

ರಾಜ್ಯ ಸೇವಾ ಕೌಶಿಲ್ಯ ಸಲಾಲ
ಪ್ರಗತಿ ಲಾರ್ಕಾಲ

ಅರಸಾಂಗಕ ಸೇವಾ ಆಣಣಾಕ್ತುಢುವಿನ್
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Public Service Commission
Progress Report

2018.07.01 – 2018.09.30

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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 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 01.07.2018 to 30.09.2018.

02. Meetings of the Public Service Commission

Details of activities carried out by the Office of the Public Service Commission from 01.07.2018 to 30.09.2018 are given as follows;

Month	No. of Meetings
July	09
August	09
September	08
Total	26

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

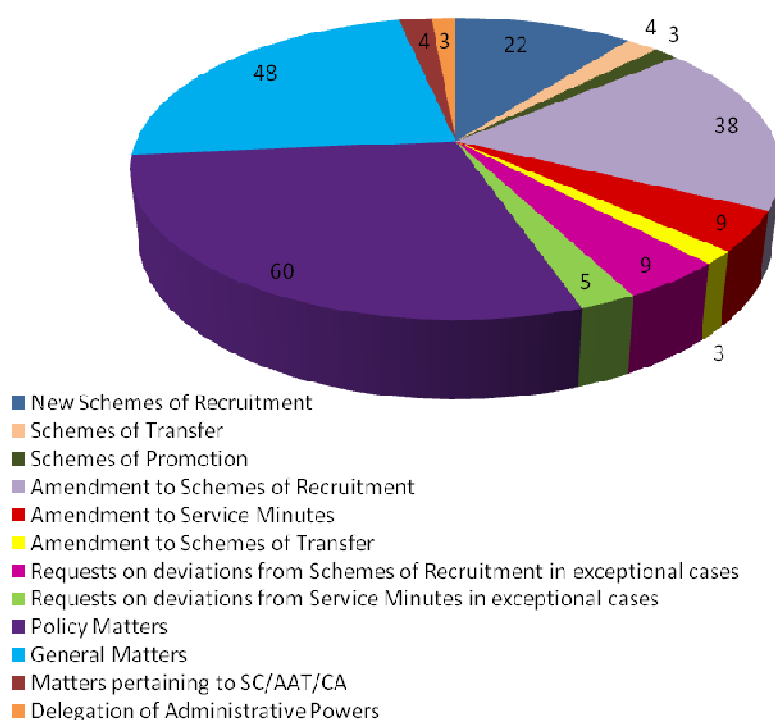
- I. Matters relating to formulation of a Service Minute for each approved service of the public service.
- II. Matters relating to formulation of a Scheme of Recruitment for each approved post outside of such services.
- III. Matters relating to delegation of powers within the scope of the Public Service 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 01.07.2018 to 30.09.2018)

Srl. No.	Matter	Number
01	New Schemes of Recruitment	22
02	Schemes of Transfer	04
03	Schemes of Promotion	03
04	Amendment to Schemes of Recruitment	38
05	Amendment to Service Minutes	09
06	Amendment to Schemes of Transfer	03

07	Requests on deviations from Schemes of Recruitment in exceptional cases	09
08	Requests on deviations from Service Minutes in exceptional cases	05
09	Policy Matters	60
10	General Matters	48
11	Matters pertaining to SC/AAT/CA	04
12	Delegation of Administrative Powers	03
	Total	208

Progress of the Establishment Division (01.07.2018 to 30.09.2018)



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.

