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## **01. Introduction**

The new Public service Commission appointed by the President on the recommendation of the Constitutional Council in terms of the Article 54 (1) of the Constitution as amended by the 19<sup>th</sup> Amendment commenced its activities with effect from 15.10.2015.

The PSC, in pursuance of the Article 55(5) of the Constitution, submits an Annual Report to the Parliament every year and a Progress Report for each quarter is due to be submitted on the instructions of the Constitutional Council. As it was informed during the month of September 2016 to submit Progress Reports once in each quarter, the progress relating to all three quarters from 01.01.2016 to 30.09.2016 was submitted at one stretch.

In spite of the fact that the Progress Reports should be submitted to the parliament quarterly, the PSC engages itself in supervising its progress having obtained reports on monthly basis. Accordingly, the commission has carried out its activities during the last quarter from 01.07.2017 to 30.09.2017 without any major setbacks.

## **02. Meetings of the Public Service Commission**

Details on meetings held during the period from 01.07.2017 to 30.09.2017

<b>Month</b>	<b>No . of Meetings</b>
July	08
August	10
September	07
Total	25

## **03. Activities carried out by each division of the Public Service Commission**

Following steps have been taken during the period to effectively and efficiently extend services to clients by the Public service Commission.

### **i. Establishments Division**

The Establishments Division, in accordance with the delegation of power of the Public Service Commission as has been published in the gazette extraordinary No 1941/41 of 20.11.2015, carries out the work including formulation of service minutes (SMM) to each of the approved services in the public service and schemes of recruitment (SSOR) to every post, meeting with approval outside of such services.

In the formulation of such service minutes and schemes of recruitment, method of recruitment that should be followed for recruiting officers to all approved posts, eligibilities of recruitment, salary scale applicable to the post, conditions of services, methods of promotions and all other related particulars are to be incorporated. The Commission, prior to approval of the respective service minute or the scheme of recruitment obtains the approval of the Director General of Management services on the ratification of the posts, recommendation of the Salaries and Cadres Commission on the salary scale and recommendation of the Director General of Establishments for the draft Service Minutes of Schemes of Recruitment.

### **Tasks carried out by the Establishments Division**

- (i) Formulation of Service Minutes for every service approved in the Public Service.
- (ii) Formulation of Schemes of Recruitment for every post approved outside the above services.
- (iii) Matters relating to delegation of powers within the scope of the Public Service Commission
- (iv) Formulation of guidelines based on the procedural rules of the Public Service Commission.
- (v) Formulation and amendment of the transfer Schemes of all services.
- (vi) In case an approved Service Minute, Schemes of Recruitment or Schemes of Transfer is required to be amended, action to be taken to amend such many or Schemes on the recommendation of secretary concerned.
- (vii) Taking action to provide policy decisions on requests received for solutions on problems arising in related to appointments, promotions, made by authorities to whom powers are delegated.
- (viii) Taking action to solving matters pertaining to Procedural Rules of the Public Service Commission, Service Minutes, Schemes of Recruitment, Schemes of Transfer, and Circulars and instances where actions to be taken outside the orders of the Public Service Commission.
- (ix) Matters relating to Right to Information Act bearing No. 12 of 2016

### **Progress of the Establishments Division (01.07.2017 to 30.09.2017)**

<b>Srl.No.</b>	<b>Matter</b>	<b>Number</b>
01	New Schemes of Recruitment	26
02	New Service Minutes	02
03	Schemes of Transfer	04
04	Amendments to Schemes of Recruitment	18
05	Amendments to Service Minutes	03
06	Amendments to Schemes of Transfer	07

07	Schemes of Promotions	01
08	Delegation of Administrative Powers	01
09	Circulars	02
10	Request on deviation on Schemes of Recruitment in exceptional cases	11
11	Policy matters	52
12	General	51
13	Matters pertaining to SC/AAT/CA	09
	Total	187

### Complaints laid before AAT during the period under review

Number pending as at 01.07.2017	Number received from 01.07.2017 to 30.09.2017	Total number received as at 30.09.2017	Number of PSC decision upheld	Number of PSC decision revoked	Number pending as at 30.09.2017
36	04	40	00	00	40

