

ರಾಜ್ಯ ಸೇವಾ ಕೌಶಿಷ್ಠಿ ಸರ್ಕಾರಿ  
ಪ್ರಗತಿ ವರದಿ

ಅರಸಾಂಗಕ ಸೇವಾ ಆಣಾಕುಕ್ರಮಿನ್  
ಮುನ್ನೇಢ್ಢ ಅಢಿಕಕಾ

Public Service Commission  
Progress Report

2018.04.01 – 2018.06.30

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## **Introduction**

The new term of the Public Service Commission appointed by the President in terms of Article 54(1) of the Constitution as amended by the 19th Amendment, commenced its duties effective from 15.10.2005.

In each year an Annual Report is submitted before Parliament by the Public Service Commission in terms of Article 55(5) of the Constitution of the Democratic Socialist Republic of Sri Lanka and a progress report once in every quarter is due to be submitted on instructions of the Constitutional Council. It is so informed in the month of September and accordingly progress reports relevant to each quarter during the period from 01.01.2016 to 31.03.2018 being submitted before the Parliament.

Despite quarterly reports should be submitted before the Parliament, the Public Service Commission examine reports submitted by each division monthly on its progress. Accordingly, the Commission has functioned its duties smoothly without any hindrance within the quarter from 01.04.2018 to 30.06.2018.

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

Details of activities carried out by the Office of the Public Service Commission from 01.04.2018 to 30.06.2018 are given as follows;

<b>Month</b>	<b>No. of Meetings</b>
April	07
May	09
June	08
Total	24

### **03. Tasks carried out by each Division of the Public Service Commission**

The Public Service Commission consists of undermentioned divisions and activities dealt with by each division are as given below;

#### **I. Establishments Division**

In pursuance of the delegation of powers vested in the Public Service Commission by the Gazette Notice No. 1941/41 dated 20.11.2015, formulation of a Service Minute to each approved service and a Scheme of Recruitment to each approved post outside of such service in the public service is dealt with by the Establishments Division. In the formulation of such Service Minutes and Schemes of Recruitment, method of recruitment to be followed in recruiting officers for each approved post, eligibilities for recruitment, relevant salary scale

applicable to the post, terms and conditions of service, methods of promotions and all other related particulars are incorporated into them. Prior to the approval of the relevant Service Minute or Scheme of Recruitment, approval of the Director General of Management Services having regard to the cadre approval, recommendation of the Salaries and Cadre Commission having regard to the salary scale and the recommendation from the Director General of Establishments for the draft Service Minute or Scheme of Recruitment are obtained.

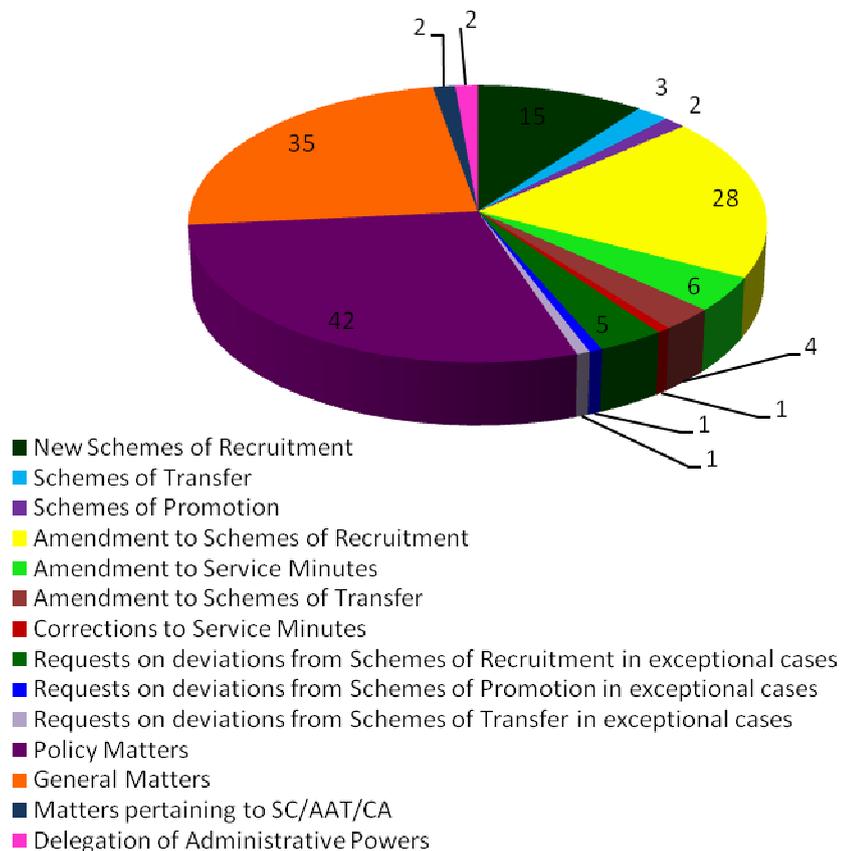
### **I.i. Role of the Establishments Division**

- i. Matters relating to formulation of a Service Minute for each approved service of the public service.
- ii. Matters relating to formulation of a Scheme of Recruitment for each approved post outside of such services.
- iii. Matters relating to delegation of powers within the scope of the Public Service Commission.
- iv. Matters relating to formulation of guidelines based on the Procedural Rules of the Public Service Commission.
- v. Matters relating to formulation and amendment of the Schemes of Transfer for all the services.
- vi. Matters relating to amendment of an approved Service Minute or Scheme of Recruitment or Scheme of Transfer on the recommendation of the Secretary concerned where it is necessary to amend such Minutes and Schemes.
- vii. Matters relating to policy decision making on requests seeking solutions to issues concerning appointments and promotions made by the authorities on whom powers have been delegated.
- viii. Matters relating to finding solutions to the issues concerning the instances where action to be taken in deviation of the Procedural Rules of Public Service Commission, Service Minutes, Schemes of Recruitment, Schemes of Transfer, Circulars and Orders.
- ix. Matters relating to the Right to Information Act, No. 12 of 2016

