

ರಾಜ್ಯ ಸೆಲ್ವಾ ಕೂಠೀಷನ್ ಕಠಾಲಿ
ಪ್ರಗತಿ ಲಾರ್ಕಾಲಿ

ಅರಸಾಂಗಕ ಸೇವಾ ಆಣಣಾಕ್ತುಢುವಿನ್
ಢುನ್ನೇಢ್ಢ ಅಢಿಕ್ಕಾಕ

Public Service Commission
Progress Report

2019.01.01 – 2019.03.31

Content

Srl. No.	Matter	Page No.
01	Introduction	01
02	Meetings of the Public Service Commission	01
03	Tasks carried out by each Division of the Public Service Commission	01
	Establishments Division	01
	Appointments Division	04
	Promotions Division	06
	Disciplinary Division	07
	Appeals Division	11
04	Education Service Committee	14
05	Health Service Committee	16
06	Measures taken to make the functions of the Public Service Commission more efficient	19
07	Complaints laid before the Administrative Appeals Tribunal	21
08	Details of cases filed in the Supreme Court	21
09	Details of cases filed in the Court of Appeal	22
10	Ministerial and Departmental Meetings	22
11	Representing at the Public Petitions Committee	26
12	Complaints laid before the Human Rights Commission	26

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 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 01.01.2019 to 31.03.2019.

02. Meetings of the Public Service Commission

Details of activities carried out by the Office of the Public Service Commission from 01.01.2019 to 31.03.2019 are given as follows;

Month	No. of Meetings
January	08
February	07
March	08
Total	23

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

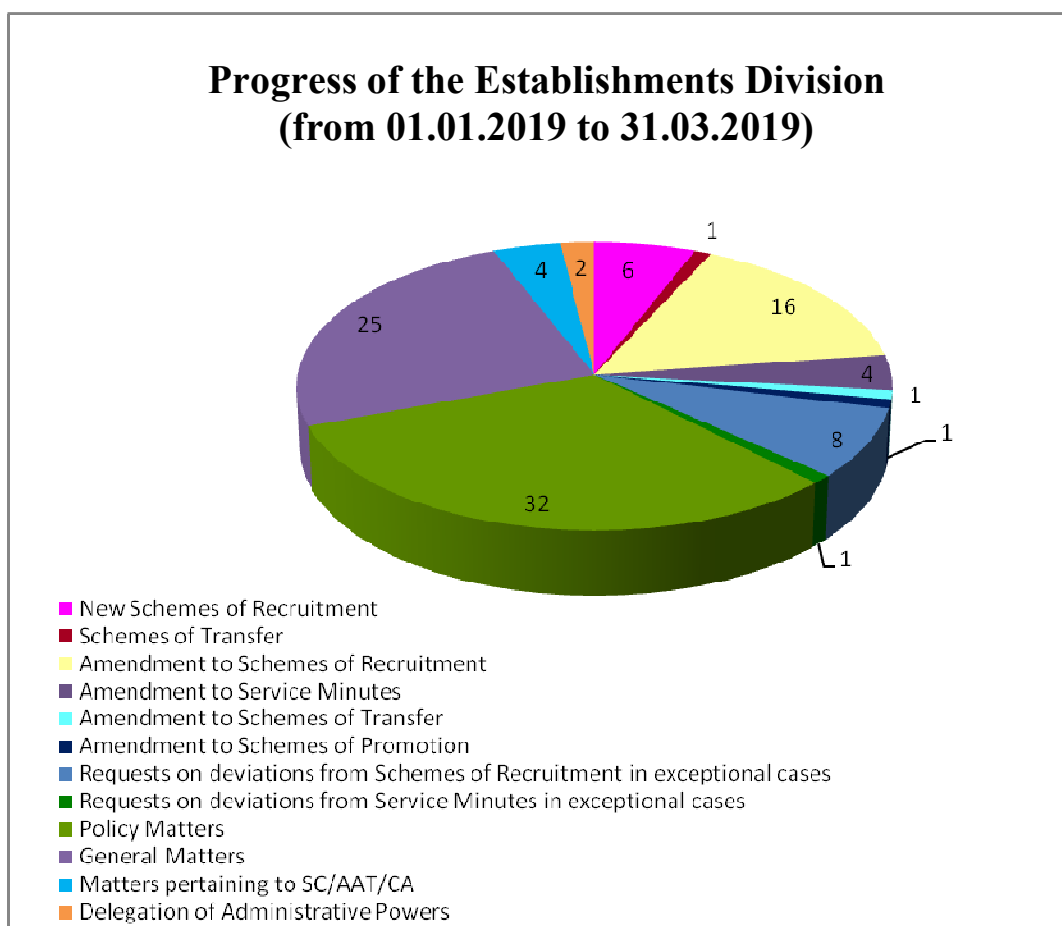
the post, terms and conditions of service, methods of promotions and all other related particulars are incorporated into them. Prior to the approval of the relevant Service Minute or Scheme of Recruitment, approval of the Director General of Management Services having regard to the cadre approval, recommendation 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 01.01.2019 to 31.03.2019)

