

ರಾಜ್ಯ ಸೆಲ್ವಾ ಕೂಠೀಷನ್ ಕಠಾಲಿ  
ಪ್ರಗತಿ ಲಾರ್ಕಾಲಿ

ಅರಸಾಂಗಕ ಸೇವಾ ಆಣಣಾಕ್ತುಢುವಿನ್  
ಢುನ್ನೇಢ್ಢ ಅಢಿಕ್ಕಾಕ

Public Service Commission  
Progress Report

2019.07.01 – 2019.09.30

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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. 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 19<sup>th</sup> 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. Two members were appointed anew in place of the former member who relinquished his post at the end of the first term of his office and the former member who resigned from her post on 01.05.2019 and the number of members of the Commission has accordingly become full.

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 31.03.2019 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 01.07.2019 to 30.09.2019.

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

Details of meetings held by the Office of the Public Service Commission from 01.07.2019 to 30.09.2019 are given as follows.

| <b>Month</b> | <b>No. of Meetings</b> |
|--------------|------------------------|
| July         | 08                     |
| August       | 08                     |
| September    | 08                     |
| Total        | 24                     |

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

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

### **I. Establishments Division**

In pursuance of the delegation of powers vested in the Public Service Commission by the Gazette Notice No. 1941/41 dated 20.11.2015, formulation of a Service Minute to

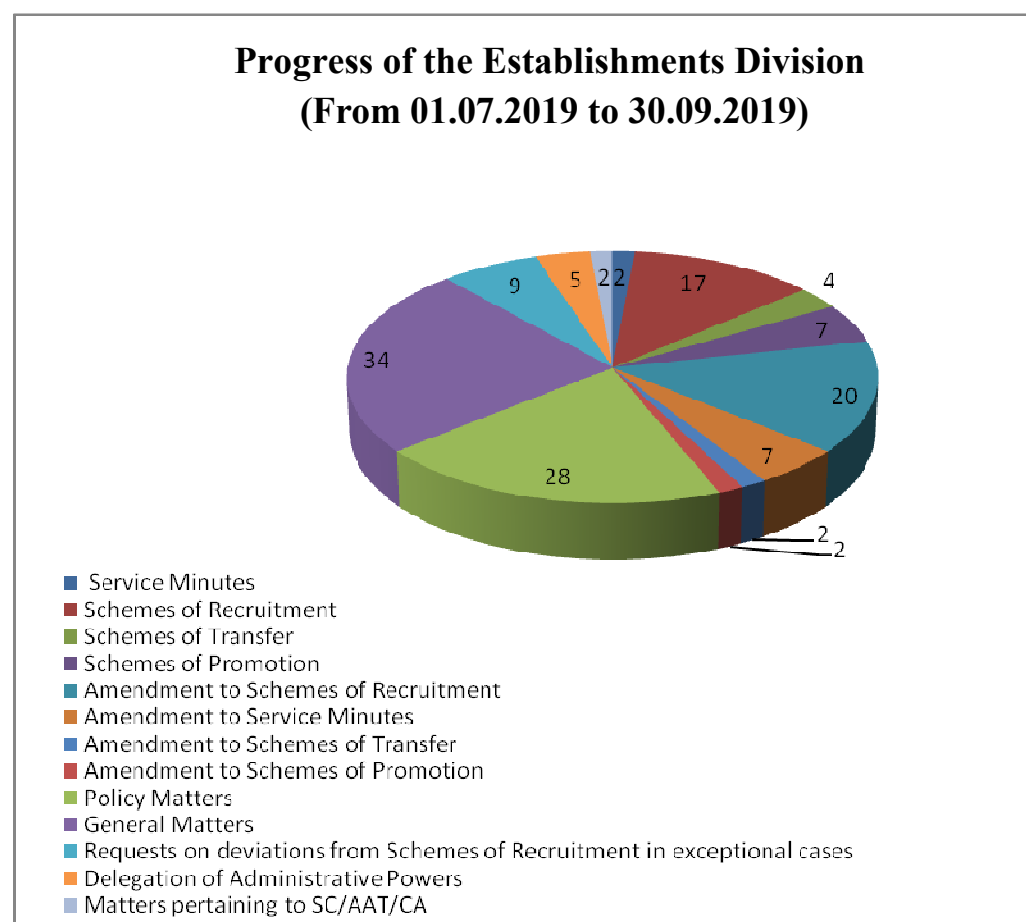
each approved service and a Scheme of Recruitment to each approved post outside of such service in the public service is dealt with by the Establishments Division. In the formulation of such Service Minutes and Schemes of Recruitment, method of recruitment to be followed in recruiting officers for each approved post, eligibilities for recruitment, relevant salary scale applicable to the post, terms and conditions of service, methods of promotions and all other related particulars are incorporated into them. Prior to the approval of the relevant Service Minute or Scheme of Recruitment, approval of the Director General of Management Services having regard to the cadre approval, recommendation of the Salaries and Cadre Commission having regard to the salary scale and the recommendation from the Director General of Establishments for the draft Service Minute or Scheme of Recruitment are obtained.