**I.ii. Progress of the Establishments Division (from 01.04.2018 to 30.06.2018)**

Srl. No.	Matter	Number
01	New Schemes of Recruitment	15
02	Schemes of Transfer	03
03	Schemes of Promotion	02
04	Amendment to Schemes of Recruitment	28
05	Amendment to Service Minutes	06
06	Amendment to Schemes of Transfer	04
07	Corrections to Service Minutes	01
08	Requests on deviations from Schemes of Recruitment in exceptional cases	05
09	Requests on deviations from Schemes of Promotion in exceptional cases	01
10	Requests on deviations from Schemes of Transfer in exceptional cases	01
11	Policy Matters	42
12	General Matters	35
13	Matters pertaining to SC/AAT/CA	02
14	Delegation of Administrative Powers	02
	<b>Total</b>	<b>147</b>

**Progress of the Establishments Division (from 01.04.2018 to 30.06.2018)**



**Complaints laid before the Administrative Appeals Tribunal (AAT) during the period under review.**

<b>Number pending as at 01.04.2018</b>	<b>Number received from 01.04.2018 to 30.06.2018</b>	<b>Total Number received as at 30.06.2018</b>	<b>Number of PSC decisions upheld</b>	<b>Number of PSC decisions revoked</b>	<b>Number pending as at 30.06.2018</b>
33	0	33	0	0	33

**Cases filed in the Supreme Court**

<b>Number pending as at 01.04.2018</b>	<b>Number received from 01.04.2018 to 30.06.2018</b>	<b>Total Number of cases received as at 30.06.2018</b>	<b>Number dismissed and agreed with PSC decisions</b>	<b>number of PSC decisions revoked by the Supreme Court</b>	<b>Number pending as at 30.06.2018</b>
66	01	67	01	0	66

**Cases filed in the Court of Appeal**

<b>Number pending as at 01.04.2018</b>	<b>Number received from 01.04.2018 to 30.06.2018</b>	<b>Total Number of cases received as at 30.06.2018</b>	<b>Number of PSC decisions upheld by the Court of Appeal</b>	<b>Number of PSC decisions revoked and relief granted by the Court of Appeal</b>	<b>Number pending as at 30.06.2018</b>
11	01	11	0	0	11

- ❖ The number of complaints laid before the Human Rights Commission is 02.
- ❖ No submissions on cases have been forwarded to the Parliamentary Commissioner for Administration(Ombudsman), 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 Officers) in respect of whom the powers of the Public Service Commission have not been delegated, published in the Gazette Extraordinary No. 1941/41 dated 20.11.2015 as amended by the Gazette Extraordinary No.1955/22 dated 25.02.2016 and also published in the Gazettes Extraordinary No. 1989/29 dated 29.01.2016, No.1990/24 dated 27.10.2016 and No. 1992/7 dated 07.11.2017 are carried out by the Appointments Division of the Public Service Commission.

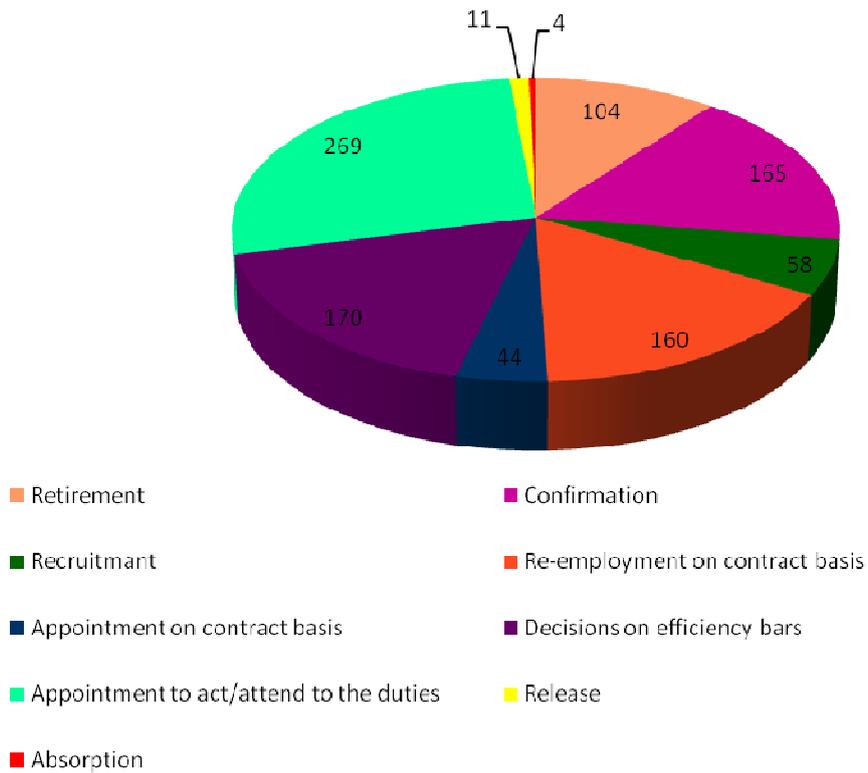
### **II.i. Role of the Appointments Division**

- i. Recruitment in accordance with the approved Service Minutes/ Schemes of Recruitment and Promotion.
- ii. Confirmation 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, Reappointment to the Service/Post, Retirement (on optional/ completing compulsory age of 60 years /medical grounds in terms of P.A. Circular 30/88).
- vi. Re-employment of retired public officers on contract basis, Appointment to Scheduled Posts in the Service Minutes (where applicable).
- vii. Dealing with appeals against decisions given by the Health Services Committee and the Education Service Committee relevant to appointments of Staff Officers.
- viii. Submission of observations and reports regarding court applications filed in the Supreme Court, Court of Appeal and cases laid before the Administrative Appeals Tribunal as well as forwarding observation reports to the Public Petitions Committee, Parliamentary Commissioner of Administrative Matters (Ombudsman) and representing Public Service Commission having regard to above functions whenever necessary.
- ix. Matters relating to the Right to Information Act, No. 12 of 2016

**II.ii Progress of the Appointments Division (01.04.2018 to 30.06.2018)**

Srl. No.	Matter	Number
01	Retirement	104
02	Confirmation	165
03	Recruitmant	58
04	Re-employment on contract basis	160
05	Appointment on contract basis	44
06	Decisions on efficiency bars	170
07	Appointment to act/attend to the duties	269
08	Release	11
09	Absorption	04
	<b>Total</b>	<b>985</b>

**Progress of the Appointments Division (01.04.2018 to 30.06.2018)**



Details of pending cases and complaints due to be appeared as at 01.04.2018 and Number of cases and complaints finalized therefrom as at 30.06.2018 by the Division.