Srl. No.	Matter	Number
01	New Schemes of Recruitment	06
02	Schemes of Transfer	01
03	Amendment to Schemes of Recruitment	16
04	Amendment to Service Minutes	04
05	Amendment to Schemes of Transfer	01
06	Amendment to Schemes of Promotion	01
07	Requests on deviations from Schemes of Recruitment in exceptional cases	08
08	Requests on deviations from Service Minutes in exceptional cases	01
09	Policy Matters	32
10	General Matters	25
11	Matters pertaining to SC/AAT/CA	04
12	Delegation of Administrative Powers	02
	Total	101



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.

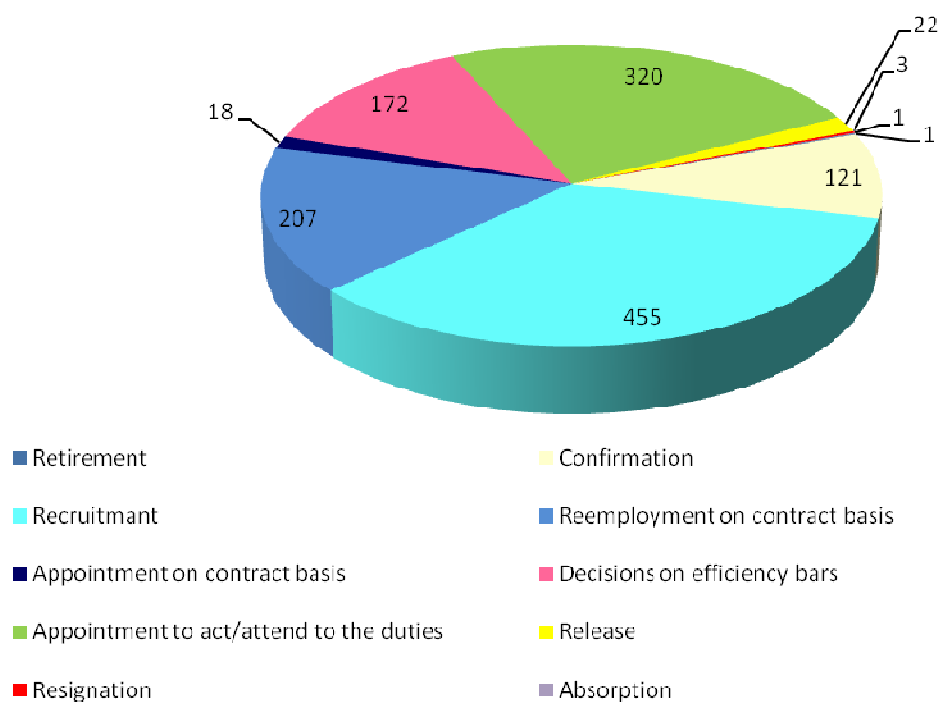
II.i. Role of the Appointments Division

- 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 01.01.2019 to 31.03.2019)

Srl. No.	Matter	Number
01	Retirement	01
02	Confirmation	121
03	Recruitmant	455
04	Reemployment on contract basis	207
05	Appointment on contract basis	18
06	Decisions on efficiency bars	172
07	Appointment to act/attend to the duties	320
08	Release	22
09	Resignation	03
10	Absorption	01
	Total	1320

Progress of the Appointments Division (from 01.01.2019 to 31.03.2019)



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.