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

- i. Matters relating to formulation of a Service Minute for each approved service of the public service.
- ii. Matters relating to formulation of a Scheme of Recruitment for each approved post outside of such services.
- iii. Matters relating to 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 01.07.2019 to 30.09.2019)

| Srl. No. | Matter                                                                  | Number     |
|----------|-------------------------------------------------------------------------|------------|
| 01       | Service Minutes                                                         | 02         |
| 02       | Schemes of Recruitment                                                  | 17         |
| 03       | Schemes of Transfer                                                     | 04         |
| 04       | Schemes of Promotion                                                    | 07         |
| 05       | Amendment to Schemes of Recruitment                                     | 20         |
| 06       | Amendment to Service Minutes                                            | 07         |
| 07       | Amendment to Schemes of Transfer                                        | 02         |
| 08       | Amendment to Schemes of Promotion                                       | 02         |
| 09       | Policy Matters                                                          | 28         |
| 10       | General Matters                                                         | 34         |
| 11       | Requests on deviations from Schemes of Recruitment in exceptional cases | 09         |
| 12       | Delegation of Administrative Powers                                     | 05         |
| 13       | Matters pertaining to SC/AAT/CA                                         | 02         |
|          | <b>Total</b>                                                            | <b>139</b> |



## **II. Appointments Division**

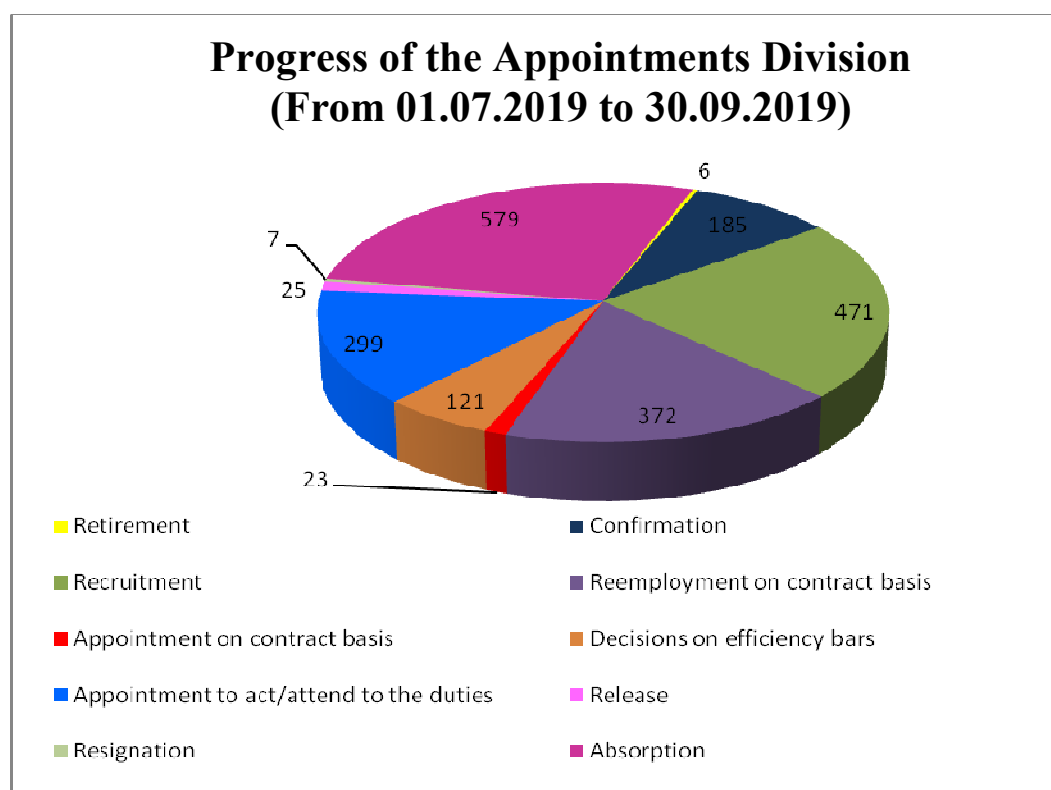
Following functions relating to the appointment of public officers (other than Ministry Secretaries, Heads of Departments and Officers of the Provincial Public Service and Judicial Officers) in respect of whom the powers of the Public Service Commission have not been delegated, published in the Gazette 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 for Administration (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 01.07.2019 to 30.09.2019)

| Srl. No. | Matter                                  | Number      |
|----------|-----------------------------------------|-------------|
| 01       | Retirement                              | 06          |
| 02       | Confirmation                            | 185         |
| 03       | Recruitment                             | 471         |
| 04       | Reemployment on contract basis          | 372         |
| 05       | Appointment on contract basis           | 23          |
| 06       | Decisions on efficiency bars            | 121         |
| 07       | Appointment to act/attend to the duties | 299         |
| 08       | Release                                 | 25          |
| 09       | Resignation                             | 07          |
| 10       | Absorption                              | 579         |
|          | <b>Total</b>                            | <b>2088</b> |