### **Cases filed in the Supreme Court**

	<b>Number of pending cases as at 01.04.2018</b>	<b>Number of completed cases as at 30.06.2018</b>
Filed before to 01.04.2018	40	01
Filed after 01.04.2018	---	---

### **Cases filed in the Court of Appeal**

	<b>Number of pending cases as at 01.04.2018</b>	<b>Number of completed cases as at 30.06.2018</b>
Filed before to 01.04.2018	14	---
Filed after 01.04.2018	---	---

### **Complaints laid before the Administrative Appeals Tribunal**

	<b>Number of pending cases as at 01.04.2018</b>	<b>Number of completed cases as at 30.06.2018</b>
Filed before to 01.04.2018	89	05
Filed after 01.04.2018	03	---

No complaints have been made to the Human Rights Commission and Parliamentary Commissioner for Administration (Ombudsman) within the period from 01.04.2018 – 30.06.2018

### **III. Promotions Division**

Following functions relating to the promotion 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, published in the Gazette Extraordinary No. 1941/41 dated 20.11.2015 as amended by the Gazette Extraordinary No.1955/22 dated 25.02.2016 and also published in the Gazettes Extraordinary No. 1989/29 dated 29.01.2016, No.1990/24 dated 27.10.2016 and No. 1992/7 dated 07.11.2017 are carried out by the Promotions Division of the Public Service Commission.

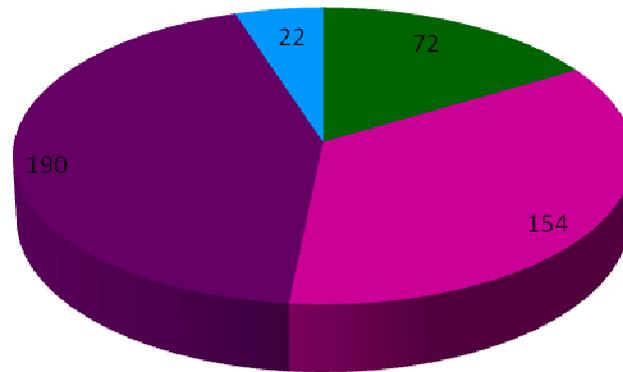
### **III.i. Role of the Promotions Division**

- I. Promotions made to each service and cadre as per approved Service Minutes, Schemes of Recruitment, Schemes of Promotion from grade to grade promotions as well as Promotion made on results of competitive examinations and structured interviews based on seniority and merit.
- II. Appointment of officers to respective posts on seniority, on the results of structured interviews as well as on promotions.
- III. Appointment of officers of Grade I and above in the All Island Services to their new respective post with prior approval at the time of transferring them from post to post.
- IV. Appointment to the post of Divisional Secretary (On permanent, Acting and Attending to duties basis)
- V. Dealing with appeals against decisions made by the Health Service Committee and the Education Service Committee in relation to the promotions of Staff Officers.
- VI. Submission of observations and reports regarding court applications filed in the Supreme Court, Court of Appeal and cases laid before the Administrative Appeals Tribunal against the orders/decisions of the Public Service Commission on tasks mentioned above.
- VII. Forwarding observation reports to the Public Petitions Committee, Parliamentary Commissioner of Administrative Matters (Ombudsman) and representing the Public Service Commission wherever necessary.
- VIII. Matters relating to the Right to Information Act, No. 12 of 2016

### **III.ii. Progress of the Promotions Division (01.04.2018 to 30.06.2018)**

<b>Srl. No.</b>	<b>Matter</b>	<b>Number</b>
01	Promotion from Grade to Grade	72
02	Promotion on Selection	154
03	Appointment to Posts	190
04	Appointment to act/ attending to duties	22
	<b>Total</b>	<b>438</b>

### Progress of the Promotions Division (01.04.2018 to 30.06.2018)



■ Promotion from Grade to Grade      ■ Promotion on Selection  
■ Appointment to Posts      ■ Appointment to act/ attending to duties

Details of cases and complaints pending due to be appeared as at 01.04.2018 and number of cases and complaints finalized therefrom as at 30.06.2018 by the Division.

#### Cases filed in the Supreme Court

	Number of pending cases as at 01.04.2018	Number of completed cases as at 30.06.2018
Filed before to 01.04.2018	42	---
Filed after 01.04.2018	---	---

#### Cases filed in the Court of Appeal

	Number of pending cases as at 01.04.2018	Number of completed cases as at 30.06.2018
Filed before to 01.04.2018	04	---
Filed after 01.04.2018	---	---

#### Complaints laid before the Administrative Appeals Tribunal

	Number of pending cases as at 01.04.2018	Number of completed cases as at 30.06.2018
Filed before to 01.04.2018	71	05
Filed after 01.04.2018	04	---

No complaints have been made to the Human Rights Commission and the Parliamentary Commissioner of Administration (Ombudsman) within the period from 01.04.2018 – 30.06.2018

#### **IV. Disciplinary Division**

This Division handles the disciplinary matters involving the officers coming under the scope of the Public Service Commission stated in the Gazette Extraordinary No. 1941/41 dated 20.11.2015 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016 setting out the delegation of powers of the Public Service Commission other than the officers under the Ministry of Education in accordance with the notices of Gazettes Extraordinary Nos. 1989/27, 1989/28, 1989/29 dated 19.10.2016 and the Gazette Extraordinary No. 1992/7 dated 07.11.2016 and also the officers under the Ministry of Health, Nutrition and Indigenous Medicine in accordance with the notices of Gazettes Extraordinary Nos. 1990/24 and 1990/25 dated 27.10.2016 and No. 2004/49 dated 01.02.2017 in pursuance of the provisions in Article 57(1) of the Constitution. The disciplinary division after having comprehensively studied all the letters and corrected documents received by it, extends the needful cooperation by making clear observations and recommendations on such matters to the Commission in order that it could arrive at unbiased decisions.

