executive : SL-3-2006 Rs. 42,390-12x1310- Rs. 58,110/=

Executive SL-1-2006. Rs. 22,935-10x645-8x790-17x1050-Rs. 53,555/=

5.3. Initial salary step relating to the Grading System

<i>Grade</i>	<i>Salary step</i>	<i>Salary point (Rs)</i>
Grade III	1(SL-1-2006)	Rs.22,935/-
Grade II	12(SL-1-2006)	Rs.30,175/-
Grade I	20(SL-1-2006)	Rs.36,755/-
Special Grade	1(SL-3-2006)	Rs.42,390/-

6. Posts belonging to the category of officers

6.1. Approved designation, approved cadre and work assigned to such posts.

<i>Approved designation</i>	<i>Approved cadre</i>	<i>Functions</i>
Assistant Director (Planning)	832	Preparation of planning guidelines and strategies relating to the achievement of goals pertaining to the scope entrusted to the institute and Planning implementation, operation and evaluation of policies, strategies/plans/ programmes/projects required for socioeconomic development.
Deputy Director (Planning)		
Director (Planning)		Preparation of planning guidelines and strategies relating to the achievement of goals pertaining to the scope entrusted to the institute and planning, implementation, operation, evaluation and supervision of policies, strategies/plans/ programmes/projects.
Special Grade		

6.2. Number of combined officers : 832 (Grade III, II, I and Special Grade)

Note. This number of employees may change from time to time due to exigencies of service.

7. Method of Recruitment

7.1. Ratio of recruitment

<i>Stream</i>	<i>Percentage</i>
Open	75%
Limited	25%

7.2. Open Recruitment

7.2.1. *Recruitment Grade* : Sri Lanka Planning Service – Grade III

7.2.2. *Qualifications* :

7.2.2.1. Educational Qualifications

Possession of a degree with first class or second class obtained from a University recognized by the University Grants Commission

OR

Possession of a degree from a university recognized by the University Grants Commission or post graduate Diploma with course duration of not less than one year awarded by a University recognized by the University Grants Commission or a Training Institute established by a Parliamentary Act.

7.2.2.2. Professional Qualifications : Not applicable

7.2.2.3. Experience : Not applicable

7.2.2.4. Physical Fitness : Every applicant should be physically fit to serve in any Part of Sri Lanka.

7.2.2.5. Others

- (i) Must be a Citizen of Sri Lanka,
- (ii) Must be of good moral character,
- (iii) No candidate will be allowed to sit the open competitive examination more than twice,
- (iv) Any person holding a priesthood in any religious sect will not be eligible to sit this examination,
- (v) Date of eligibility, A person will be treated as eligible to sit an examination for appointment to the service, if the candidate has fulfilled all required qualifications referred to in para 7.2.2 above on the date of publication of the notice calling for applications in the *Gazette* notification. Copies of certificates in support of qualifications should be forwarded with the application.

7.2.3. *Age* :

7.2.3.1. *Minimum age* : 22 years
calling for

7.2.3.2. *Maximum age* : 28 years

} On the date of publication of the notice
applications

7.2.4. *Method of Recruitment* :

7.2.4.1. Written Examination (See appendix “a”)

<i>Subjects</i>	<i>Maximum Marks</i>	<i>Pass Marks (Minimum)</i>
Comprehension	100	40
Intelligence Test	100	40
General Awareness	100	40

7.2.4.1. 1. Conducting Authority

Commissioner General of Examinations on behalf of the Appointing Authority

7.2.4.2. *Professional Examination*

Not applicable

7.2.4.2.1. Conducting Authority - Not applicable

7.2.4.3. *Structured Interview*

Appointing authority – Not applicable

7.2.4.4. *General Interview (Marks are not allotted)*

Objectives to be achieved

Ascertain whether the qualifications stipulated in the Sri Lanka Planning Service Minute and the *Gazette* notification published in terms of the minute have been fulfilled and test the physical fitness.

Note. The appointing authority will decide the number of applicants to be called for the interview on the marks scored by them at the written examination in order of merit and according to the relevant number of vacancies.

