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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. The Commission's first term of office of 03 years expired on 14.10.2018 and until the new members were appointed to the Commission, it functioned under the provisions in Article 41 F of Chapter VII (A) of the 19th amendment to the Constitution.

All other members of the former Commission excluding one member were reappointed with effect from 18.10.2018 by His Excellency the President on the recommendation of the Constitutional Council for their second term of office and action was taken to appoint a new member in place of the former member.

One member resigned from this Commission from 01.05.2019 and the number of members of the Commission as at present is 08.

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 2016 and accordingly progress reports relevant to each quarter during the period from 01.01.2016 to 30.09.2018 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 01.04.2019 to 30.06.2019.

02. Meetings of the Public Service Commission

Details of activities carried out by the Office of the Public Service Commission from 01.04.2019 to 30.06.2019 are given as follows.

Month	No. of Meetings
April	08
May	09
June	08
Total	25

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

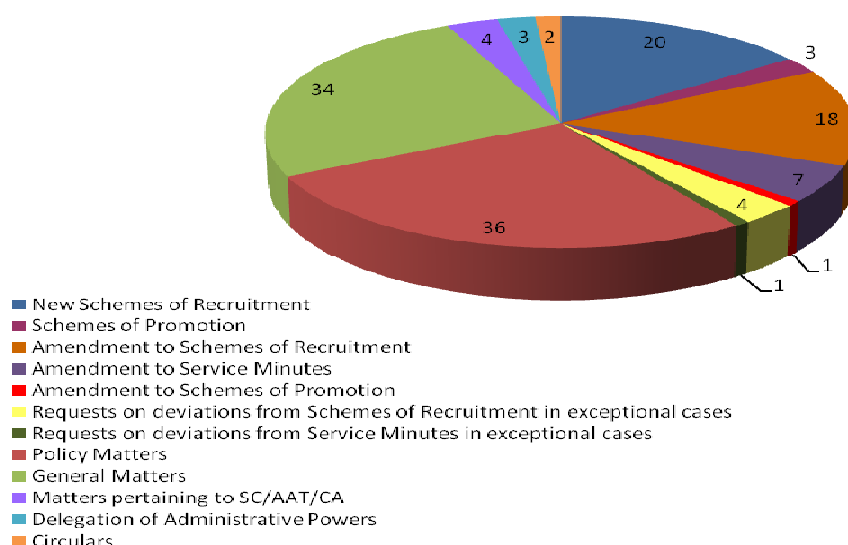
- i. Matters relating to formulation of a Service Minute for each approved service of the public service.
- ii. Matters relating to formulation of a Scheme of Recruitment for each approved post outside of such services.
- iii. Matters relating to formulation of a Schemes of Promotion
- iv. Matters relating to delegation of powers within the scope of the Public Service Commission.
- v. Matters relating to formulation of guidelines based on the Procedural Rules of the Public Service Commission.
- vi. Matters relating to formulation and amendment of the Schemes of Transfer for all the services.
- vii. 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.

- viii. 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.
- ix. 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.
- x. Matters relating to the Right to Information Act No. 12 of 2016

I.ii. Progress of the Establishments Division (from 01.04.2019 to 30.06.2019)

Srl. No.	Matter	Number
01	New Schemes of Recruitment	20
02	Schemes of Promotion	03
03	Amendment to Schemes of Recruitment	18
04	Amendment to Service Minutes	07
05	Amendment to Schemes of Promotion	01
06	Requests on deviations from Schemes of Recruitment in exceptional cases	04
07	Requests on deviations from Service Minutes in exceptional cases	01
08	Policy Matters	36
09	General Matters	34
10	Matters pertaining to SC/AAT/CA	04
11	Delegation of Administrative Powers	03
12	Circulars	02
	Total	133

Progress of the Establishments Division (from 01.04.2019 to 30.06.2019)



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.