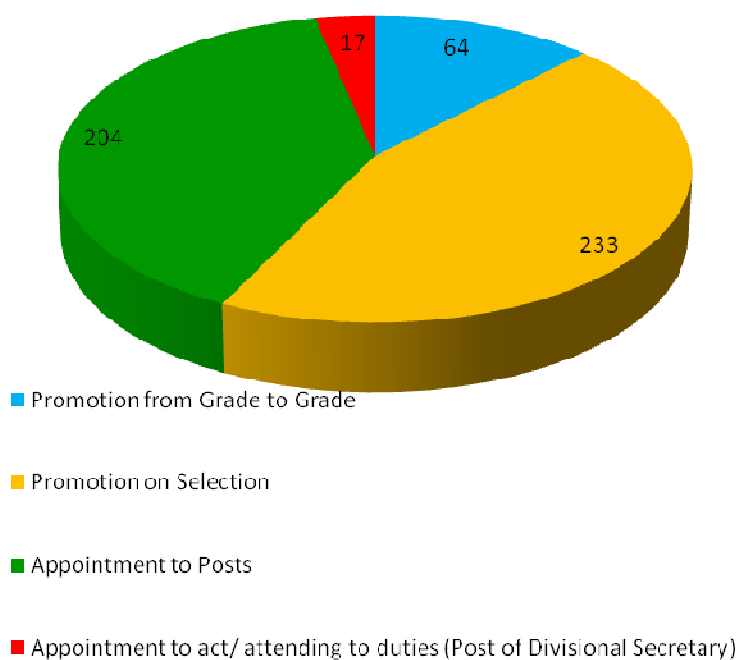
III.i. Role of the Promotions Division

- 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 01.01.2019 to 31.03.2019)

Srl. No.	Matter	Number
01	Promotion from Grade to Grade	64
02	Promotion on Selection	233
03	Appointment to Posts	204
04	Appointment to act/ attending to duties (Post of Divisional Secretary)	17
	Total	518

Progress of the Promotions Division (from 01.01.2019 to 31.03.2019)



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.

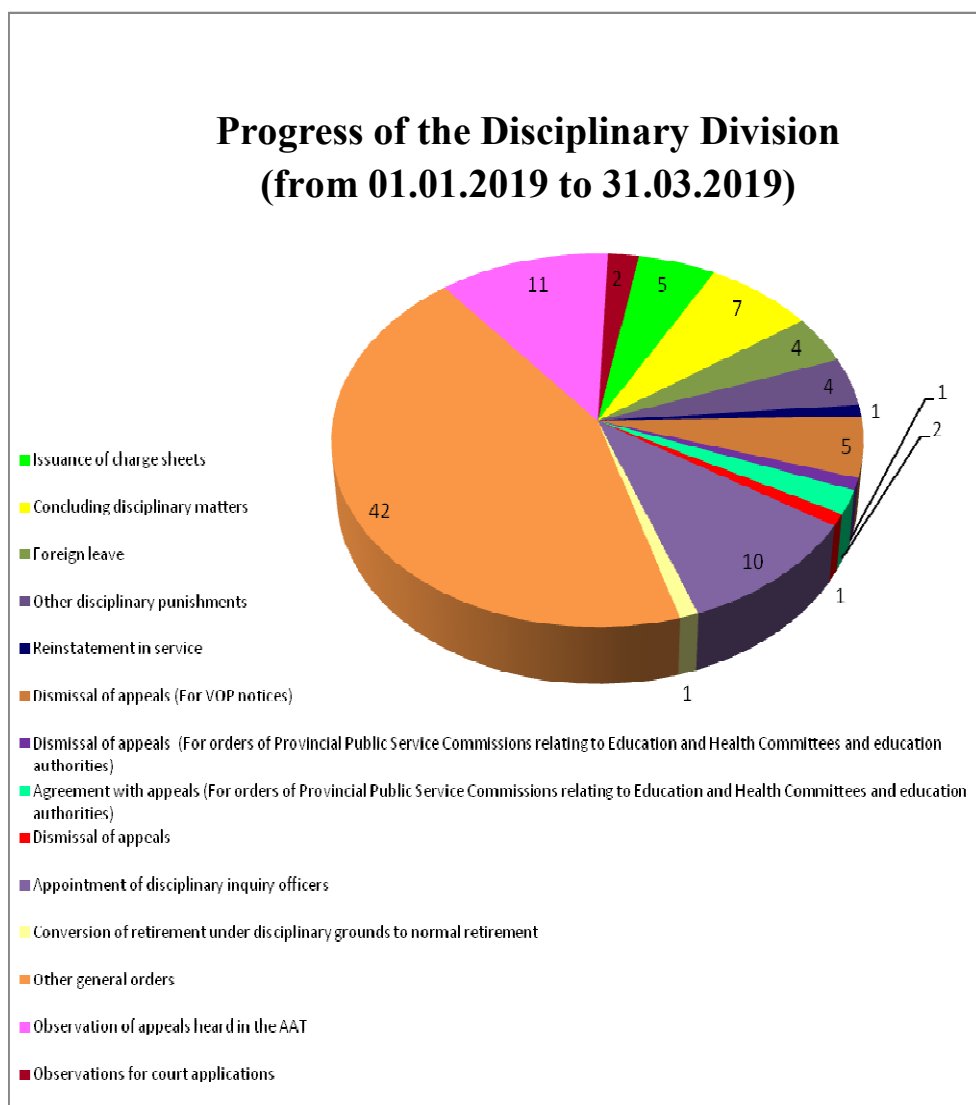
5. Matters relating to the Right to Information Act No. 12 of 2016.