7.2.4.4.1. General Interview Board

Appointing Authority – Public Service Commission

7.2.5. Method of calling for applications : By publication in the *Gazette*

7.3. Limited Recruitment

7.3.1. *Recruitment Grade* : Sri Lanka Planning Service, Grade III

7.3.2. *Qualifications*

7.3.2.1. Educational qualifications : Possession of a degree from a university recognized by the University Grants Commission

7.3.2.2. Professional Qualifications : Not applicable

7.3.2.3. *Experience*

Should have completed not less than five years of uninterrupted, permanent and satisfactory period of service in a permanent post in Government or Local Government Service which carries a salary scale of MN-1-2006(A) or above and possessing qualifications set out in 7.3.2.1 above on or before the date of publication of the notice calling for applications in the *Gazette*.

7.3.2.4. *Physical fitness*

Should be physically fit in all respects to serve in any part of Sri Lanka.

7.3.2.5. *Others*

- (i). Applicants should be of excellent moral character
- (ii). Should have earned all increments on the due dates during the preceding five years.
- (iii). Should have put in a satisfactory period of service during the preceding five years of the date of publication of the notice calling for application in the *Gazette*.
- (iv). No candidate will be allowed to sit the limited competitive examination more than twice.
- (v). Any person holding a priesthood in any sect of a religion is ineligible to sit this examination
- (vi). Date of eligibility

A candidate will be deemed to have fulfilled all requirements to appear for the examination for appointment to the service, if he has completed all the necessary qualifications stipulated in para 7.3.1 above on the date of publication of the *Gazette* notification calling for applications. Copies of certificates should be attached to the application in support of qualifications.

7.3.3. *Method of Recruitment*

7.3.3.1. *Written Examination* (Please see appendix “b”)

<i>Subjects</i>	<i>Maximum Marks</i>	<i>Pass Marks (Minimum)</i>
Comprehension	100	40
Case study	100	40
Planning	100	40

7.3.3.1.1. *Conducting Authority*

Commissioner General of Examinations on behalf of the Appointing Authority

7.3.3.2. *Professional Examination*

Not applicable

7.3.3.2.1. *Conducting Authority* - Not applicable

7.3.3.3. *Structured Interview* – Not applicable

7.3.3.3.1. *Structured Interview*

Appointing authority of the Board – Not applicable

7.3.3.4. *General Interview (Marks are not allotted)*

Objectives to be achieved

Ascertain whether the qualifications in the Sri Lanka Planning Service Minute and the *Gazette* notification published in terms of the minute have been fulfilled and test the physical fitness.

Note : The appointing authority will decide the number of applicants to be called for the interview, and the marks scored by them at the written examination in order of merit according to the relevant number of vacancies.

7.3.3.4.1 *General Interview*. - Board Members

Appointing Authority : Public Service Commission

7.3.4. *Method of calling for applications*. - By publication in the *Gazette*

7.4. Recruitment on Merit

7.4.1 *Grade of Recruitment* : Not applicable

7.4.2 *Qualifications*

7.4.2.1 *Educational Qualifications* : Not applicable

7.4.2.2 *Professional Qualifications* : Not applicable

7.4.2.3 *Experience* : Not applicable

7.4.2.4 *Physical fitness* : Not applicable

7.4.2.5 *Others* : Not applicable

7.4.3. *Method of Recruitment*

7.4.3.1. *Written Examination* : Not applicable

7.4.3.1.1. *Conducting Authority*: Not applicable

7.4.3.2 *Professional Examinations* : Not applicable

7.4.3.2.1 *Conducting Authority* : Not applicable.

7.4.3.3 *Structured Interview* : Not applicable

7.4.3.3.1 *Structured Board of Interview*

Appointing Authority : Not applicable

7.4.3.4 *General Interview* : Not applicable

Objectives to be achieved : Not applicable

7.4.3.4.1 *General Board of Interview*

Appointing Authority : Not applicable

7.4.4 *Method of calling for applications* : Not applicable

8. Efficiency Bar

8.1

<i>Which efficiency Bar is applicable</i>	<i>How many years does it take to over step efficiency bar</i>	<i>Nature of the Efficiency Bar written / Professional/Certificate Courses/Others</i>
1 st Efficiency Bar	3 years after the appointment to Grade III of Sri Lanka Planning Service	Please refer to appendix 'c'
2 nd Efficiency Bar	3 years after the appointment to Grade II of the Sri Lanka Planning Service	Please refer to appendix 'd'
3 rd Efficiency Bar	7 years after the promotion to Grade II of the Sri Lanka Planning Service	Please refer to appendix 'e'

8.2 How often examinations are held? Efficiency Bar Examination will be held at least once a year.

8.3 The authorities conducting examinations relating to First and second efficiency bars: The Commissioner General of Examinations.