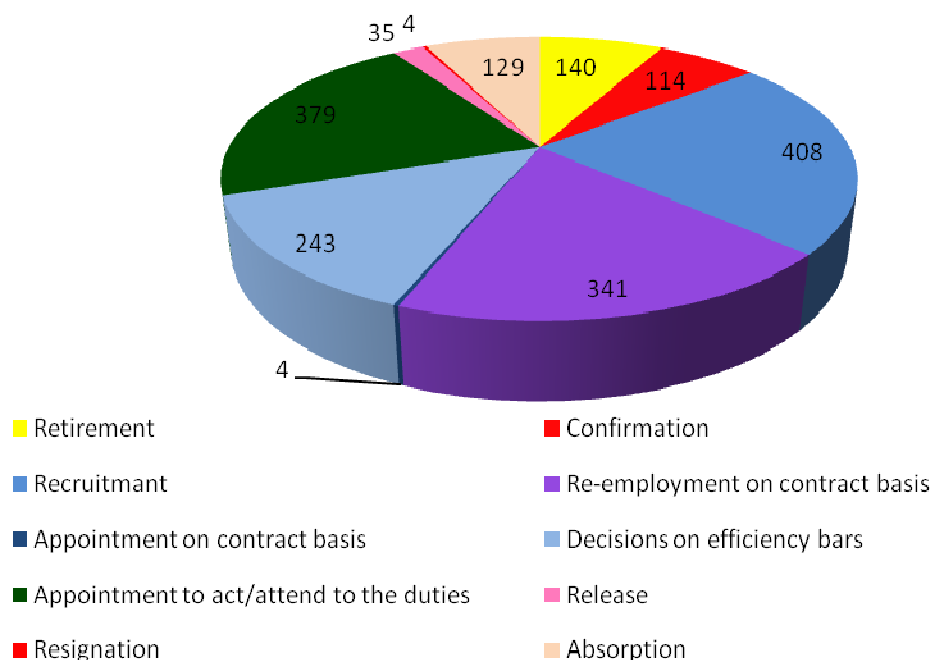
II.i. Role of the Appointments Division

- 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/ reaching the 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 Right to Information Act No. 12 of 2016

II.ii. Progress of the Appointments Division (01.07.2018 to 30.09.2018)

Srl. No.	Matter	Number
01	Retirement	140
02	Confirmation	114
03	Recruitmant	408
04	Re-employment on contract basis	341
05	Appointment on contract basis	04
06	Decisions on efficiency bars	243
07	Appointment to act/attend to the duties	379
08	Release	35
09	Resignation	04
10	Absorption	129
	Total	1797

Progress of the Appointment Division (01.07.2018 to 30.09.2018)



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

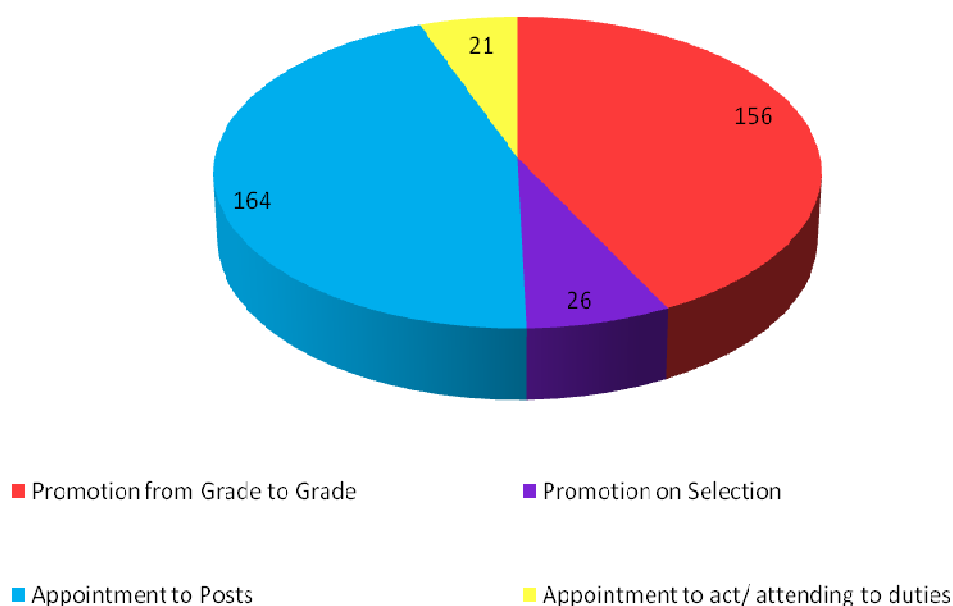
- I. Promotions made to each service and cadre as per approved Service Minutes, Schemes of Recruitment, Schemes of Promotion from grade to grade promotions as well as Promotion made on results of competitive examinations and structured interviews based on seniority and merit.
- II. Appointment of officers 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 Right to Information Act No. 12 of 2016.