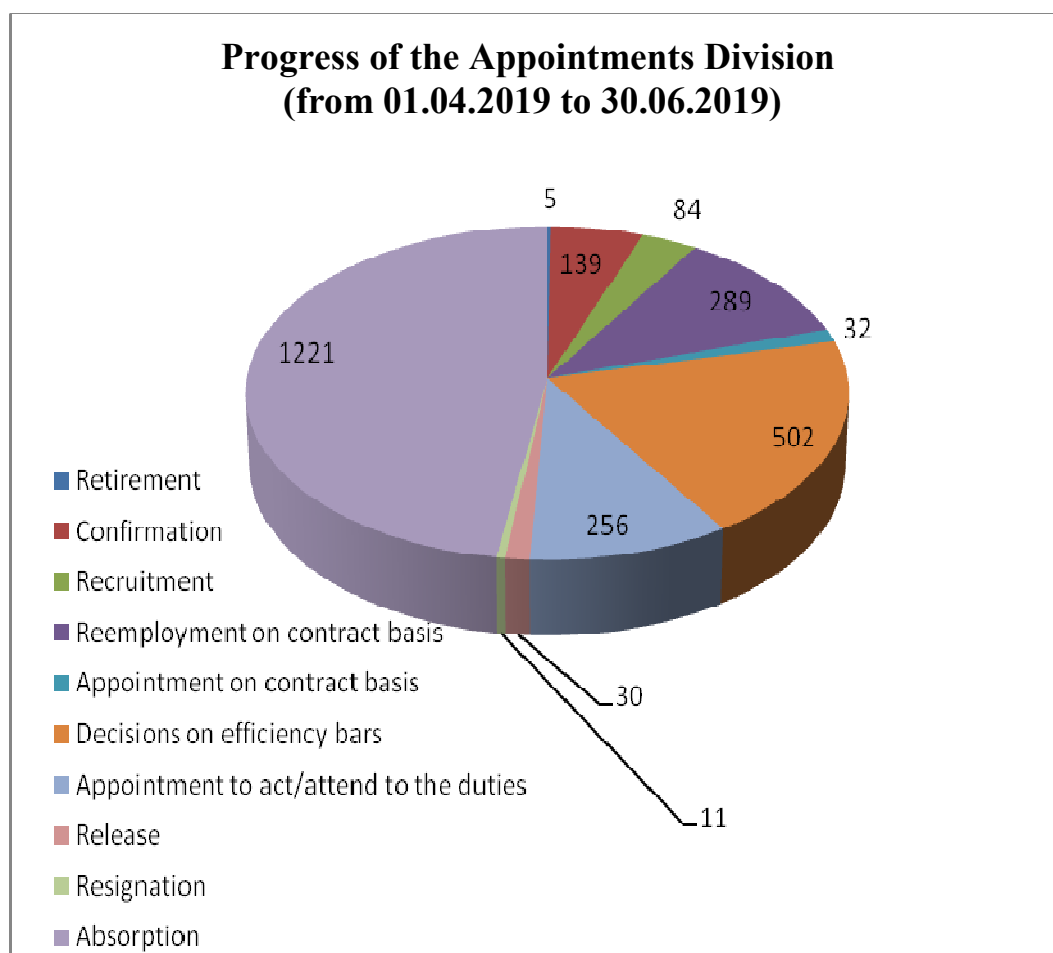
II.i. Role of the Appointments Division

- 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. Granting covering approval for appointments on acting/attending to duties basis (other than the post of Divisional Secretary).
- IV. Release (Outright/Temporary).
- V. Recruitment on contract basis, Resignation from service, Reappointment to the Service/Post, Retirement (on optional/ reaching the compulsory age of 60 years /medical grounds in terms of P.A. Circular 30/88).

- VI. Reemployment 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 Right to Information Act No. 12 of 2016

II.ii Progress of the Appointments Division (from 01.04.2019 to 30.06.2019)

Srl. No.	Matter	Number
01	Retirement	05
02	Confirmation	139
03	Recruitment	84
04	Reemployment on contract basis	289
05	Appointment on contract basis	32
06	Decisions on efficiency bars	502
07	Appointment to act/attend to the duties	256
08	Release	30
09	Resignation	11
10	Absorption	1221
	Total	2569



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

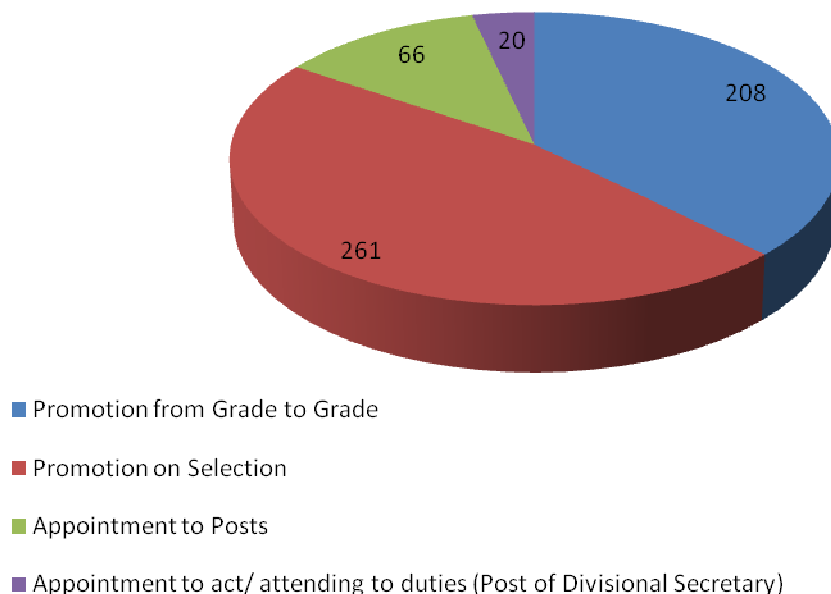
- i. Promotions made to each service and cadre as per approved Service Minutes, Schemes of Recruitment, Schemes of Promotion from grade to grade promotions as well as Promotion made on results of competitive examinations and structured interviews based on seniority and merit.