09. Proficiency in the Official Language

	<i>Grade</i>	<i>Proficiency to be acquired</i>
Second Language	III, II, I of the Sri Lanka Planning Service	Group I In terms of Public Administration Circular No.07/2007 of 28.05.2007
English Language Proficiency	III, II, I of the Sri Lanka Planning Service	A pass in English Language as a subject at the G.C.E. (O/L) Examination (not as an optional subject.)

Note-: Applicable to the officers who are recruited after 2007 in terms of Public Administration Circular No:-07/2007

10. Promotion to Grades

10.1 Promotion from grade III to Grade II

10.1.1 According to normal performance

10.1.1.1 Requirements to be completed

- (i) Should have completed at least ten years active and satisfactory service in Grade III of the service having earned ten (10) increments.
- (ii) Should have passed the First Efficiency Bar Examination
- (iii) Should have been confirmed in appointment of Grade III(A letter of confirmation in the appointment should have been issued)
- (iv) Should have obtained the language proficiencies indicated in Section 09 in above or should have been exempted from it.
- (v) Should have completed five years of satisfactory service during the immediate preceding five (5) years gain eligibility for promotion.
- (vi) Should have shown satisfactory or higher performance within the preceding ten years (10) from the date of promotion in terms of the approved performance evaluation scheme.

10.1.1.2 *Method of Promotion*

When the officers who fulfill necessary qualifications make a request to the appointing authority, on perusal of their qualification the officers will be promoted to Grade II by the appointing authority from the date of gaining eligibility.

10.1.2 *According to outstanding performance*

10.1.2.1 *Qualifications to be completed*

- (i) Should have passed the Efficiency Bar Examination before the date of gaining eligibility for promotion.
- (ii) Should have acquired language proficiency as indicated in para 09 above or exemption from that requirement.
- (iii) Should have completed satisfactory service within the preceding five years of gaining eligibility for promotion and should have earned five increments on the due date.
- (iv) Should have confirmed the appointment in Grade III (A letter of confirmation in the post should have been issued).
- (v) Should have shown a performance of above satisfactory level within the six years (6) preceding the date of promotion according to the approved performance evaluation scheme.
- (vi) Should have completed six years active period of service in Grade III on the date of gaining eligibility for promotion.
- (vii) Should have obtained not less than 60% of the total marks on the results of the Written Aptitude Test held for the purpose of promotion to Grade II.

10.1.2.2 *Method of Promotion*

If those who pass a written aptitude test conducted by the Commissioner General of Examination make a request to the appointing authority on the results of this test the appointing authority will peruse the eligibilities. The officers who have fulfilled the relevant requirements will be promoted to Grade II by the appointing authority from the date of completing six(06) years from the date of appointment to Grade III. (Please see appendix 'e' for the syllabus of the examination)

Note:

- (a) In granting promotions under special performance a candidate has to score a minimum of 60% of marks to pass the examination. Further, the promotional examination under special performance will be held once in a year and an officer can sit this examination only once.
- (b) If an officer, for special reasons beyond his control, fails to sit the promotional examination under special performance, he can sit the aptitude test conducted later. The date of promotion under the special performance of such officer will be the date on which he passed the examination.

10.2 Promotion from Grade II to grade I

10.2.1.1 *Qualifications to be completed*

- (i) Completion of Seven (7) years of active service in Grade II on the date of gaining eligibility for promotion and should have earned Seven (7) increments.
- (ii) Should have passed the Second Efficiency Bar Examination.
- (iii) Should have completed satisfactory service during the preceding 5 years of the date of gaining eligibility for promotion.
- (iv) Should have reached a performance level of satisfactory or above during the preceding Seven (7) years of gaining eligibility for promotion in terms of the approved performance evaluation scheme.
- (v) Should have obtained a post graduate degree from a university recognized by the University Grants Commission or from a Higher Institute of Education accepted by the Public Service Commission in any of the fields of study referred to in the subjects in appendix 'e'

10.2.1.2 *Method of Promotion :*

A Board of Interview appointed by the Appointing Authority will check whether the above qualifications have been fulfilled and on their recommendations the officers who fulfill the qualification will be appointed to Grade I of the service by the Appointing Authority from the date of completing all the required qualifications irrespective of the number of existing vacancies.