### **III. III. Promotions Division**

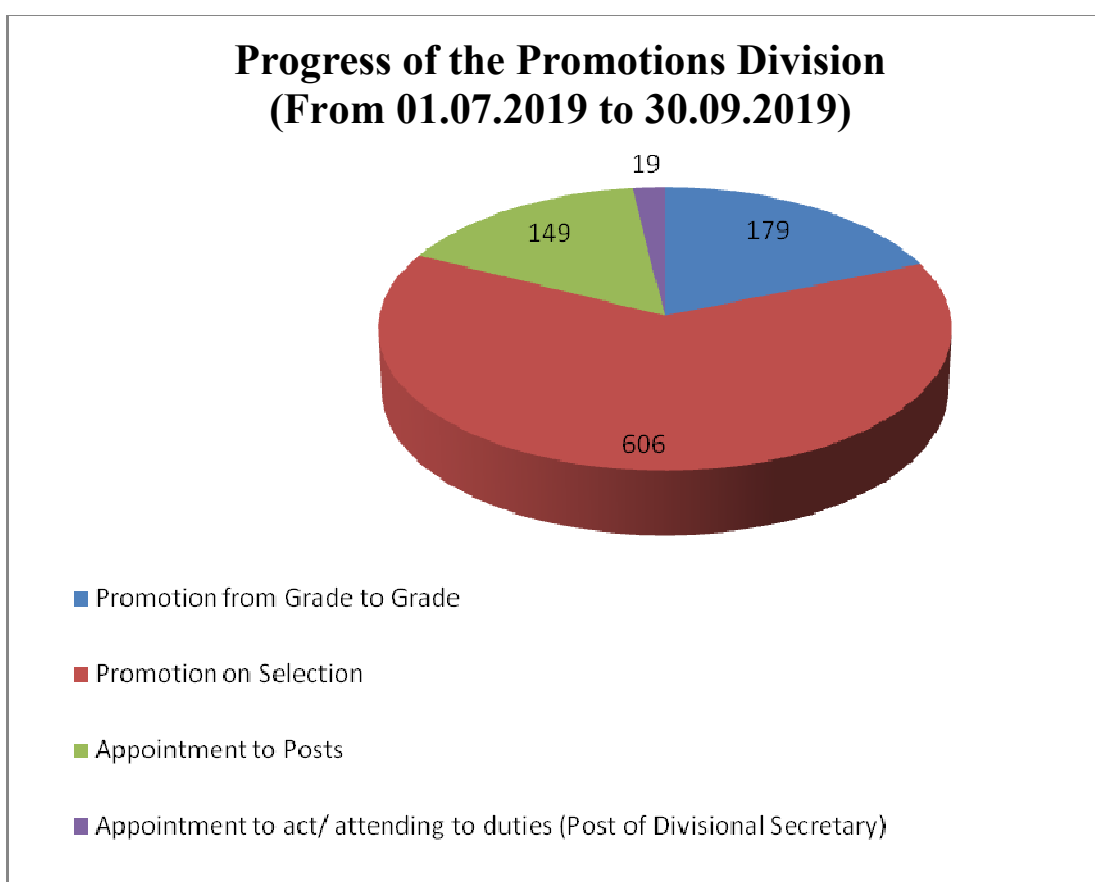
Following functions relating to the promotion of public officers (other than Ministry Secretaries, Heads of Departments and officers of the Provincial Public Service and Judicial Service) in respect of whom the powers of the Public Service Commission have not been delegated, published in the Gazette 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 01.07.2019 to 30.09.2019)

| Srl. No. | Matter                                                                 | Number     |
|----------|------------------------------------------------------------------------|------------|
| 01       | Promotion from Grade to Grade                                          | 179        |
| 02       | Promotion on Selection                                                 | 606        |
| 03       | Appointment to Posts                                                   | 149        |
| 04       | Appointment to act/ attending to duties (Post of Divisional Secretary) | 19         |
|          | <b>Total</b>                                                           | <b>950</b> |