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 01.01.2019 to 31.03.2019)

Srl. No.	Matter	No. Of orders from 01.01.2019 to 31.03.2019
01	Issuance of charge sheets	05
02	Concluding disciplinary matters	07
03	Foreign leave	04
04	Other disciplinary punishments	04
05	Reinstatement in service	01
06	Dismissal of appeals (For VOP notices)	05
07	Dismissal of appeals (For orders of Provincial Public Service Commissions relating to Education and Health Committees and education authorities)	01
08	Agreement with appeals (For orders of Provincial Public Service Commissions relating to Education and Health Committees and education authorities)	02
09	Dismissal of appeals	01

10	Appointment of disciplinary inquiry officers	10
11	Conversion of retirement under disciplinary grounds to normal retirement	01
12	Other general orders	42
13	Observation of appeals heard in the AAT	11
14	Observations for court applications	02
	Total	96



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

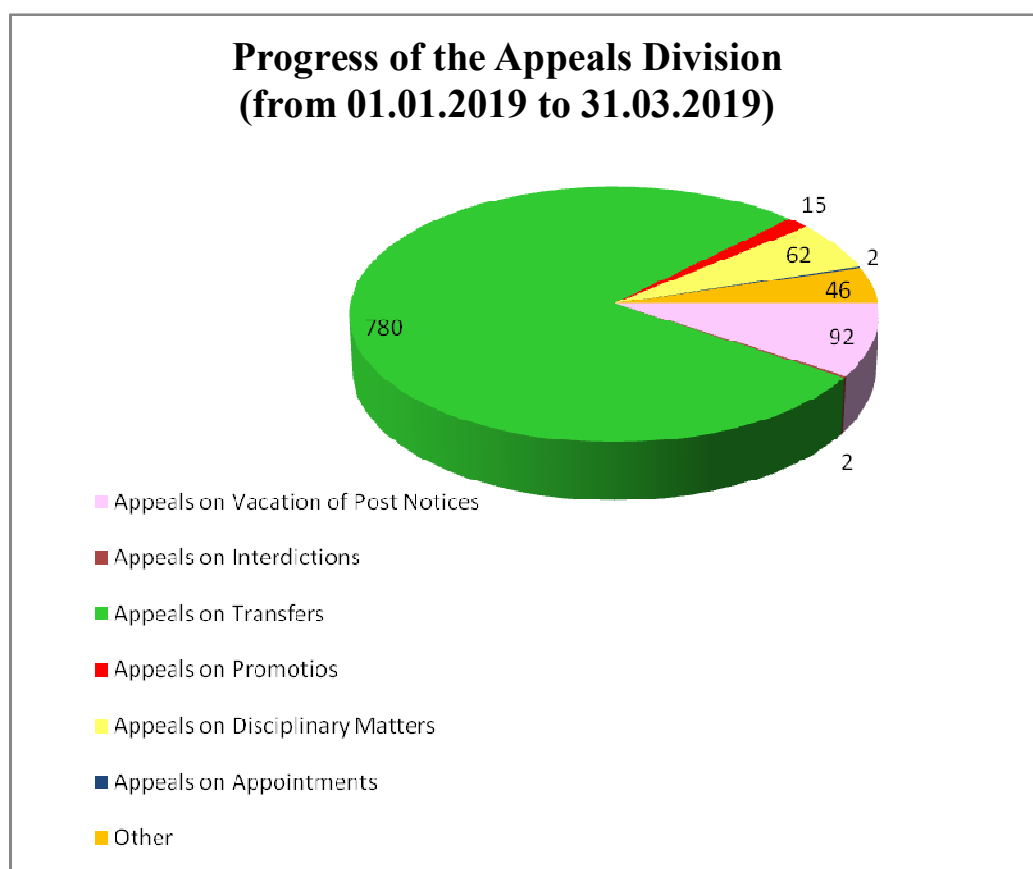
authority with delegated powers and to make decisions on such appeals within the prescribed time frame.