- 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 Right to Information Act No. 12 of 2016.

III.ii. Progress of the Promotions Division (from 01.04.2019 to 30.06.2019)

Srl. No.	Matter	Number
01	Promotion from Grade to Grade	208
02	Promotion on Selection	261
03	Appointment to Posts	66
04	Appointment to act/ attending to duties (Post of Divisional Secretary)	20
	Total	555

Progress of the Promotions Division (from 01.04.2019 to 30.06.2019)



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 -

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.

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.

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.

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.

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 57(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.

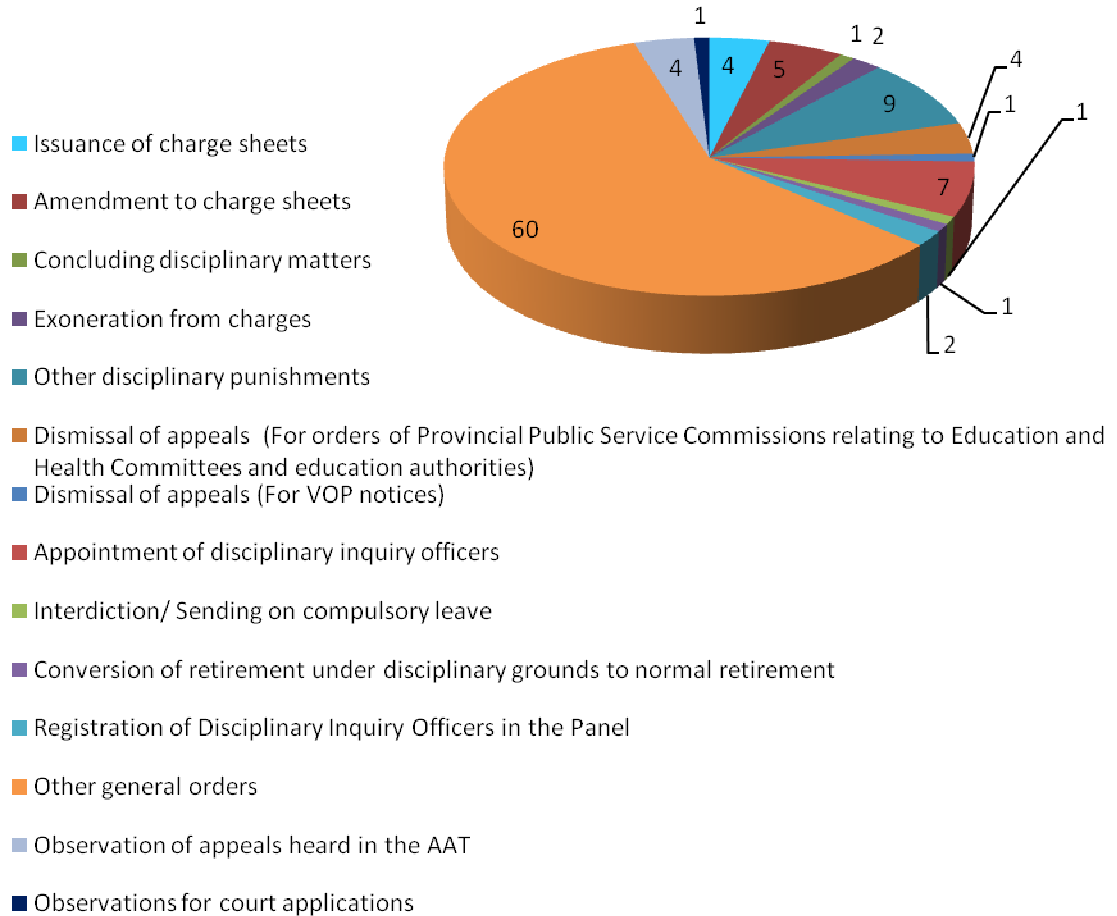
5. Matters relating to the Right to Information Act No. 12 of 2016.