III.ii. Progress of the Promotions Division (01.07.2018 to 30.09.2018)

Srl. No.	Matter	Number
01	Promotion from Grade to Grade	156
02	Promotion on Selection	26
03	Appointment to Posts	164
04	Appointment to act/ attending to duties	21
	Total	367

Progress of the Promotions Division (01.07.2018 to 30.09.2018)



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 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. In case of appeals made to the Superior Courts, Administrative appeals Tribunal, Human Rights Commission, Public Petitions Committee of the Parliament and the Ombudsman

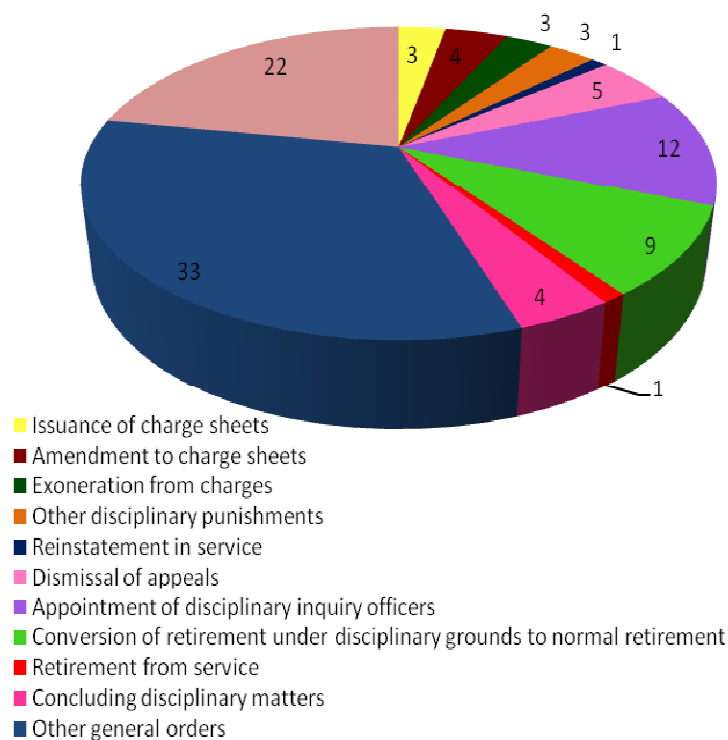
This Division appropriately handles the matters involving the preparation of observations on the applications made to the Superior Courts against the disciplinary orders or decisions on such disciplinary matters made by the Public Service Commission, preparation of observations on appeals made to the 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 (01.07.2018 -30.09.2018)

Srl. No.	Matter	Total No. of orders From 01.07.2018 to 30.09.2018
01	Issuance of charge sheets	03
02	Amendment to charge sheets	04
03	Exoneration from charges	03
04	Other disciplinary punishments	03
05	Reinstatement in service	01
06	Dismissal of appeals	05
07	Appointment of disciplinary inquiry officers	12
08	Conversion of retirement under disciplinary grounds to normal retirement	09
09	Retirement from service	01
10	Concluding disciplinary matters	04
11	Other general orders	33
12	Observation of appeals heard in the AAT	22
	Total	100

Progress of the Disciplinary Division (01.07.2018 -30.09.2018)



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.