### Cases filed in the Supreme Court

Number pending as at 01.07.2017	Number received from 01.07.2017 to 30.09.2017	Total number received as at 30.09.2017	Number dismissed and agreed with PSC decision	Number of PSC decision revoked	Number pending as at 30.09.2017
74	05	79	00	00	79

### Cases filed in the court of Appeal

Number pending as at 01.07.2017	Number received from 01.07.2017 to 30.09.2017	Total number received as at 30.09.2017	Number of PSC decisions upheld	Number of PSC decisions revoked and granted relief	Number of pending as at 30.09.2017
10	00	10	00	00	10

- No requests have been made to the Parliamentary Commissioner for Administration ( Ombudsman), Human Rights Commission and the Public Petitions Committee during the period under review.

## **ii. Appointments Division**

Following functions relating to the appointment of Public Officers (other than Ministry Secretaries, Heads of Departments, and Officers of the Provincial Public Service and Judicial Service) in respect of whom the powers of the Public Service Commission have not been delegated as published in the Gazette Extraordinary No. 1941/41 dated 20.11.2015, No. 1989/29 dated 29.01.2016, No. 1990/24 dated 27.10.2016, No. 1992/7 dated 07.11.2016 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Appointment Division of the Public Service Commission. .

### **Tasks carried out by the Appointments Division**

- (i) Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions
- (ii) Conformation in service, Termination of service , Reversion to the former post.
- (iii) Appointment on acting / attending to duties basis
- (iv) Release ( outright / temporary).
- (v) Recruitment on contract basis, Resignation from service , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds ).
- (vi) Re- employment of retired public officers on contract basis, Appointment to scheduled posts in the Service Minutes (where applicable )
- (vii) Dealing with matters pertaining to appeals laid before the Administrative Appeals Tribunal and cases filed in the Supreme Court / Court of appeal against orders / decisions made by the Public Service Commission having regard to above functions and providing required observation reports to the Public Petitions Committee, Parliamentary Commissioner of Administrative Matters (Ombudsman), Human Rights Commission and makes its appearance on behalf of Public Service Commission whenever necessary.

### **Progress of the Appointments Division (01.07.2017 to 30.09.2017)**

<b>Srl.No.</b>	<b>Matter</b>	<b>Number</b>
01	Retirement	128
02	Confirmation	212
03	Recruitment	73
04	Re – employment on contract basis	217
05	Appointment on contract basis	06
06	Decisions on efficiency bars	403
07	Appointment to act / attend to the duties	335
08	Release	25
09	Resignation	03

10	Absorption	468
	<b>Total</b>	<b>1870</b>

Details of the pending cases and complains for which the division had to be appeared as at 01.07.2017 and the number of cases and complaints finalized out of them, as at 30.09.2017

### **Supreme Court Cases**

	<b>Pending as at 01.07.2017</b>	<b>Finalized as at 30.09.2017</b>
Cases filed prior to 01.07.2017	33	-----
Cases filed after 01.07.2017	03	-----

### **Court of Appeal Cases**

	<b>Pending as at 01.07.2017</b>	<b>Finalized as at 30.09.2017</b>
Cases filed prior to 01.07.2017	12	-----
Cases filed after 01.07.2017	01	-----

### **Complaints laid before AAT**

	<b>Pending as at 01.07.2017</b>	<b>Finalized as at 30.09.2017</b>
Cases filed prior to 01.07.2017	91	02
Cases filed after 01.07.2017	06	-----

The division has dealt with 02 complaints of Human Rights Commission during the period from 01.07.2017 – 30.09.2017.

### **iii. Promotions Division**

Following functions relating to the Promotions of Public Officers, other than Ministry Secretaries, Heads of Departments, and Officers of the Provincial Public Service and Judicial Service in respect of whom the powers of the Public Service Commission have not been delegated as published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016, No. 1990/24 dated 27.10.2016, No. 1989/29 dated 29.01.2016, and the Gazette Extraordinary No. 1441/41 dated 20.11.2015 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Promotions Division of the Public Service Commission.