Dealing with requests made under Right to Information Act No. 12 of 2016 and taking action on information sought by the Designated Officer

IV.ii. Progress of the Disciplinary Division (from 01.04.2019 to 30.06.2019)

Srl. No.	Matter	No. Of orders from 01.04.2019 to 30.06.2019
01	Issuance of charge sheets	04
02	Amendment to charge sheets	05
03	Concluding disciplinary matters	01
04	Exoneration from charges	02
05	Other disciplinary punishments	09
06	Dismissal of appeals (For orders of Provincial Public Service Commissions relating to Education and Health Committees and education authorities)	04
07	Dismissal of appeals (For VOP notices)	01
08	Appointment of disciplinary inquiry officers	07
09	Interdiction/ Sending on compulsory leave	01
10	Conversion of retirement under disciplinary grounds to normal retirement	01
11	Registration of Disciplinary Inquiry Officers in the Panel	02
12	Other general orders	60
13	Observation of appeals heard in the AAT	04
14	Observations for court applications	01
	Total	102

Progress of the Disciplinary Division (from 01.04.2019 to 30.06.2019)



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

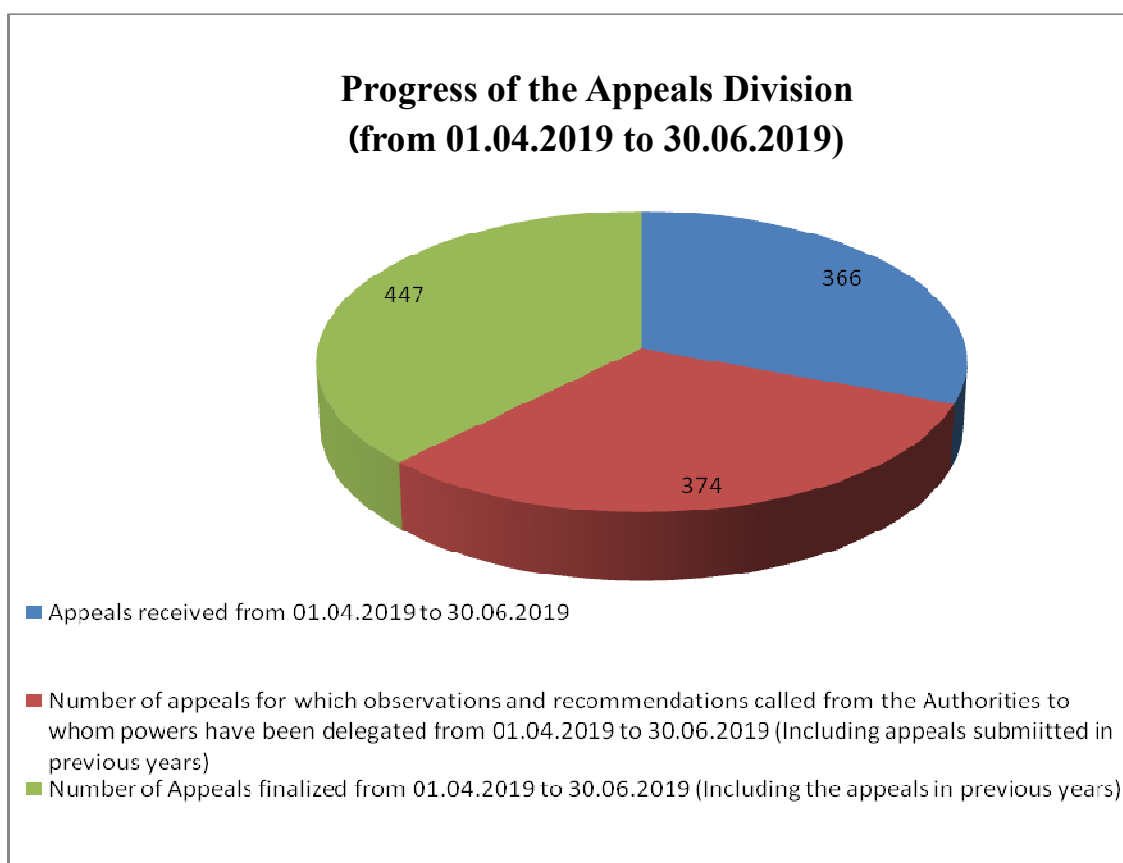
- i. Calling for reports containing observations and recommendations from the relevant Ministry/Department on each appeal and thereafter preparing and submitting a detailed report on each appeal to the Public Service Commission.