##### **IV.i Role of the Disciplinary Division**

Dealing with matters of discipline concerning officers under the disciplinary control of the Public Service Commission as referred to in the paragraph above.

##### **1. In the Case of a disciplinary matter -**

- I. The Public Service Commission, on receiving a preliminary investigation report to the Disciplinary Division filed by the Heads of Department or Ministry Secretaries and following a proper study thereon with a complete examination into relevant information, files and documents, observations and recommendations, 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 Administrative Authority, Ministry Secretary and Head of Department. Upon consideration of the answers furnished by the accused officer to such charge sheet and the observations and recommendations thereon made by the respective Head of Department, Ministry Secretary and Administrative Authority a decision will be made as to whether the institution of a formal disciplinary inquiry on the matter is feasible or not.

- III. Where the 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 either 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, Ministry Secretary and Administrative Authority.
- 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 an 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 reinstated in service following his interdiction or he could even be 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. In the case of appeals against the orders made by the Education Service Committee and the Health Service Committee**

This Division in accordance with the Notices of Gazette Extraordinary Nos. 1989/27, 1989/28 and 1989/29 dated 19.10.2016 and the Notice of Gazette Extraordinary No. 1992/27 dated 07.11.2016 having regard to Education Service Committee and also in accordance with the Notices of Gazette Extraordinary Nos. 1990/24 and 1990/25 dated 27.10.2016 and the Notice of Gazette Extraordinary No. 2004/49 dated 01.02.2017 having regard to Health Service Committee in pursuance of the provisions in Article 56(1) of the Constitution, will provide relief to or reject any such relief over the officers of the Ministry of Education and the Ministry of Health, Nutrition and Indigenous Medicine respectively upon consideration of the facts contained in the appeals of such officers against the disciplinary orders made by the said committees and the observations and recommendations thereon made by the respective Committee and the Administrative Authorities of such officers.

## **3. In the case of appeals against the Notices of Vacation of Post**

This Division through the Public Service Commission under its scope referred to in the Gazette Notice No. 1941/41 dated 20.11.2015 as amend by the Gazette Notice No. 1955/22 dated 25.10.2016 in relation to the delegation of powers of

the Public Service Commission will reinstate or will not reinstate the officers in service upon consideration of the facts contained in the appeals of such officers against their vacation of post notices and the observations and recommendations thereon made by the respective Administrative Authorities of such officers having regard to those under the Ministry of Education in accordance with the Gazettes Extraordinary Nos. 1989/27, 1989/28 and 1989/29 dated 19.10.2016 and the Gazette Extraordinary No. 1992/7 dated 07.11.2016 and also having regard to officers other than those under the Ministry of Health, Nutrition and Indigenous Medicine in accordance with the Gazettes Extraordinary Nos. 1990/24 and 1990/25 dated 27.10.2016 and Gazette Extraordinary No. 2004/49 dated 01.02.2017.

#### **4. Appeals Tribunal, Human Rights Commission, Public Petitions Committee of the Parliament and the Ombudsman**

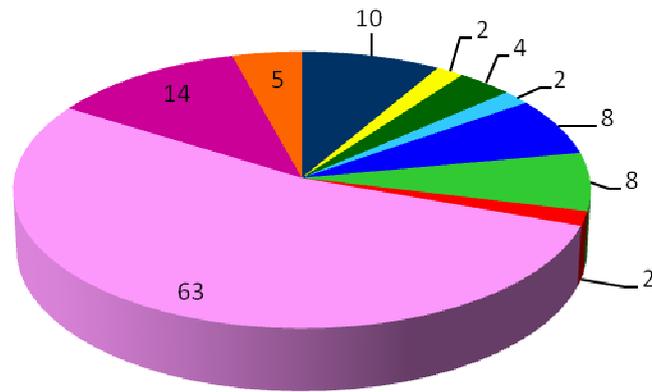
This Division appropriately handles the matters involving the preparation of observations on the applications made to the Superior Courts against the disciplinary orders or decisions on such disciplinary matters made by the Public Service Commission, preparation of observations on appeals made to the Administrative Appeals Tribunal, Public Petition Committee of the Parliament and the Ombudsman, representing the Public Service Commission at such institutions on the dates fixed for the hearing of such cases and dealing with the inquiries made by the Human Rights Commission.

#### **5. Matters relating to the Right to Information Act, No. 12 of 2016**

#### **IV.ii. Progress of the Disciplinary Division (01.04.2018 -30.06.2018)**

<b>Srl. No.</b>	<b>Matter</b>	<b>Total No. of orders From 01.04.2018 to 30.06.2018</b>
01	Issuance of charge sheets	10
02	Exoneration from charges	02
03	Other disciplinary punishments	04
04	Reinstatement in service	02
05	Dismissal of appeals	08
06	Appointment of disciplinary inquiry officers	08
07	Conversion of retirement under disciplinary grounds to normal retirement	02
08	Other general orders	63
09	Observation of appeals heard in the AAT	14
10	Observation on Court Applications	05
	<b>Total</b>	<b>118</b>

### Progress of the Disciplinary Division (01.04.2018 -30.06.2018)



- Issuance of charge sheets
- Exoneration from charges
- Other disciplinary punishments
- Reinstatement in service
- Dismissal of appeals
- Appointment of disciplinary inquiry officers
- Conversion of retirement under disciplinary grounds to normal retirement
- Other general orders
- Observation of appeals heard in the AAT
- Observation on Court Applications

### Details of cases dealt with during the period under review

	Number of Supreme Court Applications	Number of Court of Appeal Applications	Number of AAT Appeals
Pending cases as at 01.04.2018	10	08	116
Finalized as at 30.06.2018 out of pending cases as at 01.04.2018	-	01	07
Cases filed anew from 01.04.2018-30.06.2018	-	-	04
Pending as at 30.06.2018	10	07	113

Appeared for 120 AAT appeals during the period from 01.04.2018– 30.06.2018

### v. Appeals Division

Appeals Division extends assistance to the Commission to arrive at decision 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.