## **Tasks carried out by the Promotions Division**

- I. Promotions to posts as per approved Service Minutes / Schemes of Recruitment (from grade to grade / Competitive Exams on seniority and merit basis / on the result of structured interviews)
- II. Appointment of Officers to relevant posts on Promotions based on results of structured interviews on seniority basis.
- III. Appointment to a new post giving prior approval thereto in transferring Officers of Grade 1 and above belong to all island services from a post to post.
- IV. Appointment to the post of Divisional Secretary (Permanent, Acting, Attending to duties)
- V. Producing observations and required reports on court cases filed in the Supreme court/ Court of appeal and appeals laid before Administrative Appeals Tribunal against orders/ decisions made by the Public Service Commission pertaining to matters referred to above.
- VI. Dealing with matters pertaining to appeals laid before the Administrative Appeals Tribunal and cases filed in the Supreme Court / Court of appeals against orders / decisions made by the Public Service Commission having regard to above functions and appeared on behalf of the Public Service Commission whenever required.

## **Progress of the Promotions Division (01.07.2017 to 30.09.2017)**

<b>Srl. No.</b>	<b>Matter</b>	<b>Number</b>
01	Promotion from Grade to Grade	191
02	Promotion on selection	23
03	Appointment to posts	68
04	Appointment to Acting /attending to duties	15
	<b>Total</b>	<b>297</b>

Details of the pending cases and complaints for which the Division had to be appeared as at 01.07.2017 and the number of cases and complaints finalized out of them as at 30.09.2017.

### **Supreme Court Cases**

	<b>Pending as at 01.07.2017</b>	<b>Finalized as at 30.09.2017</b>
Cases filed prior to 01.07.2017	38	-----
Cases filed after 01.07.2017	01	-----

### **Court of Appeal Cases**

	<b>Pending as at 01.07.2017</b>	<b>Finalized as at 30.09.2017</b>
Cases filed prior to 01.07.2017	05	-----
Cases filed after 01.07.2017	-----	-----

### **Complaints laid before AAT**

	<b>Pending as at 01.07.2017</b>	<b>Finalized as at 30.09.2017</b>
Cases filed prior to 01.07.2017	69	01
Cases filed after 01.07.2017	03	-----

The division has dealt with 02 complaints of Human Rights Commission during the period from 01.07.2017 – 30.09.2017.

#### **iv. Disciplinary Division**

Disciplinary matters of officers coming under the scope of Public Service Commission referred to in the Gazette Extraordinary No. 1941/41 dated 20.11.2015 amended by the Gazette No. 1955/22 dated 25.02.2016 and No. 2016/37 dated 26.04.2016, dealing with delegation of powers of the Public Service Commission except officers falling under the Ministry of Education in terms of Gazettes Extraordinary No. 1989/27, 1989/28, 1989/29 dated 19.10.2016 and the Gazette Extraordinary No. 1992/7 dated 07.11.2016 and officers of Ministry of Health Nutrition and Indigenous Medicine in terms of Gazette Extraordinary No.1990/24 , 1990/25 dated 27.10.2016 are handled by the Disciplinary Division of the Public Service Commission in accordance with



provisions of Article 57 (1) of the Constitution. Further, the Disciplinary Division, having extensively examined all documents received by the division extends much needed co – operation by way of making observations and recommendations to the Commission in order that it could arrive at decisions when and where necessary.