10.3 Promotion from Grade I to Special Grade

10.3.1 Appointment to Special Grade, only on promoting officers of Grade I who fulfilled the following requirements, will be effected by an officer authorized by the Public Service Commission or by the Cabinet of Ministers.

Accordingly an officer, :

- (i) should have completed five (05) years service in Grade I of the service and has earned all the increments on the due dates during the preceding 05 years of gaining eligibility.
- (ii) should not have been subjected to a disciplinary punishment for an offence committed during the immediately preceding 05 years of gaining promotion (excluding warnings).
- (iii) should have attained a performance above the satisfactorily level within the period of immediately preceding five (05) years for promotion in terms of the approved performance evaluation scheme.
- (iv) The Appointing Authority will promote to the Special Grade Officers who fulfilled the necessary qualifications with effect from the date of fulfilling all the qualifications on the recommendation of a Board of Interview appointed by the Appointing Authority.

10.3.2 Officers who fulfilled all the qualifications stipulated in 10.3.1. Above will be promoted to the Special Grade from the date on which they fulfilled all the above qualifications.

11. Appointment to the posts

a. Qualifications

Post	Qualification
Posts in Special Grade	Officers of Special Grade of the Sri Lanka Planning Service
Director (Planning)	Officers of Grade I of the Sri Lanka Planning Service
Deputy Director (Planning)	Officers of Grade II of the Sri Lanka Planning Service
Assistant Director (Planning)	Officers of Grade III of the Sri Lanka Planning Service

b. Method of Selection

- (a) Assistant Director (Planning) - Officers of Grade III
- (b) Deputy Director (Planning) - Officers of Grade II
- (c) Director (Planning) - Should be an officer of Grade I and will be appointed to approved posts on seniority and merit
- (d) Post in Special Grade - Should be an officer in special Grade and will be appointed to approved posts on seniority and merit.

12. General conditions procedure and rules of the Public Service Commission published in the *Gazette (Extra Ordinary)* No. 1589/30 dated 20.02.2009 will be applicable to each appointment. Conditions other than those General Conditions are :-

I. All officers of the Sri Lanka Planning Service are liable to serve in the Provincial Public Service as well. For this purpose, an officer will be released temporarily to a post in the Provincial Public Service. The period of service to be served will be decided on an agreement reached between the Provincial Authority and the Appointing Authority on the basis of exigencies of service, the necessity to employ staff and other matters.

- (a) Provincial authorities will issue a letter of appointment to the officer concerned subject to conditions of release. The officer will be subject to transfer within the province by the Provincial Authorities concerned.
- (b) Although released to the Provincial Public Service, the officer will be subject to the Administrative and disciplinary control by the Public Service Commission.
- (c) At the end of the period of release to the Provincial Public Service, the officer should return to the permanent service.

II. Skills Development

(a) *Apprentice Training*

Apprentice Training is a Course leading to a Diploma on the subject of Planning organized by the Secretary and conducted by the Sri Lanka Institute of Development Administration or Higher Training or Higher Institute of Education. This certificate of training should be obtained by an officer for confirmation in appointment.

- (i) During the period of training, assistance will be provided for the apprentice officers to acquire planning policy guidelines, methodologies and skills. Similarly, they will be given a training in Sinhala/Tamil Official language and English language and also an understanding about the development trends of socio, economic and cultural environment in which they are expected to work as planners.
- (ii) During the period of training, the apprentice officers will be subject to supervision and control of the training institute to which they will be attached.

(b) *In-Service Training*

The officers will be given professional knowledge on a regular basis through In - service training. Professional development requirements of all officers will be given through these training courses.

(c) If an apprentice officer, entering the service through the method set out in sub-section 7.2 of the minute, fails in the examination conducted at the end of the apprentice training, service of that apprentice officer has to be terminated. If an apprentice officer entering the service through the method set out in sub section 7.3 of the minute fails in the examination conducted at the end of training, such officer should be reverted to the post held by him earlier.

13. Date of Implementation

The Sri Lanka Planning Service Minute has to be implemented w.e.f. 1st January 2006.