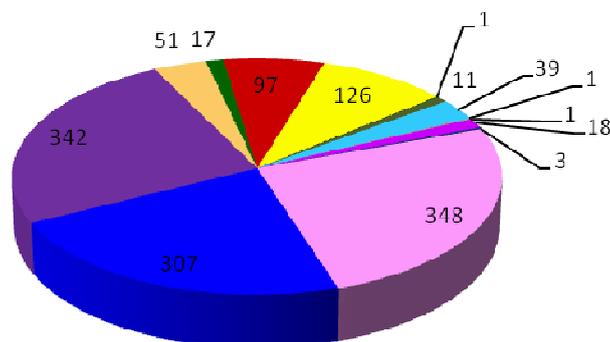
## **v.i. Role of the Appeals Division**

- i. Calling for reports containing observations and recommendations from the relevant Ministry/Department on each appeal and thereafter forwarding the detailed report on each appeal to the Public Service Commission.
- ii. Informing of the decisions made by the Public Service Commission on the appeals to the appellant and other related parties.
- iii. Preparing observation reports forwarded to the Administrative Appeals Tribunal against the decision made by the Public Service Commission on appeals and representing the Public Service Commission before the Tribunal when such appeals are taken up for hearing.
- iv. Submitting recommendations of the Public Service Commission on petitions referred to the Public Petitions Committee in connection with the decisions of the Public Service Commission.
- v. Appearing before the Public Petitions Committee in connection with the petitions taken up for hearing by such Committee.
- vi. Submitting observations/recommendations of the Public Service Commission on applications made to the Supreme Court and the Court of Appeal against the decisions of the Public Service Commission.
- vii. Submitting observations of the Public Service Commission in connection with the petitions made to the Parliamentary Commissioner for Administration (Ombudsman) against the decisions of the Public Service Commission.
- viii. Forwarding observations of the Public Service Commission in connection with the applications made to the Human Rights Commission against the decisions of the Public Service Commission.
- ix. Forwarding detailed particulars to the Attorney General's Department on the cases of the Supreme Court and the Court of Appeal.
- x. Matters relating to the Right to Information Act, No. 12 of 2016

## V.ii. Progress of the Appeals Division (01.04.2018 -30.06.2018)

Srl No.	Matter	Number
01	Appeals received from 01.01.2018 – 31.03.2018	348
02	Number of appeals for which observations and recommendations called from the Authorities to whom powers have been delegated from 01.04.2018 to 30.06.2018. (Including appeals submitted in previous years)	307
03	Number of Appeals finalized from 01.04.2018 to 30.06.2018 (Including with appeals in previous years)	342
	Details of appeals finalized are as follows;	
	Appeals on Disciplinary Matters	51
	Appeals on Promotios	17
	Appeals on Vacation of Post Notices	97
	Appeals on Transfers	126
	Appeals on Appointments	01
	Appeals on Interdictions	11
	Other	39
	<b>Total</b>	<b>342</b>
04	Number of Supreme Court cases received from 01.04.2018 to 30.06.2018	01
05	Number of appeals of Administrative Appeals Tribunal received from 01.04.2018 to 30.06.2018	01
	Number of appeals of Administrative Appeals Tribunal for which orders have been made from 01.04.2018 to 30.06.2018	18
06	Enquiries of Public Petitions Committee received from 01.04.2018 to 30.06.2018	03

## Progress of the Appeals Division (01.04.2018 -30.06.2018)



■ Appeals received from 01.04.2018 – 30.06.2018

■ Number of appeals for which observations and recommendations called from the Authorities to whom powers have been delegated from 01.04.2018 to 30.06.2018. (Including appeals submitted in previous years)

■ Number of Appeals finalized from 01.04.2018 to 30.06.2018 (Including with appeals in previous years)

■ Appeals on Disciplinary Matters

■ Appeals on Promotions

■ Appeals on Vacation of Post Notices

■ Appeals on Transfers

■ Appeals on Appointments

■ Appeals on Interdictions

■ Other

■ Number of Supreme Court cases received from 01.04.2018 to 30.06.2018

■ Number of appeals of Administrative Appeals Tribunal received from 01.04.2018 to 30.06.2018

■ Number of appeals of Administrative Appeals Tribunal for which orders have been made from 01.04.2018 to 30.06.2018

■ Enquiries of Public Petitions Committee received from 01.04.2018 to 30.06.2018

## Details of cases dealt with during the period under review

Details	Number as at 01.04.2018	Number received anew from 01.04.2018 to 30.06.2018	Number of cases for which decisions have been made by the Supreme Court/Court of Appeal from 01.04.2018 to 30.06.2018	Pending as at 30.06.2018
Number of Supreme Court Cases	36	--	---	36
Number of Court of Appeal Cases	04	01	--	05

Number of appearances before the Administrative Appeals Tribunal from 01.04.2018 to 30.06.2018 is 169.

#### **04. Education Service Committee**

The Education Service Committee has been established in terms of Article 56(1) of the Constitution of the Democratic Socialist Republic of Sri Lanka by the Gazette Notification No. 1989/27 dated 19.10.2016.

The delegation of powers has been made to the aforesaid committee and amendments thereto have been introduced by the Gazette Notifications No. 1989/29 dated 19.10.2016, No. 1992/7 dated 07.11.2016 and No. 2014/3 dated 11.04.2017.

The functions of the Education Service Committee are carried out in accordance with the powers delegated by the Gazette Notification No. 2014/3 dated 11.04.2017 with effect from 07.04.2017.

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

Following functions in respect of the officers on whom powers have been delegated by the Public Service Commission, published in the Gazette Extraordinary No. 2014/3 dated 11.04.2017 are carried out by the Education Service Committee.