## **Role of the Disciplinary Division**

Dealing with disciplinary matters of officers referred to in para/above coming under the purview of the Public Service Commission

### **1. On disciplinary matters**

- i . On receiving a preliminary investigation report conducted by the heads of Departments or secretaries of Ministries to the disciplinary division and following a proper study thereon with appropriately constructed observations, the Public Service Commission will make a suitable determination on whether charge sheets should be served or not against offending officers.
- ii. If decided to serve a charge sheet action will be taken to hand over such charge sheet to the officer concerned through the Ministry Secretary and Head of Department. Upon consideration of the answers furnished by the accused officers to such charge sheet and the observations and recommendations thereon made by the respective Head of Department and Secretary of the Ministry, a decision will be made as to whether the institution of a formal disciplinary inquiry on the matter is feasible or not.
- iii. Where a decision is to institute a formal disciplinary inquiry it is required to be held following the appointment of a suitable Inquiry Officer selected from the panel of inquiry officers maintained by the Public Service Commission for such purpose. However, if decided against holding a formal disciplinary inquiry the accused officer will be exonerated from all the charges or be subject to the imposition of a suitable punishment based on the answers filed by the accused officer and the observations and recommendations thereon by the respective Head of Department and Secretary to the Ministry.
- iv. Where a formal disciplinary inquiry is held, the Public Service Commission, following the receipt of the report of such inquiry, takes all oral and documentary evidence that were laid before the said inquiry and observations and recommendations of the administrative authority of the

accused officer into account and makes an appropriate disciplinary order either to exonerate the accused officer from all the charges or to hold him and offender to one or several or all the charges.

- v. Furthermore, as a part of the disciplinary procedure an accused officer can be interdicted from service or re – instated in service following his interdiction or he could even been sent on compulsory retirement. If the officer concerned is to be retired from service pending disciplinary action, it can be so done by retiring him under section 12 of the Minute on Pensions.

## **2. Appeals made against disciplinary orders issued by the Education Service Committee and the Health Service Committee**

Appeals made against disciplinary orders issued by the Education Service Committee on officers coming under the scope of the Ministry of Education in accordance with the Extraordinary Gazette Notification No.1989/27 , 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 of 07.11.2016 in terms of provisions in Article 57 (1) of the Constitution and disciplinary orders against officers coming under the scope of the Ministry of Health, Nutrition, and Indigenous Medicine issued by the Health Service Committee in accordance with Extraordinary Gazette Notifications No. 1990/24, 1990/25 of 27.10.2016 and the Gazette Extraordinary No. 2004/49 of 01.02.2017 and the observations and recommendations made by the Appointing Authority of those officers and respective committees on such appeals will be considered by the Commission as to whether to grant reliefs on such officers / dismissal of appeals.

## **3. Appeals against notices of vacation of post**

Except officers fall under the Ministry of Health, Nutrition, and Indigenous Medicine in accordance with Extraordinary Gazette Notice bearing No. 2004/49 dated 01.02.2017 and No. 1990/24 , 1990/25 dated 27.10.2016 and officers coming under the scope of the Ministry of Education as stated in the Gazette Extraordinary No.1989/27, 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 dated 07.11.2016, appeals made against notices of VOP of officers coming under the scope of the Public Service Commission as stated in the Gazette Notification No. 1941/41 of 20.11.2015 as amended by the Gazette No. 1955/22 of 25.02.2016 concerning the delegation of powers of the Public Service Commission and the observations and recommendations made by the Administrative Authority of those officers on such appeals will be re- considered by the

Commission in deciding whether to appropriately re – instate such officers in service or not.

#### **4 Appeals laid before the Superior Courts, Administrative Appeals Tribunal, Human Rights Commission and Public Petitions Committee and Ombudsman**

Preparation of observations on applications made before the Supreme Court (SC) against the decisions of the Public Service Commission concerning disciplinary orders and decisions on such disciplinary matters and observations on appeals made to the Administrative Appeals Tribunal, Public Petitions Committee and the Ombudsman and makes its appearance before such institution whenever appeals being summoned and apart from inquires made by the Human Rights Commission would also be appropriately dealt with.