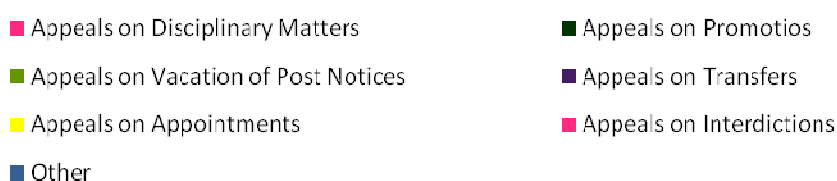
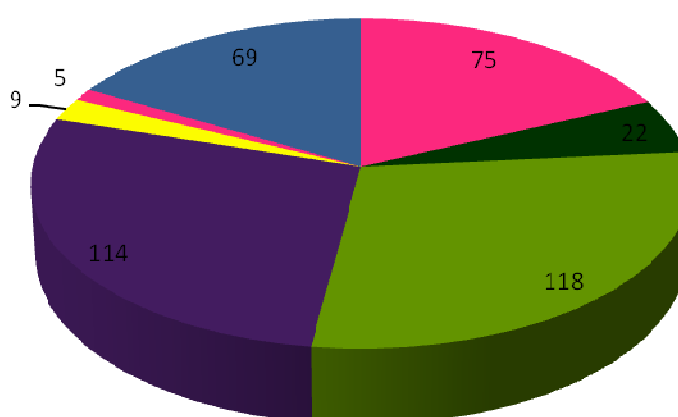
V.i. Role of the Appeals Division

- 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 Right to Information Act No. 12 of 2016.

V.ii. Progress of the Appeals Division (01.07.2018 -30.09.2018)

Srl No.	Matter	Number
01	Appeals received from 01.07.2018 – 30.09.2018	379
02	Number of appeals for which observations and recommendations called from the Authorities to whom powers have been delegated from 01.07.2018 to 30.09.2018. (Including appeals submitted in previous years)	293
03	Number of Appeals finalized from 01.07.2018 to 30.09.2018 (Including the appeals in previous years)	412
	Details of appeals finalized are as follows;	
	Appeals on Disciplinary Matters	75
	Appeals on Promotios	22
	Appeals on Vacation of Post Notices	118
	Appeals on Transfers	114
	Appeals on Appointments	9
	Appeals on Interdictions	5
	Other	69
	Total	412

Progress of the Appeals Division (01.07.2018 -30.09.2018)



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

- I. 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.
- II. 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.
- III. Promotions according to approved Service Minutes / Schemes of Recruitment / Schemes of Promotion (Grade to Grade / Seniority and Merit Basis)
- IV. Granting relief for Efficiency Bar Examinations.
- V. 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.
- 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

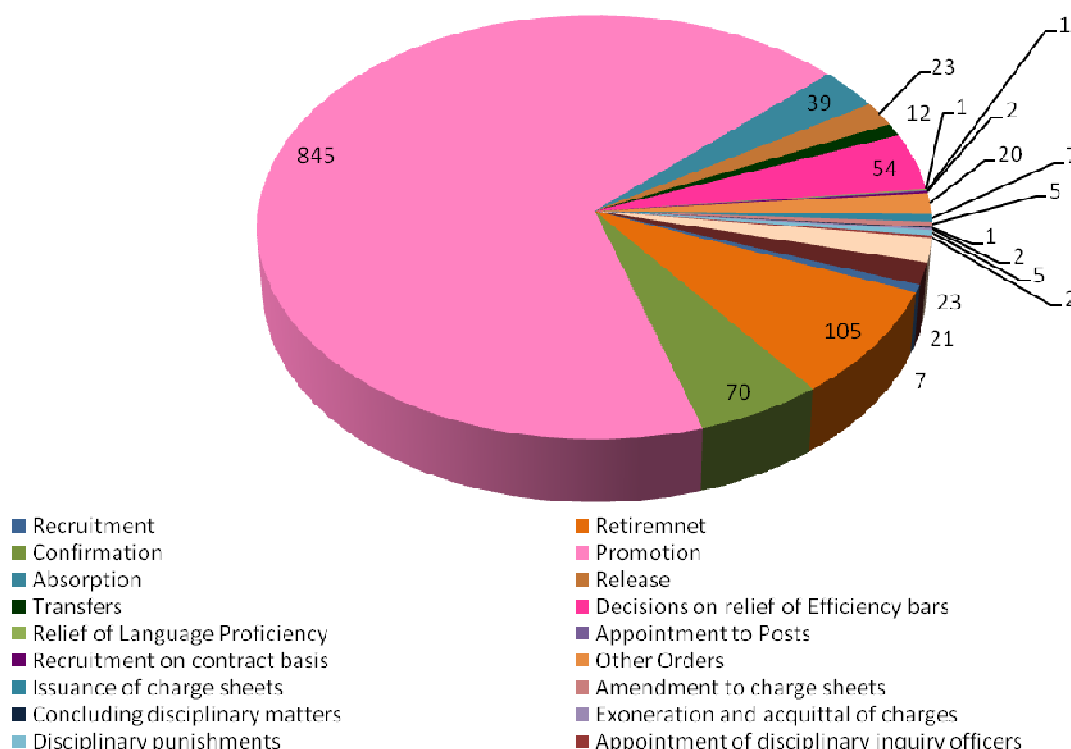
- I. Holding discussions with officers of the division having regard to problems in the delivery of duties with a view to providing an efficient and effective service.