- i. Recruitment in accordance with approved Service Minutes / Schemes of Recruitment, Confirmation in Service, Termination of Service, Reversion to the former post, Appointment on the basis of acting / attending to duties, Release (permanent / temporary), Resignation from Service, Consideration of appeals against vacation of post notices, Reappointment to the service / post, Retirement and Re-employment of retired public officers on contract basis.
- ii. Promotions according to approved Service Minutes / Schemes of Recruitment / Schemes of Promotion (Grade to Grade / Seniority and Merit Basis)
- iii. Granting relief for Efficiency Bar Examinations.
- iv. Disciplinary Control and dismissal from service concerning the offences set out in the First Schedule of Chapter XLVIII of the Establishments Code in relation to the officers belonging to the scope of the Education Service Committee.
- v. Issues on political victimization (The conveyance of the Public Service Commission decision No. PSC/ EST/ 02-03/05/2016 and 09/12/2016)
- vi. Matters relating to the Right to Information Act, No. 12 of 2016

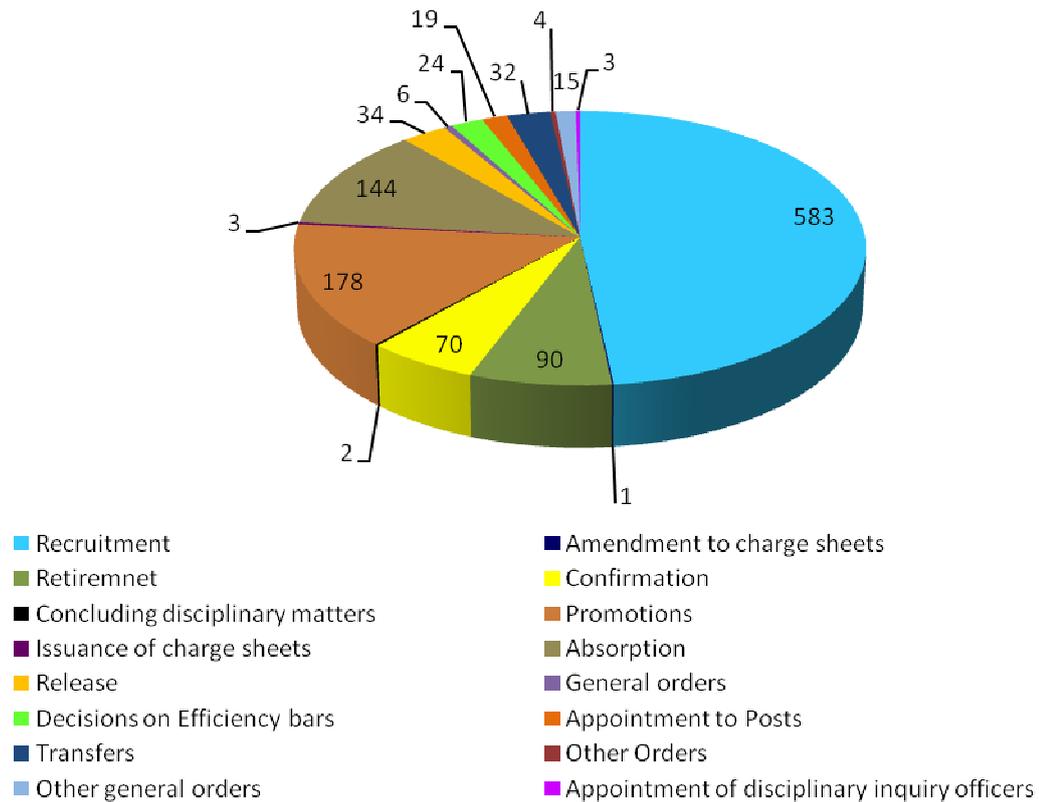
#### 4.2. Measures taken to make the functions of the Education Service Committee more efficient

- I. Holding discussions with officers of the division having regard to problems in the delivery of duties with a view to providing an efficient and effective service.
- II. Holding discussions with officers of the Ministry of Education having regard to problems in the delivery of duties.
- III. Attending to tasks to be promptly carried out with the participation of all officers expeditiously and reporting to duties on public holidays.
- IV. Dispatching reminders to call for replies to letter from Ministry of Education when delays occur.
- V. Taking action to obtain necessary information by way of fax messages following telephone calls to the Ministry of Education on letters that require immediate attention when replies thereto get delayed.

#### 4.3 Progress of the Education Service Committee (01.04.2018 -30.06.2018)

Srl. No.	Matter	Total	
01	Recruitment	583	
	Retirement	90	
	Confirmation	70	
	Promotion	178	
	Absorption	144	
	Release	34	
	Decisions on Efficiency bars	24	
	Appointment to Posts	19	
	Transfers	32	
	Other Orders	04	
	<b>Total</b>		
02	<b>Disciplinary</b>		
	Issuance of charge sheets	03	
	Amendment to charge sheets	01	
	Concluding disciplinary matters	02	
	Appointment of disciplinary inquiry officers	03	
	Other general orders	15	
	<b>Total</b>		
03	Political Victimization		
	General Orders	06	
			<b>06</b>
	<b>Total</b>		<b>1208</b>

### Progress of the Education Service Committee (01.04.2018 -30.06.2018)



#### 4.4. Details of cases in relation to Education Service Committee

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

#### 5. Health Service Committee

The Public Service Commission by the Gazette Extraordinary No. 1990/24 dated 27.10.2016 amended by the Gazette Extraordinary No. 2004/49 dated 01.02.2017 and the Gazette Extraordinary No. 2009/18 dated 08.03.2017, has delegated Powers to the Health Service Committee to take effect as from 01<sup>st</sup> November, 2016. The members to such Committee have been appointed with effect from 27.10.2016 by the Gazette Extraordinary No. 1990/25 dated 27.10.2016.

## 5.1 Role of the Health Service Committee

The role of the Health Services Committee is to deal with making decisions over matters referred to the Committee by virtue of the powers vested in it by the Schedule “B” of the Gazette Extraordinary No. 1990/24 dated 27.10.2016.