#### **Progress of the Disciplinary Division (01.07.2017 to 30.09.2017)**

<b>Srl.No.</b>	<b>Matter</b>	<b>Number</b>
01	Issuance of charge sheets	06
02	Amendments to charge sheets	02
03	Exoneration from charges	02
04	Dismissal from service	01
05	Other disciplinary punishments	10
06	Re- instatement in service	03
07	Dismissal of appeals	06
08	Interdictions	01
09	Appointments of disciplinary inquiry officers	09
10	Conversion of retirement under disciplinary grounds to normal retirement	01
11	Retirement from service	01
12	Completion of disciplinary matters	05
13	Other general orders	53
14	Observations on appeals heard in the Administrative Appeals Tribunal	37
15	Observations on court applications	03
	<b>Total</b>	<b>140</b>

## Court Cases dealt with during the period under review

	No. of SC Applications	No. of CA Applications	No. of AAT Appeals
Number pending to be appeared as at 01.07.2017	08	10	123
Number of cases finalized as at 01.07.2017 out of pending cases as at 30.09.2017	01	00	01
Number filed afresh from 01.07.2017 to 30.09.2017	01	00	03
Number pending as at 30.09.2017	08	10	125

### v. Appeals Division

Appeals Division extends assistance to the commission to arrive at decisions on appeals submitted to the Public Service Commission to arrive at decisions on appeals submitted to the Public Service Commission in writing in terms of Article 58(1) of the Constitution by Public officers aggrieved by an order made by an authority with delegated powers and to make decisions on such appeals within the prescribed time frame.

#### Role of the Appeals Divisions

- i. Calling reports contained with observations and recommendations on each appeal from respective Ministry / Department.
- ii. Preparations of detail report on each appeal and forwarding it to the Public Service Commission
- iii. Conveyance the decisions on appeals made by the Public Service Commission to the appellant and other relevant parties.
- iv. Preparations of observations reports on appeals made to the Administrative Appeals Tribunal against the decisions of the Commission and makes its appearance before AAT.
- v. Making observations on petitions referred to it by the Public Petitions Committee regarding decisions of the Public Service Commission.
- vi. Making appearance before Public Petitions Committee on petitions heard by the Public Petitions Committee itself.
- vii. Making observations on applications laid before the Supreme Court and the Court of appeal against the decisions of the Public Service Commission.
- viii. Making observations relevant to petitions to the Parliamentary Commissioner of Administration (Ombudsman) against decisions of the Public Service Commission.

- ix. Making observations on applications made to the Human Rights Commission regarding decisions of the Public Service Commission.
- x. Forwarding information regarding cases filed in the Supreme Court and Court of Appeal to the Attorney General's Department.

### **Progress of the Appeals Division (01.07.2017 to 30.09.2017)**

<b>Srl.No</b>	<b>Matter</b>	<b>Number</b>
01	Appeals received from 01.07.2017 to 30.09.2017	315
02	Number of Appeals for which reports on observations and recommendations were called by the Authority of power of delegation from 01.07.2017 to 30.09.2017 (Including appeals made during the previous years)	194
03	Number of appeals finalized from 01.07.2017 – 30.09.2017	465
	Details on finalized appeals as follows;	
	Appeals on disciplinary matters	117
	Appeals on promotions	67
	Appeals on notices of vacation of post	110
	Appeals on Transfers	97
	Appeals on Appointments	02
	Appeals on interdiction	04
	other	68
	<b>Total</b>	<b>465</b>
04	Number of Supreme Court cases received from 01.07.2017 to 30.09.2017	03
	Number of Court of Appeals cases received from 01.07.2017 to 30.09.2017	01
	Number of Court of Appeals cases for which decisions being given from 01.07.2017 to 30.09.2017	03
05	Number of AAT cases received from 01.07.2017 to 30.09.2017	22
	Number of AAT cases for which decisions being given from 01.07.2017 to 30.09.2017	08
06	Inquires made by the Public Petitions Committee from 01.07.2017 to 30.09.2017	09

### **Court cases handled during the period under review**

<b>Details</b>	<b>Number as at 01.07.2017</b>	<b>Number received afresh from 01.07.2017 to 30.09.2017</b>	<b>Number of decisions given by the SC/ CA from 01.07.2017 to 30.09.2017</b>	<b>Number pending as at 30.09.2017</b>
Number of Supreme court cases	29	03	----	32
Number of Court of Appeal cases	06	01	03	04

Appeared in respect of 207 appeals before the Administrative Appeals Tribunal during the period from 01.07.2017 to 30.09.2017.