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 01.01.2019 to 31.03.2019)

Srl No.	Matter	Number
01	Appeals received from 01.01.2019 to 31.03.2019	990
02	Number of appeals for which observations and recommendations called from the Authorities to whom powers have been delegated from 01.01.2019 to 31.03.2019 (Including appeals submitted in previous years)	260
03	Number of Appeals finalized from 01.01.2019 to 31.03.2019 (Including the appeals in previous years)	999
	Details of appeals finalized are as follows;	
	Appeals on Disciplinary Matters	62
	Appeals on Promotios	15
	Appeals on Vacation of Post Notices	92
	Appeals on Transfers	780
	Appeals on Appointments	02
	Appeals on Interdictions	02
	Other	46
	Total	999



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.

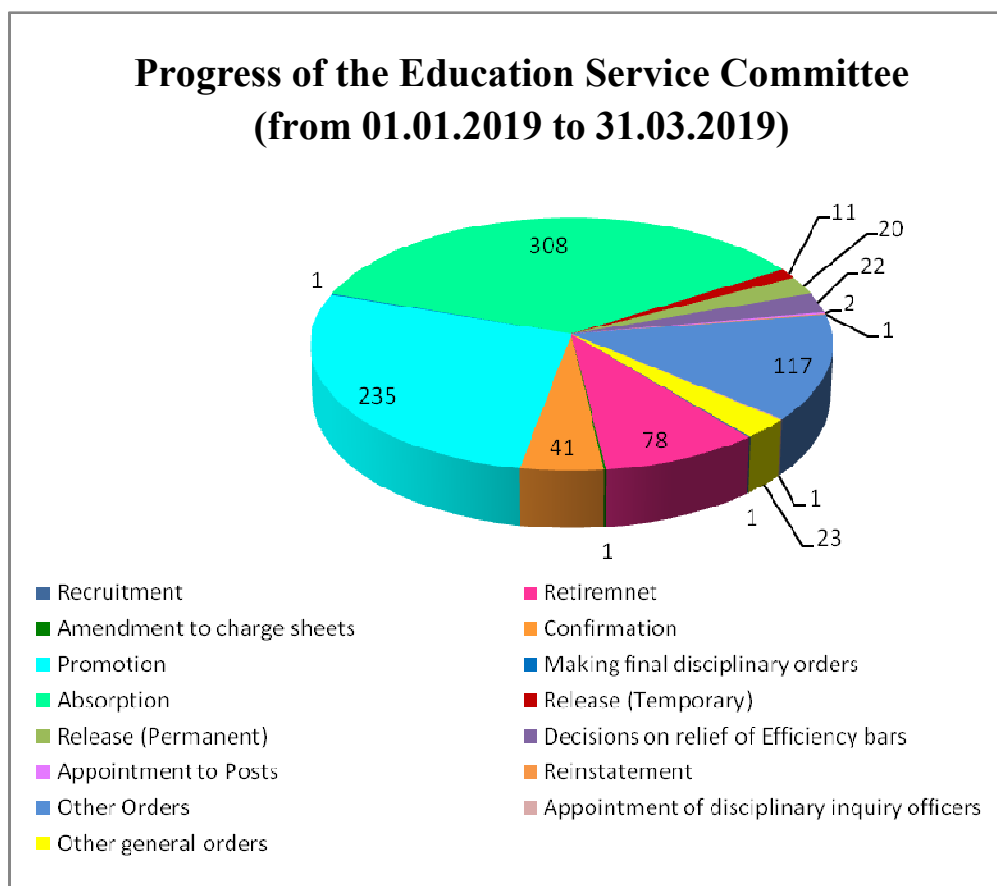
4.2. Measures taken to make the functions of the Education Service Committee more efficient