14. Definitions

- (i) "Apprentice Officer" means a person undergoing apprentice training having recruited under the provisions of this Minute.
- (ii) "Gazette" means the Gazette of the Democratic Socialist Republic of Sri Lanka.
- (iii) "Service Minute" means the Minute on the Sri Lanka Planning Service.
- (iv) "Date of Implementation" means the date on which this Minute comes into operation
- (v) "Public Service Commission" means the Public Service Commission appointed in terms of the provisions of Article 54 of the Constitution of the Democratic Socialist Republic of Sri Lanka
- (vi) "Satisfactory period of Service" means not being subjected to any punishment on the results of a disciplinary inquiry conducted for any offence committed during the period (except warnings)
- (vii) "Secretary" means the Secretary to the Ministry in charge of the subject of Planning
- (viii) "Service" means the Sri Lanka Planning Service
- (ix) "Sri Lanka Institute of Development Administration" means the Sri Lanka Institute of Development Administration established under Act No. 09 of 1982.

- (x) "Active Service" means the Active, Actual and Tangible Service which is not considered as given on government policy for purposes of Section 10.1 of the Pension Minute and the period of all no-pay leave availed of and the period during which the officer has not reported for duty due to any other reason without obtaining leave.
- (xi) "Grade" means the Grade to which the appropriate salary scale pertaining to the appointments/promotions is applicable once the qualifications set out in the Minute are fulfilled. Staffs of all grades except the Special Grade are limited to the cadre approved by the Department of Management Services.
- (xii) Officers who gain eligibility for the "Special Grade" are entitled to the salary scale while only the officers who hold a permanent post in the grade will be entitled to special privileges.

15. In the recruitment to Grade III of the service, the number of persons to be recruited in any year is the number of vacancies existing on 30th June of the year in that grade.

16. Recruitment for the service and effecting promotion to grades

Recruitments to the service and promotions to grades should be effected only in accordance with the methodology indicated in this Minute.

17. Appointing Authority of the Post.

Appointment to posts other than the Special Grade should be done by the Public Service Commission or by an officer authorized by the Cabinet of Ministers.

18. Alternative to retirement.

An officer who has not reached the optional age of retirement and is in service on the due date should be allowed to give the option of retirement under section 7 of the Pension Minute on a request made by him. If the Public Service Commission is satisfied that the provisions of the minute have adversely affected the officer to such an extent that such relief should be granted, he/she can give the option within 5 years of the due date.

19. Absorption of officers in service to the new system of Grades in the reorganized Service

19.1 Officers who are in service on the date of implementations to the re-organized Sri Lanka will be absorbed into the re-organized Sri Lanka Planning Service as follows :-

(i) *Absorption into Grade III of the service:*

- (a) Officers who are in Class II Grade II of the service on the date of implementation who have not completed 10 years of service.
- (b) Officers who are in Class II Grade II on the date of implementation and although have completed ten (10) years in the service had not gained eligibility for promotion to Class II Grade I under the earlier Minute.
- (c) Officers who were recruited to Class II Grade II after the date of implementation.

(ii) *Absorption into Grade II of the Service :*

- (a) Officers who are in Class II Grade I of the Service on the effective date without having completed seven (07) years service in Class II Grade I of the service.
- (b) Officers who are in Class II Grade I of the service on the effective date having completed seven (07) years in Class II Grade I of the service and having not gained eligibility for promotion to Class I under the earlier Minute.
- (c) Officers who are in Class II Grade II of the service on the effective date having completed ten (10) years service and gained eligibility for promotion to Class II Grade I under the earlier Minute.

(iii.) Absorption into Grade I of the Service.

- (a) Officers who are in Class I of the service on the effective date.
- (b) Officers who are in Class II Grade I of the service on the effective date having completed seven (07) years service in Class II Grade I and gained eligibility for promotion to Class I of the service under the earlier Minute.

(iv.) Absorption into the Special Grade of the Service

Officers who are in Class I of the Sri Lanka Planning Service having gained eligibility for promotion to the Special Grade in terms of Section 10.3.1 relating to the promotion on the effective date.

19.2 As a result of the absorption, the seniority of the respective officers who were in the related Classes /Grades on effective date will not be affected.

19.3 Salaries applicable to the officers on absorption to the service.

- (i). There will be no change in the salary or the date of increment of an officer who is in Class II Grade II under the earlier Minute on the effective date as a result of his being absorbed into Grade III.
- (ii). There will be no change in the salary or the date of increment of an officer who is in Class II Grade I or Grade I officer under the earlier Minute as a result of being absorbed into Grade II or Grade I respectively under the new Minute.

20 Transitional Provisions

Transitional period will be effective till 30.06.2013.

20.1. During the transitional period, promotions should be effected as follows. Here, the effective date of promotions will be the date on which this Minute comes into force or the date of completion of qualifications or whichever, is earlier.