- II. 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 (01.07.2018 -30.09.2018)

Srl. No.	Matter	Total	
01	Recruitment	07	
	Retirement	105	
	Confirmation	70	
	Promotion	845	
	Absorption	39	
	Release	23	
	Transfers	12	
	Decisions on relief of Efficiency bars	54	
	Relief of Language Proficiency	01	
	Appointment to Posts	01	
	Recruitment on contract basis	02	
	Other Orders	20	
	Total		1179
02	Disciplinary		
	Issuance of charge sheets	07	
	Amendment to charge sheets	05	
	Concluding disciplinary matters	01	
	Exoneration and acquittal of charges	02	
	Disciplinary punishments	05	
	Appointment of disciplinary inquiry officers	02	
	Other general orders	23	
	Total		45
03	Political Victimization		
	General Orders	21	
			21
	Total		1245

Progress of the Education Service Committee (01.07.2018 -30.09.2018)



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 members to such committee have been appointed with effect from 27.01.2016 the Gazette Extraordinary No. 1990/25 dated 27.10.2016.

5.i 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

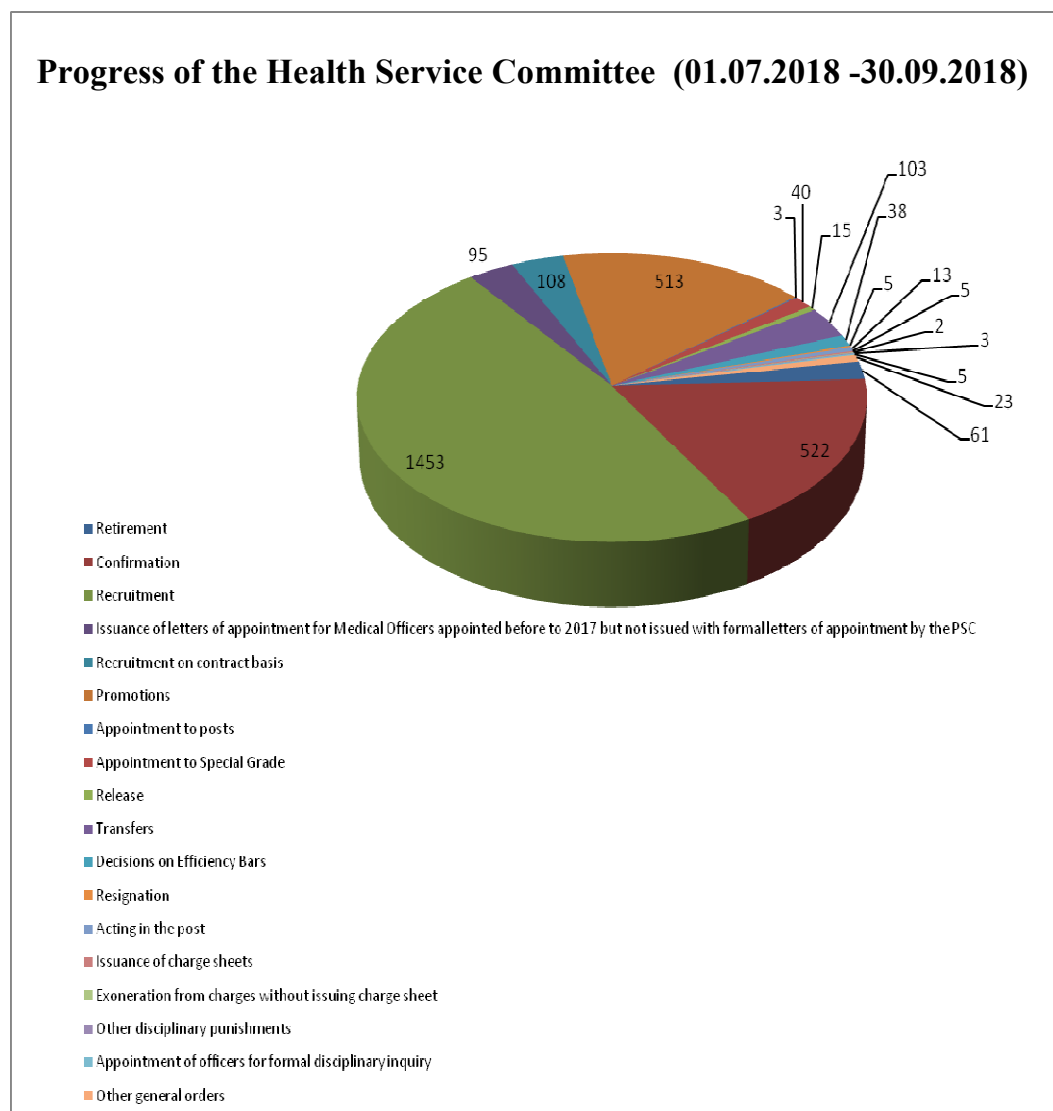
5.ii Measures taken to make the functions of the Health Service Committee more efficient