## **vi. Education Service Committee**

In accordance with the delegation of powers by the Public Service Commission in terms of Article 57 (1) of the Constitution, the Gazette No. 1989/29 dated 19.10.2016 has been published for the Education Service Committee and the provisions relevant to delegation of powers in the Schedule “b” therein have been published in the (amended) Gazette Extraordinary No. 1992/7 dated 07.11.2016, effective from the date 20.10.2016.

The Gazette Extraordinary No. 2014/03 dated 11.04.2017 has been published relevant to delegation of powers by the Public Service Commission in accordance with the Article 57 (1) of the Constitution.

## **Role of the Education Service Committee**

The following functions relevant to officers with whom the powers have been delegated by the Public Service Commission having published in the Gazette Extraordinary No. 2014/03 dated 11.04.2017 being dealt by the Education Service Committee.

- i. Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions, Conformation in Service, Termination of Service , Reversion to the former Post, Appointment on Acting / Attending to duties basis, Release ( outright / temporary), Recruitment on contract basis, Resignation from Service , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds ), dealing with appeals made against notices of vacation of posts , Re –appointment to the Service/ Post, Retirement, Re – employment of retired public officers on contract basis
- ii. Promotion (Grade to Grade/ on seniority and merit basis ) in accordance with the approved Service Minutes / Schemes of Recruitments / Schemes of Promotions.
- iii. Granting relief for Efficiency Bar exams.
- iv. Disciplinary control and dismissal from service concerning offences set out in the first Schedule of Chapter XLVIII of the Establishments Code in relation to officers falling under scope of the Education Service Committee.

- v. Matters connected to political revenges.( Conveyance of the decision of the Public Service Commission No. PSC/EST/02-03/05/2016 dated 09.12.2016)

**Progress of the Education Service Committee (01.07.2017 to 30.09.2017)**

<b>Srl.No.</b>	<b>Matter</b>	<b>Number</b>	
01	Recruitments	306	
	Retirement	94	
	Confirmation	31	
	Promotions	31	
	Absorptions	30	
	Releases	09	
	Attachments	02	
	Decisions on efficiency bars	14	
	Appointment to posts	01	
	Appointment to covering of duties	06	
	Other orders	02	
	<b>Total</b>		<b>526</b>
02	<b>Disciplinary</b>		
	Issuance of Charge Sheets	04	
	disciplinary punishments	05	
	Acquitted from Charges	03	
	Conversion of retirement under section 12 of Pensions Minute into a normal retirement having held the accused innocent on charges	01	
	Completion of disciplinary matters	01	
	Retirement under section 12 of the Pensions Minute	01	
	Appointment of disciplinary inquiry officers	04	
	Other General Orders	06	
	<b>Total</b>		<b>25</b>
03	<b>Political Revenges</b>		
	General Orders	04	
	<b>Total</b>		<b>04</b>

**Court cases relevant to the Education Service Committee**

- Appointment to the Post of Director Education ( Sports and Physical Education)  
Case No. SC(FR) 96/2017 - observations sent to the Hon. Attorney – General
- Appointment of Education Director, North Western Province  
Case No. SC(FR) 110/2017 - proxies been sent to the Hon. Attorney – General

## **vii. Health Service Committee**

Powers have been delegated by the Public Service Commission to the Health Service Committee with effect from 01.11.2016 by the Gazette Extraordinary No. 1990/24 dated 27.10.2016 amended by the Gazettes Extraordinary No. 2009/18 dated 08.03.2017 and No. 2004/49 dated 10.02.2017. Members for such committee have been appointed with effect from 27.10.2016 by the Gazette Extraordinary bearing No. 1990/25 dated 27.10.2016.

### **Role of the Health Service Committee**

Role of this committee is to making decisions on matters forwarded to the Committee in accordance with delegation of powers referred to above.