## 5.2 Measures taken to make the functions of the Education Service Committee more efficient

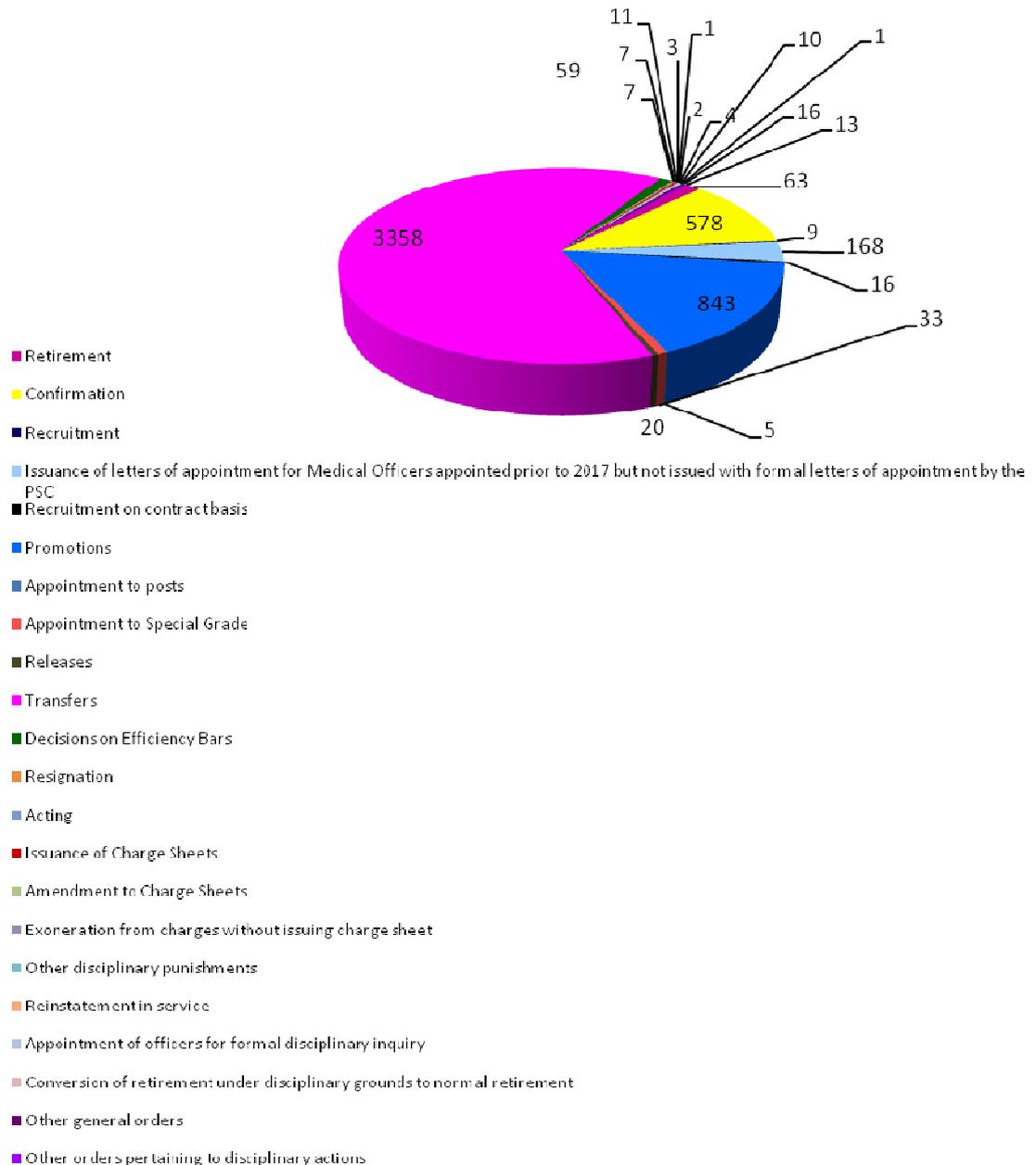
- i. Action seeking solutions following meetings with the Ministry of Health in order to prevent delays on various issues in the delivery of duties in relation to Recruitments, Promotions, Transfers and matters with regard to Disciplinary and Appeals referred to the Health Service Committee of the Public Service Commission.
- ii. Attaching two new officers of the Public Management Assistant Service to this division and assigning them duties involving Medical Officer promotions to Grade II and their matters of discipline.
- iii. Requesting two Assistant Secretaries and three Management Assistants in addition to the existing officers of this division as the division receives around 500 letters per month since the division, apart from the powers vested in the committee, is entrusted with matters involving absorptions in the Sri Lanka Medical Service, Sri Lanka Dental Service and also in the departmental posts, re-employment of retired officers of Nursing, Professions Supplementary to Medicine and Para Medical Services on contract basis and matters involving the re-employment of retired officers on contract basis to all posts in respect of which powers have been delegated to the Health Service Committee and Ministry Secretary in charge of the subject of Health by the Public Service Commission.

### 5.1. Progress of the Health Service Committee (01.04.2018 -30.06.2018)

Srl No	Matter	Total
01	Retirement	63
02	Confirmation	578
03	Recruitment	09
04	Issuance of letters of appointment for Medical Officers appointed before to 2017 but not issued with formal letters of appointment by the PSC	168
05	Recruitment on contract basis	16
06	Promotions	843
07	Appointment to posts	05
08	Appointment to Special Grade	33
09	Release	20
10	Transfers	3358

11	Decisions on Efficiency Bars	59
12	Resignation	07
13	Acting in the post	07
14	Issuance of Charge Sheets	11
15	Amendment to Charge Sheets	03
16	Exoneration from charges without issuing charge sheet	01
17	Other disciplinary punishments	04
18	Reinstatement in service	02
19	Appointment of officers for formal disciplinary inquiry	10
20	Conversion of retirement under disciplinary grounds to normal retirement	01
21	Other general orders	16
22	Other orders pertaining to disciplinary actions	13
	<b>Total</b>	<b>5227</b>

### Progress of the Health Service Committee (01.04.2018 -30.06.2018)



### 5.4 Details of cases in relation to the Health Service Committee

- Mr. T.B. Ananda Jayalal, Medical Officer– Observations have been sent to the Attorney General regarding the case bearing No. SC (FR) No. 174/2018.
- Observations have been sent to the Attorney General regarding the case bearing No. SC (FR) No. 153/2018.

## 5.5 Details of cases dealt with during the period under review

Details	Number as at 01.04.2018	Number received anew from 01.04.2018 to 30.06.2018	Number dismissed by the SC and agreed with the PSC decisions	Number of the PSC decisions revoked by the SC	Number as at 30.06.2018
Number of Supreme Court Cases	05	02	---	---	07

## 06. Measures taken to make the functions of the Education Service Committee more efficient

Following measures have been taken by the Public Service Commission to ensure an effective and efficient service being delivered to its clients during this period.