20.1.1. *Promotion to Grade II*

- (a) Officers who joined the service prior to 31.12.2002 and are in Class II Grade II of the Service on the due date will be promoted to Class II on Completion of ten (10) years service and on completion of the following requirements.
 - (i) Should have completed the requirements for appointment to Class II Grade I from Class I Grade II as indicated in the Minute on the Sri Lanka Planning Service published in the *Gazette (Extra Ordinary)* No. 1134/5 dated 30th May, 2000.
 - (ii) Officers who were recruited to Class II Grade II during the period after 31.12.2002 until the effective date of this Minute will be promoted to Grade II as indicated in para 10 of this Minute.

The Secretary will send the recommendations regarding promotions to Grade II to the Public Service Commission or the Administrative Authority.

20.1.2. *Promotion to Grade I of the Service*

- (a) An officer absorbed into Grade II under sub section 19.1.ii of this Minute or an officer promoted to Grade II during the transitional period, will be eligible for promotion

- (i) If he/she has earned all the increments on the due date within the period of immediately preceding five (05) years of the date of gaining eligibility for promotion

And

- (ii) If he/she has not been subjected to disciplinary punishment for an offence committed within the period of immediately preceding five (05) years of the date of gaining eligibility for promotion

- (b) Recommendation for promotion to this Grade will be submitted after an interview conducted by a Board of Interview appointed by the Appointing Authority to test the eligibility.

20.1.3 Promotion to the Special Grade of the Service

Officers who are in Class I of the Sri Lanka Planning Service who have gained eligibility under section 10.3.1 relating to the appointment to the Special Grade.

21. All officers should obtain proficiency and skills required as decided by the Government from time to time in addition to the requirements stipulated in this Minute.

22 Matters for which provisions have not been made.

Decisions regarding provisions other than those included in this Minute will be taken by the Public Service Commission or Administrative Authority authorized by the Cabinet of Ministers.

Appendix "a"

Details regarding Open Written Competitive Examination for appointment to Grade III of the Sri Lanka Planning Service.

01. *Scheme of Examination and Syllabus*

The examination comprises the following question papers

Part "a"

- (a) Comprehension
(b) Intelligence Test
(c) General Awareness

Part "b"

- (i) Interview (no marks will be given)
Interview will be held after the results of the written examination are released.

02. Scheme of examination – Medium of examination

- (a) The examination will be held in Sinhala, Tamil and English media
(b) Candidates can sit the examination in any one of three languages of their choice

Note :

- (i) Candidates should answer all question papers only in one language.
(ii) Candidates will be not allowed to change the medium of examination given in application form.
(iii) Every candidate should answer all the three (3) question papers.
(iv) The Public Service Commission will decide the number of applicants to be recruited.

03. Method of examination

Part "a"

- (a.) Comprehension - 02 hours - 100 marks
(b.) Intelligence Test - 01hour - 100 marks
(c.) General Awareness - 03 hours - 100 marks

Part "b"

1. Interview (No marks will be given)

Candidates who do not get a minimum of 40% of the allotted marks in each of the written question paper will not be called for the interview.

04. Method of Selection for appointment :

Applicants are selected for appointment subject to the facts mentioned in 03 above and in order of merit according to the highest marks obtained at the examination

05. Syllabus :

Subject No. 1 Comprehension

This Question paper consists of two parts. Each part will carry equal marks.

Part I

This part includes an essay and a précis.

Part II

Part II consists of a few passages to test the Candidate's understanding of the language. Candidates will be directed to express in a single sentence the meaning of underlined words or to write explanatory notes on them or to pick the most appropriate statement out of a series of alternatives or to select the correct answer out of a number of answers.

Subject No. 2. Intelligence Test

This paper is designed to assess the candidate's logical reasoning, analytical power and the ability to draw sound inferences. The paper will have multiple choice questions.

Subject No – 3 General Awareness

This paper is designed to test the candidate's knowledge about the geographical, political, economic, social and cultural environment of Sri Lanka and his awareness about matters of current national and international interests as well as scientific and technological developments.

06. Interview :

Each candidate will be interviewed by a board consisting of five public officers appointed by the Public Service Commission

Appendix "b"

Details regarding the limited competitive examination for appointment to Grade III of the Sri Lanka Planning Service.

01. Scheme of examination and syllabuses

The examination will consist of the following question papers.