- ii. Preparing a detailed report on each appeal and Submitting it to the Public Service Commission.
- iii. Informing of the decisions made by the Public Service Commission on the appeals to the appellant and other related parties.
- iv. 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.
- v. Submitting observations of the Public Service Commission on petitions referred to the Public Petitions Committee in connection with the decisions of the Public Service Commission.
- vi. Appearing before the Public Petitions Committee in connection with the petitions taken up for hearing by such Committee.
- vii. 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.
- viii. 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.
- ix. 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.
- x. Forwarding detailed particulars to the Attorney General's Department on the cases of the Supreme Court and the Court of Appeal.
- xi. Matters relating to Right to Information Act No. 12 of 2016.

V. ii. Progress of the Appeals Division (from 01.04.2019 to 30.06.2019)

Srl No.	Matter	Number
01	Appeals received from 01.04.2019 to 30.06.2019	366
02	Number of appeals for which observations and recommendations called from the Authorities to whom powers have been delegated from 01.04.2019 to 30.06.2019 (Including appeals submitted in previous years)	374

03	Number of Appeals finalized from 01.04.2019 to 30.06.2019 (Including the appeals in previous years)		447
	Details of appeals finalized are as follows.		
	Appeals on Disciplinary Matters	63	
	Appeals on Promotions	34	
	Appeals on Vacation of Post Notices	151	
	Appeals on Transfers	139	
	Appeals on Appointments	0	
	Appeals on Interdictions	12	
	Other	48	
	Total	447	



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. Matters relating to the Right to Information Act No. 12 of 2016.

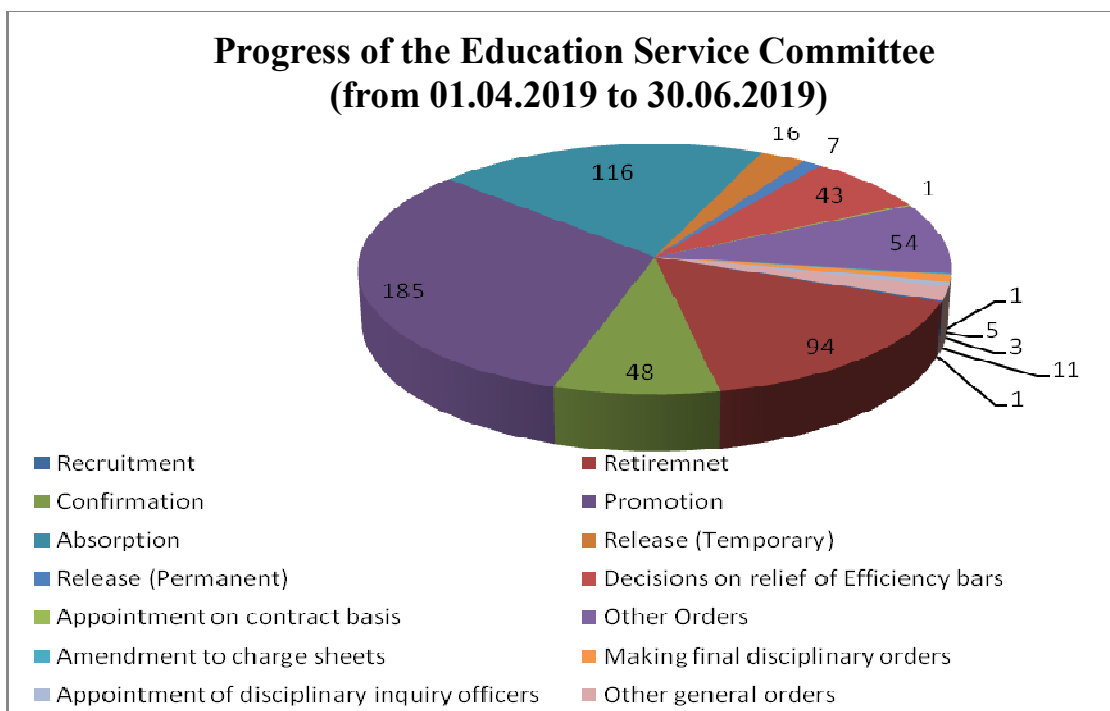
4.2. Measures taken to make the functions of the Education Service Committee more efficient

- 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. Attending to tasks to be promptly carried out with the participation of all officers expeditiously and reporting to duties on public holidays.
- III. Dispatching reminders to call for replies to letter from Ministry of Education when delays occur.
- IV. 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 (from 01.04.2019 to 30.06.2019)