### Establishments Division

- i. Sending reminders once a month for ensuring the tasks dealt with by the Division more effective and efficient.
- ii. Holding discussions on problems after inviting experienced officers on respective subjects of the Ministry concerned.
- iii. Taking action to obtain necessary information by way of fax messages following telephone calls to the Ministries/ Departments when replies to letters get delayed.
- iv. Holding meetings with Additional Secretaries in charge of matters involving administration of each ministry every year and revisiting the problems faced in dealing with the Public Service Commission during the previous year.
- v. Holding meetings with the members of the staff every month to discuss over issues relating to each officer and distribution of duties of officers whose work has found to be heavy.

### Appointments Division

- i. Seeing to the improvement of attitudes and knowledge of officers of the Public Management Assistants Service by availing them of opportunities to participate in training programs.
- ii. Taking steps to make functions of the Appointments Division efficient by sending reminders in a formal manner and holding discussions to reducing the exchange of letters with a view to providing a prompt service to the service seeking public

officers by curtailing delays when calling for information from Ministries and Departments.

### **Promotions Division**

- i. New guidelines and instruction letters were issued to the Administrative Authorities to make the functions of the division efficient and measures were taken to improve attitudes and knowledge of officers of the Public Management Assistants Service by availing them of opportunities to participate in training programs.
- ii. Measures were taken to make functions in the Promotions Division more efficient and effective by sending reminders in a formal manner and holding discussions to reducing the exchange of letters with a view to providing a prompt service to the service seeking public officers by curtailing delays when calling for information from Ministries and Departments.

### **Disciplinary Division**

- i. Setting of a fixed date for sending relevant replies when sending reminders.
- ii. Maintaining of a data base pertaining to appeals made before the Administrative Appeals Tribunal and cases filed in the courts of law.

### **Appeals Division**

- i. Sending reminders to expeditiously receiving reports of observations and recommendations relating to appeals forwarded to the Appeals Division from the delegated authorities and keeping the Ministry Secretaries thereby duly informed.

## **7. Ministerial and Departmental Meetings**

<b>Srl. No.</b>	<b>Date</b>	<b>Matter</b>	<b>Ministries/Departments/Institutions participated</b>
01	02.04.2018	Changing the structure of question papers of Open Competitive and Limited Examinations for recruitment to Grade III of the Sri Lanka Administrative Service	Ministry of Public Administration, Management and Law and Order, Department of Examination, Sri Lanka Institute of Development Administration, National Salaries and Cadre Commission
02	02.04.2018	Appointment to the post of Director/ Deputy Director in the Sri Lanka Scientific Service (Department of Meteorology)	Ministry of Public Administration, Management and Law and Order

03	03.04.2018	Recruitment of youths with experience on youth development affairs to the Teachers Service	Ministry of Education
04	04.04.2018	Recruitments to the Department of National Museums	Department of National Museums
05	10.04.2018	SC(FR)412/2017 Appointment of Mr. W.W. Rajapaksha to the post of Superintendent of Social Welfare	Ministry of Social Empowerment
06	20.04.2018	Appointment to the post of Commissioner in Grade I of the Sri Lanka Inland Revenue Service	Ministry of Finance and Mass Media
07	23.04.2018	Promotions of the Sri Lanka Technological Service	Sri Lanka Naval Headquarters
08	24.04.2018	Promotions to Special Grade of the Sri Lanka Foreign Service	Ministry of Foreign Affairs
09	02.05.2018	Appointment to Superintendent of Post in the Executive Service Category III - 2016	Ministry of Post, Postal Services and Muslim Religious Affairs
10	08.05.2018	Recruitment to Grade III of the Sri Lanka Inland Revenue Service - 2016 / 2017 (Open)	Ministry of Education
11	08.05.2018	Promotion of Development Coordinators to Grade II from Grade III	Ministry of Home Affairs
12	15.05.2018	Filling of vacancies in Special Grade of the Department of Export Agriculture of the Sri Lanka Scientific Service	Ministry of Public Administration, Management and Law and Order
13	21.05.2018	Recruitment of internal employees (Field Instructors) to the post of Colony Officer in the Sri Lanka Technological Service	Land Commissioner General's Department
14	22.05.2018	Issues pertaining to recruitment to the Supervisory Management Assistant Service of the Department of Railways	Ministry of Transport and Civil Aviation Department of Railways
15	25.05.2018	Discussion on issues pertaining to promotions to the Supra Class of Railway	Ministry of Transport and Civil Aviation

		Clerk	
16	31.05.2018	Recruitment and Transfers in the Deputy Medical Administrative Grade	Government Medical Officers Association
17	08.06.2018	Promotion of officers to Special Grade from Class I of the Sri Lanka Technological Service	Department of Agrarian Development
18	11.06.2018	Absorption to Grade II of the Sri Lanka Information and Communication Technology Service	Ministry of Public Administration, Management and Law and Order
19	11.06.2018	Amendment to the Schemes of Recruitment to the posts belonging to the Service of Professions Supplementary to Medicine and Para Medical Service and Confirmation in service of officers who have not completed relevant qualifications	Ministry of Health, Nutrition and Indigenous Medicine
20	12.06.2018	Political Victimization	Ministry of Education
21	13.06.2018	Promotion to Special Grade of the Sri Lanka Foreign Service	Ministry of Foreign Affairs
22	18.06.2018	Service Minute of the Sri Lanka Administrative Service	Ministry of Public Administration, Management and Law and Order
23	25.06.2018	Filling of vacancies in posts of Grade I of the Sri Lanka Scientific Service – Director (Land Use)	Ministry of Public Administration, Management and Law and Order
24	25.06.2018	Promotion of officers in the Sri Lanka Technological Service of the Department of Measurement Units, Standards and Services	Ministry of Industry and Commerce
25	26.06.2018	Formulation of a common methodology to solve the issues in All Island Services	Ministry of Public Administration, Management and Law and Order Ministry of Education Ministry of Agriculture Ministry of Fisheries & Aquatic Resources Development and Rural Economic Affairs National Salaries and Cadre Commission Department of Management Services Department of Animal Production and Health

## **08. Appearing before the Public Petitions Committee**

Number of Public Petitions Committee inquiries for which appearances were made from 01.04.2018 – 30.06.2018 is 03.

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