### **Progress of the Health Service Committee (01.07.2017 to 30.09.2017)**

<b>Srl.No.</b>	<b>Matter</b>	<b>Number</b>	
01	Retirements	75	
02	Confirmations	285	
03	Recruitments	31	
04	Issuance of appointment letters to the medical officers to whom letter of appointments have not so far been issued by the Public Service Commission prior to year 2017	395	
05	Recruitment on contract basis	43	
06	Promotions	797	
07	Appointment on Special Grade	74	
08	Releases	10	
09	Transfers	21	
10	Decisions on relief of efficiency bars	13	
11	Resignations	08	
12	Covering of duties	28	
13	Issuance of charge sheets	11	
14	Amendments to charge sheets	01	
15	Interdiction	01	
16	Exoneration from disciplinary cases	02	
17	Other disciplinary punishments	06	
18	Re- instatement in Service	07	
19	Completion of disciplinary procedures	03	
20	Appointment of officers for formal disciplinary inquires	07	
21	Other Orders relevant to disciplinary matters	21	
	<b>Total</b>		<b>1839</b>



## **Court cases relevant to the Health Service Committee**

- Observations and proxies relevant to the Case No. SC/(FR)NO 365/2016 – Dr. Mrs. R.M. P.M Rathnayaka have been forwarded to the Hon. Attorney General.
- Observations and recommendations relevant to Case No. SC/FR 204/2017 – Dr. Ashan Rabinath Fernando have been forwarded to the Hon. Attorney General.

## **04. Steps taken to streamline activities of the Public Service Commission**

Following functions during the period have been carried out by the Public Service Commission in order to contribute efficient and effective service to its clients

### **Establishments Division**

- i. Sending reminders once in every month for making the tasks dealt with the Establishments Division more efficiently and effectively.
- ii. Summon officers in charge of the subject of the respective ministry for holding discussions concerning problems relating to task carried out by the Establishments Division.
- iii. Taking actions to make available required facts through faxes by giving reminders over the telephone to Ministries , Departments who were failed in timely actions to send responses.
- iv. Discussed matters on official duties of each officer during the staff meeting held once in a month.

### **Appointment Division**

- i. Taking prompt action to receive information from Ministries/Departments sending reminders and holding meetings with relevant officers in institution reducing delays presently experiencing in order to reduce documentation with the intention of delivering an expeditious service expected by public officers.
- ii. Implementing appropriate programme to receive and carrying out orders with in a specific time frame from the Public Service Commission giving targets all officers in the division
- iii. Restructuring activities in the division implementing PRABHADARANI quality circle concurrently to the productivity programme making the functions of the division more effectively and efficiently.

## **Promotions Division**

- i. There were two different groups to handle various subjects ie: promotions to grade to grade and promotions on selections, appointment to posts and reducing irregularities of entrusted duties and documents to each employee and a single group has been setup thereby Public Management Assistants were able to effectively executed their duties so as to gain experience in wide range of duties.
- ii. Taking prompt action to receive. information from Ministries / Departments, sending reminders and holding meetings with relevant officers in institutions reducing present delay in order to reduce documentation with the intention of delivering and expeditious service anticipated by public officers.
- iii. Restructuring activities in the division implementing productivity concept within the division using the tool of brainstorming across the “ Abhiman” quality circle
- iv. Officers attached to the Division are given targets to obtain decisions on each case within a specific time frame from the Public Service Commission and duly implementing functions more efficient and effectively.

## **Disciplinary Division**

- i. Preparation of work steps book of the disciplinary division recognized as a project under productivity concept.
- ii. Indicators of file numbers relevant to files that are not kept inside drawers and cupboards were pasted near the relevant files enabling to be seen by outsiders.

## **Appeals Division**

- i. Sending reminders to get received observations /recommendations from delegated authorities relevant to appeals forwarded to the division and thereby making aware of Ministry Secretaries regarding delays caused thereon.
- ii. Initiating re – structuring of formats having made relevant developments on formats used at present by the appeals division.

## **Education Service Committee**

- i. Holding discussions with officers in the division regarding problems faced in dealing with matters in order to making an efficient and effective service
- ii. Carrying out duties without any delay with the participation of all officers in the division and assuming duties even on holydays and special occasions.

- iii. Balancing the tasks carried out by officers exchanging subjects among Public Management Assistant.