- 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 01.01.2019 to 31.03.2019)

Srl. No.	Matter	Total	
01	Recruitment	01	
	Retirement	78	
	Confirmation	41	
	Promotion	235	
	Absorption	308	
	Release (Temporary)	11	
	Release (Permanent)	20	
	Decisions on relief of Efficiency bars	22	
	Appointment to Posts	02	
	Reinstatement	01	
	Other Orders	117	
	Total	836	
02	Disciplinary		
	Amendment to charge sheets	01	
	Making final disciplinary orders	01	
	Appointment of disciplinary inquiry officers	01	
	Other general orders	23	

	Total	26	
	Grand Total		862



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 01st November, 2016. The rules on the procedure and quorum for the Committees appointed by the Public Service Commission have been published by the Gazette Extraordinary No. 1989/28 dated 19.10.2016. The members to such Committee have been appointed with effect from 27.10.2016 the Gazette Extraordinary No. 1990/25 dated 27.10.2016. The posts of the said members were vacated by 31.10.2018 and new members of the Committee 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

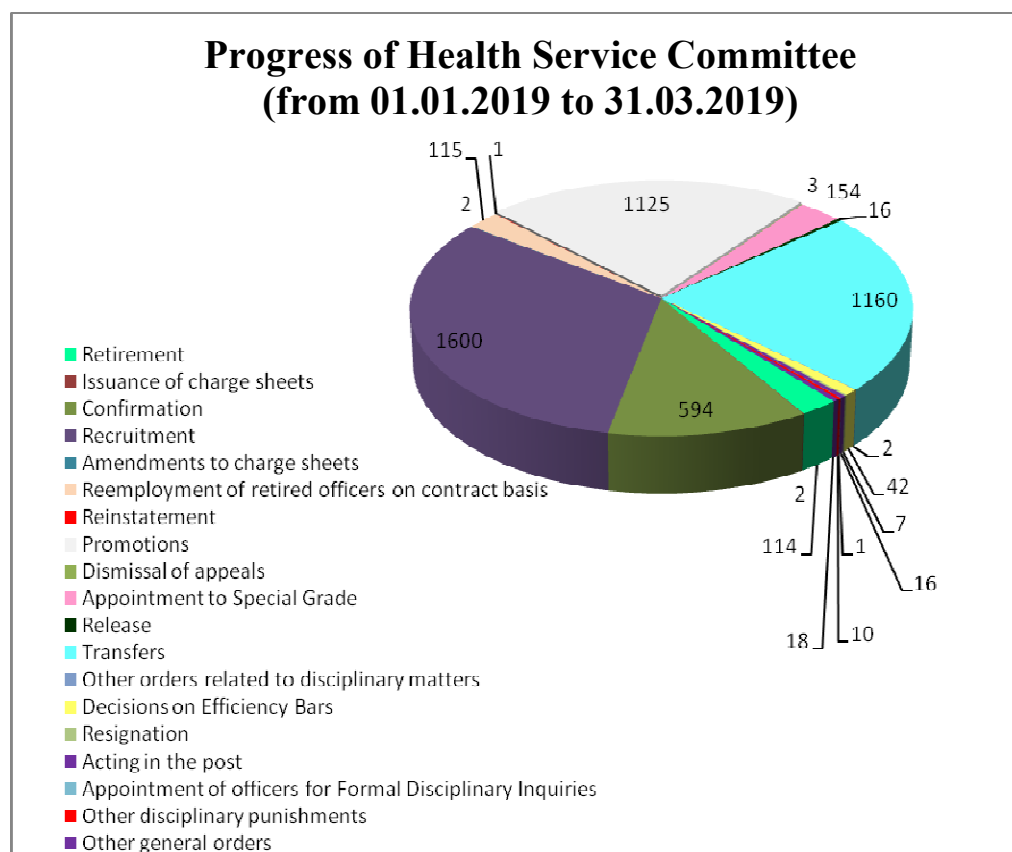
5.2. Measures taken to make the functions of the Education Service Committee more efficient