Part "A"

- (a.) Comprehension
- (b.) Case Study
- (c.) Planning

Part "B"

- i. Interview – No marks will be given

Interview will be held once the results of the written examination are known.

02. SCHEME OF EXAMINATION – Medium of examination

1. The examination will be held in Sinhala, Tamil and English Languages
2. Candidates can sit the examination in any one Languages of their choice

Note:-

- (a) Candidate should sit all papers only in one Language.
- (b) Candidate will not be allowed to change the language medium indicated in their application.
- (c) Every candidate should sit all the three (3) main question papers.
- (d) The number of candidates to be recruited will be decided by the Public Service Commission.

03. Method of examination :**Part "A"**

- (i.) Comprehension - Time 02 hours – 100 marks
- (ii.) Case Study - Time 01 hour – 100 marks
- (iii.) Planning - Time 02 hours – 100 marks

Part "B"

1. Interview (No marks will be given)

Candidates who do not get a minimum of 40% of marks will be not called for the interview.

04. Method of Selection for appointment.

Candidate will be selected for appointment on merit on the basis of highest marks obtained at the examination, subject to the facts mentioned under 03 above.

05. (a) *Syllabuses*

Subject No. 1 Comprehension

The candidate will be given passages. The candidate will be presented with a group of alternative statements relating to the passage and one of which fits the contents of the passage best. The candidate will be directed to select and state the most appropriate sentence. The questions in respect of other sentences will be set to test how best the candidate grasps their meaning.

Subject No. 2 Case study.

A paper designed to test the candidate's power of thinking and problem solving abilities. In this paper candidate will be presented with one or more situations based on books and publications relating to economy and planning of present Sri Lanka and directed to give solutions.

Subject No. 3 Planning

This question paper is intended to test the candidate's basic knowledge of principles of planning and planning strategies.

(b) *Interview*

Candidates will be interviewed by a Board comprising five public officers appointed by the Public Service Commission.

Appendix 'c'

Syllabus of the first Efficiency Bar Examination for officers appointed to Grade III of the Sri Lanka Planning Service.

01. The first Efficiency Bar Examination consists of the following subjects.

- (i) Planning concepts, Methodology and Planning Institutions
- (ii) Economic Analysis and statistics.
- (iii) Project Planning, Implementation Monitoring and Evaluation.
- (iv) Institutional Regulations and Public Sector Financial Methods.
- (v) English Language.

An officer may sit all papers in one sitting or separately in several sittings.

Each paper will be of 03 hours duration

A candidate should score 40% of marks for a pass in each paper.

Scheme of Examination :

First paper, Planning Concepts, Methodology and Planning Institutions.

National Objectives and priorities and planning policy framework and programmes for their achievement.

- (ii.) Methodology for National Planning, Major problem areas in Planning, Public participation and mobilization of resources etc.
- (iii.) Nature and sources of data for National Planning. Collection of data, presentation of interpretation and analysis, field supervision and investigations demographic concepts, economic projections and policy analysis.

Second Paper - Economic Analysis and Statistics :

- (i.) Principles of economics with special emphasis on the theories of production and distribution.
- (ii.) Finance, Banking Systems, International Financial Methods and Trade.
- (iii.) Analysis of monetary, Monetary Trade and Tariff Policies.
- (iv.) Economic structure of Sri Lanka.
- (v.) Review of the Economy.
- (vi.) Assessment of technically skilled and unskilled manpower and other resources including foreign aid and their utilization.
- (vii.) Economics and Social incidents.
- (viii.) Economic Analysis and Basis statistical concepts and methods used in Planning.
- (ix.) Principles of Benefit/Cost Analysis.

Third Paper – Project Planning, Implementation, Supervision and Monitoring :

- (i.) Planning, Identification and defining Projects and Project Planning Policies, theories, selection of location, Estimation of technology and cost and benefits, Technical, financial and economic analysis.
- (ii.) Project Implementation and operation/supervision, proper and timely implementation of projects and programmes, Preparation of detailed operational plans and implementation schedules, coordination of monitoring and progress control and follow up action.
- (iii.) Evaluation of Projects, Assessment of effectiveness of projects and programmes analysis of benefits in relation to costs.