- 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 I and their matters of discipline.
- 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.
- V. Making it convenient to review the progress of inward letters by entering them to the Letter Management System.

5.iii Progress of the Health Service Committee (01.07.2018 -30.09.2018)

Srl No	Matter	Total
01	Retirement	61
02	Confirmation	522
03	Recruitment	1453
04	Issuance of letters of appointment for Medical Officers appointed before to 2017 but not issued with formal letters of appointment by the PSC	95
05	Recruitment on contract basis	108
06	Promotions	513
07	Appointment to posts	03
08	Appointment to Special Grade	40
09	Release	15
10	Transfers	103
11	Decisions on Efficiency Bars	38
12	Resignation	05
13	Acting in the post	13
14	Issuance of charge sheets	05

15	Exoneration from charges without issuing charge sheet	02
16	Other disciplinary punishments	03
17	Appointment of officers for formal disciplinary inquiry	05
18	Other general orders	23
	Total	3007



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

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. Completion of held up duties after reporting to work by all officers including the staff officers of the division for two days during weekends.
- iii. 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. Designating different officers for each system in order to update the information system.

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

Division	No. of complaints pending as at 01.07.2018	No. of complaints received from 01.07.2018 to 30.09.2018	No. of complaints dismissed/ set aside from 01.07.2018 to 30.09.2018	Total no. of complaints received as at 30.09.2018	No. of complaints that upheld PSC decisions	No. of complaints that revoked PSC	No. of complaints pending as at 30.09.2018
Establishment	33	02	05	30	00	02	28
Appointment	87	03	00	90	09	00	81
Promotions	70	02	00	72	01	01	70
Disciplinary	113	02	16	115	13	03	99
Appeals	160	28	29	188	00	00	159

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

Division	No. of cases pending as at 01.07.2018	No. of cases received from 01.07.2018 to 30.09.2018	No. of cases set aside from 01.07.2018 to 30.09.2018	Total no. of cases received as at 30.09.2018	No. of cases dismissed & upheld PSC decisions by Supreme Court	No. of cases that revoked PSC decisions by Supreme Court	No. of cases pending as at 30.09.2018
Establishment	66	05	06	65	01	00	64
Appointment	39	03	00	42	01	00	41
Promotions	42	03	00	45	00	00	45
Disciplinary	10	00	00	10	00	00	10
Appeals	36	01	00	37	00	00	37
Education Service Committee	03	01	00	04	00	00	04
Health Service Committee	07	02	00	09	01	00	08