Srl. No.	Matter	Total	
01	Recruitment	01	
	Retirement	94	
	Confirmation	48	
	Promotion	185	
	Absorption	116	
	Release (Temporary)	16	
	Release (Permanent)	07	
	Decisions on relief of Efficiency bars	43	
	Appointment on contract basis	01	
	Other Orders	54	
	Total	565	
02	Disciplinary		
	Amendment to charge sheets	01	
	Making final disciplinary orders	05	
	Appointment of disciplinary inquiry officers	03	
	Other general orders	11	
	Total	20	
	Grand Total		585



5. Health Service Committee

The Public Service Commission by the Gazette Extraordinary No. 1990/24 dated 27.10.2016 has delegated its powers to the Health Service Committee with effect from 01.11.2016. The delegation of powers to the Committee above has been amended by the Gazettes Extraordinary No. 2004/49 dated 01.02.2017 and No. 2009/18 dated 08.03.2017. The rules for the Procedure and Quorum of Committees appointed by the Public Service Commission have been published by the Gazette Extraordinary No. 1989/28 dated 19.10.2016. Members for such Committee have been appointed with effect from 27.10.2016 by the Gazette Extraordinary No. 1990/25 dated 27.10.2016. The term of office of the Members of the Committee above expired on 31.10.2018 and the new Committee Members have been appointed from 01.11.2018.

5.1.Role of the Health Service Committee

- I. Recruitment/ Confirmation in service in accordance with approved Service Minutes / Schemes of Recruitment, Reappointment to the service / post, Release, Acting / attending to duties, Resignation from Service, Retirement, Re-employment of retired public officers on contract basis and Consideration of appeals against vacation of post notices.

- 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 Health Service Committee

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

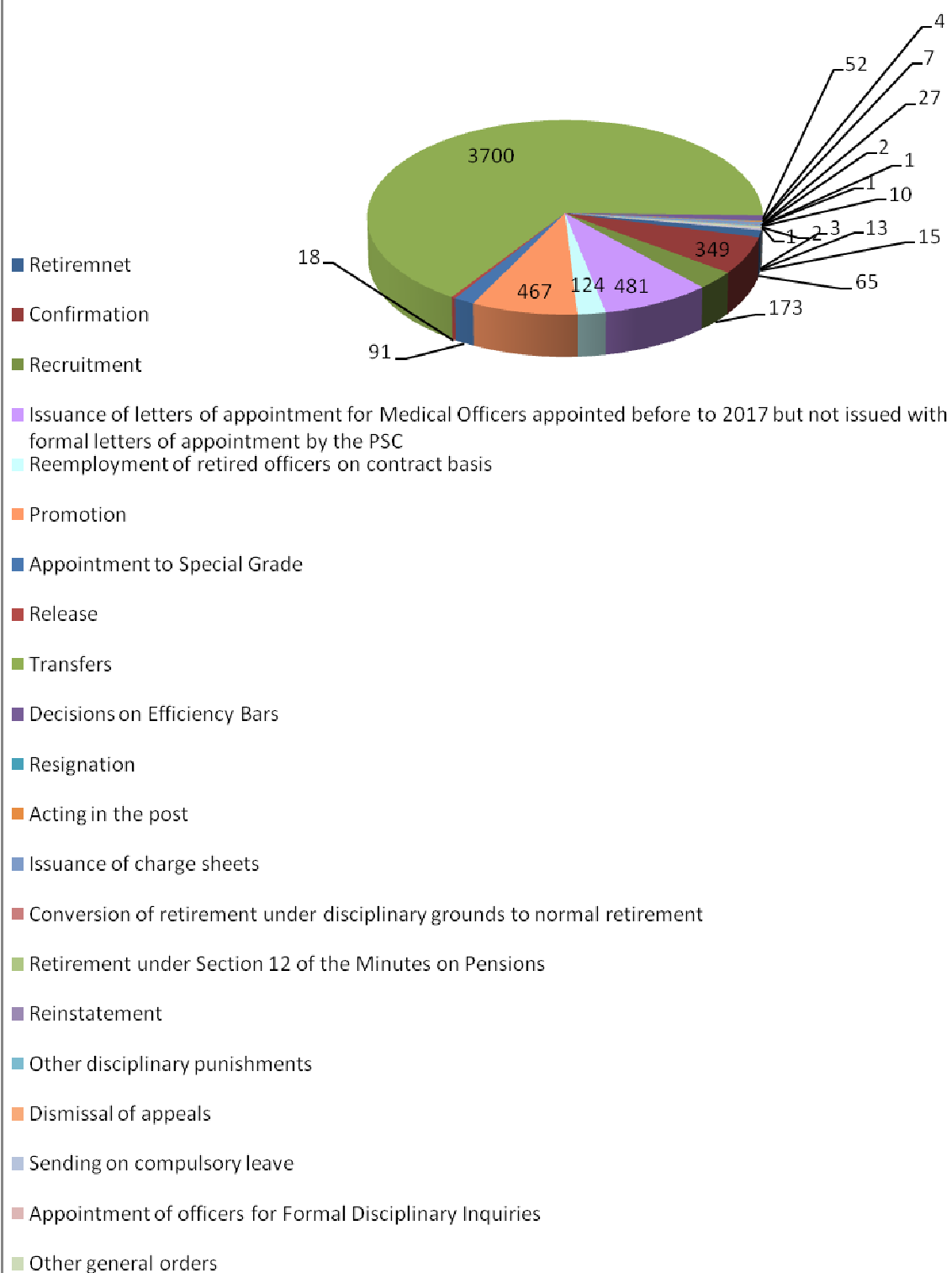
- i. Action seeking solutions following meetings with the Ministry of Health in order to prevent delays on various issues in the delivery of duties in relation to Recruitments, Promotions, Transfers and matters with regard to Disciplinary and Appeals referred to the Health Service Committee of the Public Service Commission.
- v. 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.
- vi. Dispatching reminders and obtaining necessary information by way of fax messages when delays occur.