- 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.
- ii. As 13 vacancies of post of Public Management Assistant have been filled by now according to the approved cadre of this division, such officers were assigned to deal with the letters receiving to the division
- iii. 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 by the Health Service Committee.
- iv. Reporting to duties on public holidays in order to carry out the duties assigned to the Health Service Committee

5.3. Progress of Health Service Committee (from 01.01.2019 to 31.03.2019)

Srl No	Matter	Total
01	Retirement	114
02	Confirmation	594
03	Recruitment	1600
04	Reemployment of retired officers on contract basis	115
05	Promotions	1125

06	Appointment to Special Grade	154
07	Release	16
08	Transfers	1160
09	Decisions on Efficiency Bars	42
10	Resignation	07
11	Acting in the post	16
12	Issuance of charge sheets	02
13	Amendments to charge sheets	02
14	Reinstatement	01
15	Other disciplinary punishments	10
16	Dismissal of appeals	03
17	Appointment of officers for Formal Disciplinary Inquiries	01
18	Other general orders	18
19	Other orders related to disciplinary matters	02
	Total	4982



5.4. Details of cases relating to the Health Service Committee

Case No. SC(FR) 327/2018 – Medical Officer Mr. Yasas Bandara
Observations have been sent to the Attorney General on 04.01.2019.

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 efficiency and effectiveness of the officers by providing new experiences for their monotonous working environment through extracurricular activities.

- i. Completion of held up duties after reporting to work by all officers including the staff officers of the division during weekends.
- 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.
- iii. 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.

Promotions Division

- i. Completion of held up and pending files after reporting to work by staff officers and other staff members of the division on weekends and public holidays.
- ii. Completion of works of letters received to the Public Management Assistants whose work has found to be heavy by distributing such letters to the officers who have light workload following consideration of the number of letters received by them and the duties assigned to them.
- 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. Discussion with Information Technology Officers for preparing a database system for Inquiry Officers.

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 01.01.2019	No. of complaints received from 01.01.2019 to 31.03.31	Total no. of complaints received as at 31.03.2019	No. of complaints that upheld PSC decisions	No. of complaints that revoked PSC decisions	No. of complaints pending as at 31.03.2019
Establishment	31	04	35	03	01	31
Appointment	82	07	89	04	01	84
Promotion	70	00	70	03	01	66
Disciplinary	72	04	76	07	02	67
Appeals	152	35	187	41	06	140

08. Details of complaints laid before the Supreme Court 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	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 cases pending as at 31.03.2019
Establishment	66	04	70	03	00	67
Appointment	41	01	42	03	01	38

Promotion	45	02	47	00	01	46
Disciplinary	06	04	10	00	01	09
Appeals	41	01	42	01	00	41
Education Service Committee	07	01	08	01	00	07
Health Service Committee	09	00	09	00	00	09

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 31.03.2019	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 cases pending as at 31.03.2019
Establishment	10	01	11	00	00	11
Appointment	14	00	14	00	00	14
Promotion	04	00	04	00	00	04
Disciplinary	04	00	04	00	00	04
Appeals	05	01	06	00	00	06