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

Division	No. of cases pending as at 01.07.2018	No. of cases received from 01.07.2018 to 30.09.2018	Total no. of cases received as at 30.09.2018	No. of cases upheld PSC decisions by the Court of Appeal	No. of cases that revoked PSC decisions and granted relief by the Court of Appeal	No. of cases pending as at 30.09.2018
Establishment	11	00	11	00	00	11
Appointment	14	00	14	00	00	14
Promotion	04	00	04	00	00	04
Disciplinary	07	02	09	00	00	09
Appeals	05	00	05	00	00	05

10. Ministerial and Departmental Meetings

Srl. No.	Date	Matter	Ministries/Departments/Institutions participated
01	09.07.2018	Promotion of Class I Examiners of Motor Vehicle of the Sri Lanka Technological Service of the Motor Traffic Department to the Special Grade	Ministry of Ministry of Transport and Civil Aviation
02	26.07.2018	Recruitment to the post of Administrative Grama Niladhari belonging to the Management Assistant Supra Class on limited basis	Ministry of Home Affairs
03	03.08.2018	Issues relating to filling vacancies and recruitment for the posts in the Department of Government Printing	Ministry of Internal Affairs and North Western Development
04	04.08.2018	Creation of a post in the Sri Lanka Foreign Service with retrospective effect on supernumerary basis	Ministry of Foreign Affairs Management Services Department
05	03.08.2018	Filling the vacancy of the post of Assistant Government Printer (Production)	Department of Government Printing
06	06.08.2018	Issues in the Railway Security Service	Ministry of Ministry of Transport and Civil Aviation Department of Railways
07	07.08.2018	Formulation of a method for open basis Recruitment to All Island Services	Ministry of Public Administration, Management and Law and Order Department of Examination
08	09.08.2018	Annual Transfers of Ayurvedic Medical Officers	Department of Ayurveda Ministry of Indigenous Medicine
09	13.08.2018	Issues relating to Service Minute amendments of the Sri Lanka Ayurvedic Service	Ministry of Health, Nutrition and Indigenous Medicine Department of Ayurveda
10	13.08.2018	Issues relating to Efficiency Bar examinations of Postal Service officers belonging to Salary Category of MN- 03	Ministry of Post, Postal Services and Muslim Religious Affairs Department of Posts
11	14.08.2018	Exemption from Efficiency Bar – Mr. K.K. Mohomad, Railway Station Master, (Covering up)	Ministry of Ministry of Transport and Civil Aviation Department of Railways
12	16.08.2018	Annual Transfers of Ayurvedic Medical Officers	Department of Ayurveda Ministry of Indigenous Medicine

13	17.08.2018	Recruitment of Grade III Statisticians in Executive Service Category	Ministry of National Policies and Economic Affairs
14	20.08.2018	Matters relating to Efficiency Bars in the Public Management Assistant Service	Ministry of Public Administration, Management and Law and Order
15	21.08.2018	Holding Efficiency Bar examinations for Dispensers	Ministry of Justice and Prison Reforms Prison Headquarters
16	29.08.2018	Promotion of Class I officers of the Sri Lanka Technological Service in the Department of Agrarian Development to Special Class	Ministry of Agriculture
17	04.09.2018	Recruitment to Grade III of the Sri Lanka Engineering Service (open)	Ministry of Public Administration, Management and Law and Order
18	20.09.2018	Placement of Specialist Medical Officers	Ministry of Health
19	28.09.2018	Granting appointment of Principal posts to officers recruited to the Sri Lanka Education Administrative Service under the special cadre	Ministry of Education Management Services Department
20	28.09.2018	Recruitment to executive posts	Department of Commerce

11. Appearing before the Public Petitions Committee

Number of Public Petitions Committee inquiries for which appearances were made from 01.07.2018 – 30.09.2018 is **07**.

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