5.3. Progress of the Health Service Committee (from 01.04.2019 to 30.06.2019)

Srl. No.	Matter	Total
01	Retirement	65
02	Confirmation	349
03	Recruitment	173
04	Issuance of letters of appointment for Medical Officers appointed before to 2017 but not issued with formal letters of appointment by the PSC	481
05	Reemployment of retired officers on contract basis	124
06	Promotion	467
07	Appointment to Special Grade	91
08	Release	18
09	Transfers	3700
10	Decisions on Efficiency Bars	52
11	Resignation	04
12	Acting in the post	07
13	Issuance of charge sheets	27
14	Conversion of retirement under disciplinary grounds to normal retirement	02
15	Retirement under Section 12 of the Minutes on Pensions	01
16	Reinstatement	01

17	Other disciplinary punishments	10
18	Dismissal of appeals	02
19	Sending on compulsory leave	01
20	Appointment of officers for Formal Disciplinary Inquiries	03
21	Other general orders	13
22	Other orders related to disciplinary matters	15
	Total	5096

Progress of the Health Service Committee (from 01.04.2019 to 30.06.2019)



06. Measures taken to make the functions of the Public Service Commission 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. Taking steps to enhance the subject knowledge of the new officers by directing them to training sessions held under ancillary parts of various subjects.
- ii. Creating a working environment required to provide an efficient service identifying the problems of officers through the meetings of performance evaluation.
- iii. 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.
- iv. Implementation of a systematic procedure by setting targets for all officers in the division to obtain and carry out orders of the Public Service Commission within a specific time frame.
- v. Improvement of existing formats to further facilitate the work steps of the process of appointment.

Promotions Division

- i. Taking steps to enhance the subject knowledge of the newly recruited officers by directing them to the training sessions held under miscellaneous sub sections of subjects.
- ii. Creating the working environment required to provide an efficient service while identifying the problems of officers through the meetings of performance evaluation.
- iii. 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.
- iv. Implementation of a systematic procedure by setting targets for all officers in the division to obtain and carry out orders of the Public Service Commission within a specific time frame.

Disciplinary Division

- i. Establishment of the data management system of inquiry officers prepared with the Information Technology Unit.

Appeals Division

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

07. Details of complaints laid before Administrative Appeals Tribunal during the period under the review

Division	No. of complaints pending as at 01.04.2019	No. of complaints received from 01.04.2019 to 30.06. 2019	Total no. of complaints received as at 30.06. 2019	No. of complaints that upheld PSC decisions	No. of complaints that revoked PSC decisions	No. of complaints pending as at 30.06. 2019
Establishment	31	04	35	00	00	35
Appointment	79	15	94	06	00	88
Promotion	66	22	88	03	01	84
Disciplinary	67	09	76	10	08	58
Appeals	140	19	159	19	07	133

08. Details of complaints laid before the Supreme Court during the period under the review

Division	No. of complaints pending as at 01.04.2019	No. of complaints received from 01.04.2019 to 30.06. 2019	Total no. of complaints received as at 30.06. 2019	No. of cases dismissed by Supreme Court and No. of cases that upheld PSC decisions	No. of PSC decisions revoked by the SC	No. of complaints pending as at 30.06. 2019
Establishment	67	03	70	05	00	65
Appointment	38	04	42	01	00	41
Promotion	46	02	48	00	00	48
Disciplinary	09	02	11	00	00	11
Appeals	41	02	43	03	00	40
Education Service Committee	07	01	08	01	00	07
Health Service Committee	09	00	09	02	00	07