### **Health Service Committee**

- i. Duties of the Health Service Committee have been commenced on 01.11.2016 and required office equipments were made available making aware of officers concerned and an Assistant Secretary has been attached on full time basis with effect from 26.07.2017.
- ii. A discussion was held on 07.09.2017 with the participation of Secretary Health and Members of the Health Services Committee regarding efficiently and duly execution of duties in each division of the Ministry of Health.

## **05. Meetings held with Ministries and Departments**

Srl. No.	Date	Matter	Ministry/ Department/ Institution participated
01	10.07.2017	Implementation of language policy	Ministry of National co – existence dialog and official language
02	12.07.2017	Granting relief for efficiency bar examination of Sri Lanka Technology Service	Ministry of Agriculture
03	17.07.2017	Approval of Scheme of absorption and promotion to the post non technical segment – 2 Sri Lanka Police Department	Ministry of Law and Order and Southern Development
04	18.07.2017	Amendment to the Minute of Sri Lanka Administrative Service, extension of retirement age of officers in the Sri Lanka Engineering Service until the age of 61 years, amendment of Section 6 of the appointment letters of new recruitment.	Ministry of Public Administration and Management
05	18.07.2017	Provisions of Sri Lanka Scientific Service	Ministry of Public Administration and Management
06	25.07.2017	Recruitment to the Post of Prison Guard	Ministry of Prison Reforms
07	01.08.2017	Promotion to the Special Grade of Inspectors of Permanent Ways	Ministry of Transport and Civil Aviation
08	02.08.2017	Recruitment of young men and women with experience on youth development activities to the Teachers' Service	Ministry of National Policies and Economic Affairs Ministry of Education

09	08.08.2017	Appointment of Sri Lanka Technical Service officers on promotion to the Posts of Sri Lanka Scientific Service on the limited basis.	Ministry of Public Administration and Management Department of Irrigation Department of Export Agriculture crops Department of meteorology and Department of Forest conservation.
10	10.08.2017	Appointment of officers for the posts vacant in National Schools	Ministry of Education
11	10.08.2017	Special Cadre in the Sri Lanka Education Administrative Service	Ministry of Education
12	10.08.2017	Promotion to the Special grade of Sri Lanka Education Administrative Service	Ministry of Education
13	15.08.2017	Promotion to the special grade in Sri Lanka Animal Production and Health Service	Ministry of Rural Economics
14	17.08.2017	Promotion to the Special Grade of Motor Vehicles Inspectors in the Department of Motor Traffic.	Ministry of Transport and Civil Aviation
15	22.08.2017	Transfer Principals permanently appointed to eleven National Schools	Ministry of Education
16	24.08.2017	Problems in the Sri Lanka Customs	Ministry of Finance and Mass Media
17	31.08.2017	Problems of officers in the Sri Lanka Surveyors' Service	Ministry of Land
18	06.09.2017	Regarding the AAT appeal AAT / 124/2016 (relevant to the Scientific Service)	Department of Forest Conservation
19	07.09.2017	Discuss matters on promotions existing in the Department of Railways	Ministry of Transport and Civil Aviation Services
20	08.09.2017	Recruitment of Dharmacharya qualified people to Sri Lanka Teachers' Service Grade 3 – II for teaching the subject - Religion	Ministry of Education
21	18.09.2017	Efficiency Bar Examinations for officers in the Unified Postal Service segment “a”	Ministry of Posts, Postal Services and Muslim Religious Affairs
22	28.09.2017	Backdating the Minute of Public Management Assistant Service as at 01.01.2006	Ministry of Public Administration and Management
23	28.09.2017	Recruitment of officers to Sri Lanka Engineering Service Grade – 3 open regarding structured marking scheme	Ministry of Public Administration and Management

## **06. Appearing in the Public Petitions Committee**

Number of Inquires of Public Petitions Committee appeared from 01.07.2017 to 30.09.2017 is sixteen (16).

## **07. Withdrawing of cases filed in the Courts against the Government**

No any case filed in the courts against the government has been withdrawn during the prescribed period.

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