Fourth Paper - Institution Regulations and Financial Methods of the Public Sector :

- (i.) Government Financial Regulations. Volume 1(except Chapter X)
- (ii.) Chapters vii,ix,xi,xii,xv,xxiii,xxv,xxvi,xxvii,xxviii,xxix,xxx,xxxi,xxxii,xxxiii,xLvii,xLviii Chapters I to VI of the Public Service Commission procedure and rules.
- (iii.) *Financial Control of Sri Lanka.* – Statutory Provisions relating to Public Finance Management, Parliamentary Control over Public Finance, Consolidated Fund and its operation, Aim of Appropriation and Appropriation Methods, State revenue, powers and function of Minister of Finance, powers and the function of the Treasury, Warrant and Imprest Authority, Auditor General, his powers and function, Public Expenditure Committee, Public Enterprises Committee.
- (iv.) Appointment of Accounting Officers, Chief Accounting Officers and Accounting officers of State Revenue their powers and function.
- (v.) Planning and Management of State Expenditure, Identification of Objectives and Functions of Organizations, Preparation of Annual Estimates and Expenditure and taking final decisions, Effecting changes in the approved Estimates of Expenditure, Implementation of Virement Procedure, Management of Cadres in the Public Sector, Supplementary Estimates.
- (vi.) *Government Procurement Procedure.* – Procuring Goods, Services and Work, Composition of Tender Boards and Technical Evaluation Committees, Powers and Function of Appointment, Tender Evaluation Procedure, Management of Foreign Funded projects.

Fifth Paper English Language

A written examination in English Language will be held to test the academic and professional knowledge of English of candidates in relation to subject of Planning, Development, and Management.

Appendix 'd'

Syllabus of the Second Efficiency Bar Examination for officers of Grade II of the Sri Lanka Planning Service

The second Efficiency Bar consists of the following subjects, each paper will be of three hours duration. A candidate should score 40% of marks for a pass in each paper :-

1. (i) Techniques of Development Planning.

Basic Macro Economics.

Current International Economic and Political Crises and their impact on the Sri Lankan Economy.

2. Syllabus

(i) Development Planning Techniques

- (a) SWOT Analysis.
- (b) Problem Tree.
- (c) Logical Framework Analysis.
- (d) Cost Benefit Analysis.
- (e) Pay Back Method.
- (f) Net Present Value.
- (g) Internal Rate of Return.
- (h) Application of Shadow Price.

(ii) Basic Macro Economics :

- (a) National Accounts.
- (b) Rate of Economic Growth.
- (c) Balanced National Revenue.
- (d) Multiplier Effect.
- (e) Inflation.
- (f) Rate of Interest.
- (g) An Introduction to Public Fiscal Policy.
- (h) An Introduction to Fiscal Policy.
- (i) Business Circle.

(iii) Current International Economic Crises and their impact on Sri Lankan Economy.

- (a) Current International Economic Crises and their impact on Sri Lankan Economy.
(Answers have to be given on topics which have a timely relevance to emerging world economic conditions).

Appendix 'e'

Post-graduate qualifications which should be satisfied by the officers of Grade II of the Sri Lanka Planning Service.

Candidate should obtain a Post Graduate Degree from a University or an institute of Higher Education recognized by the University Grants Commission in any one of the following subject fields. The Post Graduate Degree should involve at least one years academic studies :-

- (a) Development Planning/Development Education/ Project Planning /Project Management ;
- (b) Economics/Economic Measurement/Financial Economics /Development Economics;
- (c) Commercial/Financial Management ;
- (d) Social Science/Social Work/Community Development/ Education/ Nutrition/ Health ;
- (e) Mathematics/Statistics/Quantitative Techniques and Quantitative Analysis ;
- (f) Agriculture/Animal Husbandry/Ecology/Agricultural Economics ;
- (g) Information Technology/Computer Science/Management Information Systems (MIS) ;
- (h) Geography/Provincial Development/Urban Development/ Urban and Provincial Planning/Geographical Information System/Demography/Demographic Studies ;
- (i) Human Resources Management/Sales Management/Communication ;
- (j) Physical Planning/Transport Planning/Urban and Rural Planning/Industrial Management ;
- (k) Any other field of subjects approved by the Public Services Commission.

Appendix 'f'

Syllabus of the Examination for promotion from Grade III to Grade II of the Sri Lanka Planning Service on exceptional performance :

Aptitude Test :

This is a Written Competitive Examination to assess whether the candidate has acquired the required knowledge, skills, attitudes and proficiency to perform all duties expected of him on an exceptional level above the normal level of performance.

The total marks is 100 of which at least 60% should be obtained for a pass.

The promotional examination on exceptional performance will be held only once a year.

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