09. Details of complaints laid before Court of Appeal during the period under the review

Division	No. of cases pending as at 01.01.2019	No. of cases received from 01.01.2019 to 31.03.31	Total no. of cases received as at 31.03.2019	of cases that upheld PSC decisions by Court of Appeal	No. of PSC decisions revoked and granted relief by Court of Appeal	No. of complaints pending as at 30.06.
Establishment	11	00	11	00	00	11
Appointment	15	01	16	00	00	16
Promotion	04	01	05	00	00	05
Disciplinary	04	04	08	00	00	08
Appeals	06	01	07	00	00	07
Education Service Committee	00	01	01	00	00	01

10. Ministerial and Departmental Meetings

Srl. No.	Date	Matter	Ministries/Departments/Institutions participated
01	01.04.2019	Appointment to the post of Deputy Director (Statistics) of the Department of Census and Statistics	of the Department of Census and Statistics
02	02.04.2019	- Filling up of vacancies in Class I of the Sri Lanka Education Administrative Service - Filling up of vacancies in the post of Principal of National School - Appointment to posts in the Ministry of Education - Promotion to Special Grade of the Sri Lanka Education Administrative Service - Amendment to the Service	Ministry of Education

		Minute of the Sri Lanka Education Administrative Service	
03	04.04.2019	Promotion to the Special Grade of the Department of Meteorology and issues relating to promotions of the Technological Service	Ministry of Public Administration and Disaster Management Department of Meteorology
04	04.04.2019	Appointment to posts in the Department of Sports Development and National Institute of Sports Science (Director, Registrar, Head Quarters Sports Officer)	Ministry of Telecommunication, Foreign Employment and Sports
05	08.04.2019	Appeal of Mr. Jayasena in the file PSC/APP/8/6/66/2017	Department of Railways
06	24.04.2019	Open/ Limited Competitive Examination for filling of vacancies in Grade III of the Sri Lanka Foreign Service - 2018	Ministry of Public Administration and Disaster Management
07	25.04.2019	Service Minute scheduled to be formulated for the Forest Department	Ministry of Mahaweli Development and Environment
08	30.04.2019	Assistant Director (Departmental) of the Forest Department	Forest Department
09	09.05.2019	Appointment of Specialist Medical Officers for terminal duty stations	Ministry of Health, Nutrition and Indigenous Medicine
10	30.05.2019	Filling up of vacancies in Grade I posts of the Sri Lanka Agriculture Service	Ministry of Agriculture
11	06.06.2019	Issues relating to promotion to Special Grade of the Sri Lanka Accountants Service	Ministry of Public Administration and Disaster Management
12	10.06.2019	Issues in the Department of Posts	Department of Posts
13	13.06.2019	• Issues relating to recruitment, training and placement of the Sri Lanka Education Administrative Service • Promotion of officers to Grade I and Special Grade of the Sri Lanka Education	Ministry of Education Trade Union of the Sri Lanka Education Administrative Service

		Administrative Service • Formulation of a Scheme of Transfer • Formal appointment of officers to the scheduled posts and transfers between such posts • Formal appointment of officers to the posts including Additional Secretary to the Ministry of Education, Commissioner General of Education Publication and Director of Education • Increase in number of posts in Special Grade • Appointment of Principals for national schools • Appointment of Principals for provincial schools 1 AB,1C in accordance with the 13th amendment to the Constitution • Expediting disciplinary proceedings	
14	21.06.2019	Promotion to the Special Grade of the Government Librarians Service	Ministry of Public Administration and Disaster Management
15	25.06.2019	Appointment to the post of Deputy Chief Valuer of the Sri Lanka Valuers Service	Ministry of Finance
16	28.06.2019	Recruitment of Irrigation – Resident Project Manager	Ministry of Agriculture, Livestock Development, Irrigation and Fisheries and Aquatic Resources Development

11. Appearing before the Public Petitions Committee

Number of Public Petitions Committee inquiries for which appearances were made from 01.04.2019 – 30.06.2019 is 10.

12. Complaints laid before the Human Rights Commission

Number of complaints laid before the Human Rights Commission from 01.04.2019 – 30.06.2019 is 01.

13. Removal of cases against the Government pending in courts

Number of court cases against the Government removed from 01.04.2019 – 30.06.2019 is 04.

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