10. Ministerial and Departmental Meetings

Srl. No.	Date	Matter	Ministries/Departments/Institutions participated
01	08.01.2019	Extension of retirement age of Medical Specialists up to 63 years	Ministry of Health, Nutrition and Indigenous Medicine
02	01.11.2019	Formulation of a common method for open basis Recruitment to All Island Services	Ministry of Public Administration and Disaster Management

03	25.01.2019	Recruitment to the post of Chief Inspector of Coastal Conservation	Ministry of Mahaweli Development and Environment
04	05.02.2019	Annual transfers of Medical Specialists - 2019	Ministry of Health, Nutrition and Indigenous Medicine
05	07.02.2019	Annual transfers of Graded Medical Officers	Government Medical Officers' Association
06	08.02.2019	Exemption from Efficiency Bar – Mr. K.S.K. Chandrasekara – Authorized Officer	Ministry of Internal and Home Affairs and Provincial Councils and Local Government Department of Immigration and Emigration
07	12.02.2019	Issues in the Railway Security Service	Ministry of Transport and Civil Aviation Department of Railways
08	12.02.2019	1. Sri Lanka Principal Service • Issues in placement of graded Principals attached to Provincial Councils following formal recruitment. • Issues in release the Principals attached to Provincial Councils when necessary • Issues pertaining to in compliance of Provincial Councils with the Scheme of annual transfers • Lack of specific information on the number of posts of graded Principals approved for Provincial Council schools 2. Sri Lanka Education Administrative Service • Not identifying specifically the number of officers of each grade that should be in Provincial Councils in accordance with the Service Minute of the Sri Lanka	Ministry of Education

		Education Administrative Service • Formulation of a proper method for appointment of Provincial Directors of Education • Amendment to the Service Minute for Scheme of transfer of SLEAS officers of provincial schools in compliance with the Scheme of annual transfers of central government incorporating the posts such as Principal/ Deputy Principal of provincial schools and national schools into the Service Minute and complying with it. 3. Sri Lanka Teachers Service • Transferring teachers of national schools joining with the Provincial Councils • Recruitment of teachers to the relevant subject • Discussion on issues of Teachers Service Minute	
09	14.02.2019	Absorption of officers of the Department of Samurdhi Development	Ministry of Primary Industries and Social Empowerment Ministry of Public Administration and Disaster Management Department of Pensions National Salaries and Cadres Commission Department of Samurdhi Development
10	18.02.2019	Appointment to the post of Legal Consultant	Ministry of Defence
11	26.02.2019	Appointment to the post of Marine Surveyor	Ministry of Agriculture, Rural Affairs, Livestock Development, Irrigation and

			Fisheries and Aquatic Resources Development
12	27.02.2019	Promotions of the Sri Lanka Surveyors' Service	Survey Department
13	06.03.2019	Appointment to the post of Assistant Commissioner of Excise	Ministry of Finance and Mass Media
14	11.03.2019	• Discuss the proper method of appointment of Provincial Director of Education • Discuss the proper method of appointment of officers for provincial posts • Filling vacancies of Sri Lanka Education Administration Service • Issues in placement of graded Principals attached to Provinces • Issues in obtaining concurrence of provinces for annual transfers of the Principal Service • Issues on release of officers of Principal Service to national schools • Necessity of incorporation of details on approved posts of SLEAS and SLPrs in Provincial Councils into Service Minutes • Delays of disciplinary orders made by provinces and recommendations of retirements under Section 12 of Minutes on Pensions • Prevention of delays related to day to day works such as confirmation and retirement	Ministry of Education Southern Provincial Council Central Provincial Council
15	12.03.2019	Assessment of qualification for sitting for open competitive examination for recruitment to Grade III of SLACS	Ministry of Public Administration and Disaster Management

16	12.03.2019	Promotions of Technological Service	Ministry of Public Administration and Disaster Management
----	------------	-------------------------------------	---

11. Appearing before the Public Petitions Committee

Number of Public Petitions Committee inquiries for which appearances were made from 01.01.2019 – 31.03.2019 is 09.

12. Complaints laid before the Human Rights Commission

Number of complaints laid before the Human Rights Commission from 01.01.2019 to 31.03.2019 is 01.

----- //