### 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.

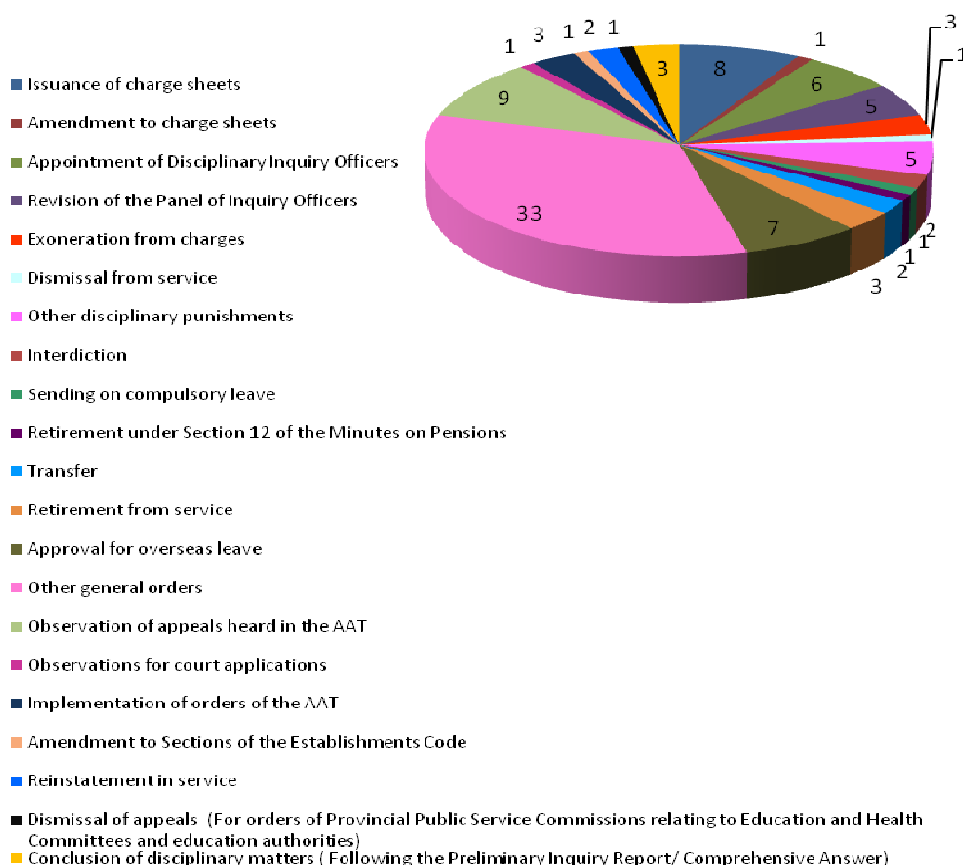
#### **5. Matters relating to the Right to Information Act No. 12 of 2016.**

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 01.07.2019 to 30.09.2019)**

| <b>Srl. No.</b> | <b>Matter</b>                                                                                                                                    | <b>No. of orders from 01.07.2019 to 30.09.2019</b> |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| 01              | Conclusion of disciplinary matters ( Following the Preliminary Inquiry Report/ Comprehensive Answer)                                             | 03                                                 |
| 02              | Issuance of charge sheets                                                                                                                        | 08                                                 |
| 03              | Amendment to charge sheets                                                                                                                       | 01                                                 |
| 04              | Appointment of Disciplinary Inquiry Officers                                                                                                     | 06                                                 |
| 05              | Revision of the Panel of Inquiry Officers                                                                                                        | 05                                                 |
| 06              | Exoneration from charges                                                                                                                         | 03                                                 |
| 07              | Dismissal from service                                                                                                                           | 01                                                 |
| 08              | Other disciplinary punishments                                                                                                                   | 05                                                 |
| 09              | Interdiction                                                                                                                                     | 02                                                 |
| 10              | Sending on compulsory leave                                                                                                                      | 01                                                 |
| 11              | Retirement under Section 12 of the Minutes on Pensions                                                                                           | 01                                                 |
| 12              | Transfer                                                                                                                                         | 02                                                 |
| 13              | Retirement from service                                                                                                                          | 03                                                 |
| 14              | Approval for overseas leave                                                                                                                      | 07                                                 |
| 15              | Dismissal of appeals (For orders of Provincial Public Service Commissions relating to Education and Health Committees and education authorities) | 01                                                 |
| 16              | Other general orders                                                                                                                             | 33                                                 |
| 17              | Observation of appeals heard in the AAT                                                                                                          | 09                                                 |
| 18              | Observations for court applications                                                                                                              | 01                                                 |
| 19              | Implementation of orders of the AAT                                                                                                              | 03                                                 |
| 20              | Amendment to Sections of the Establishments Code                                                                                                 | 01                                                 |
| 21              | Reinstatement in service                                                                                                                         | 02                                                 |
|                 | <b>Total</b>                                                                                                                                     | <b>92</b>                                          |

## Progress of the Disciplinary Division (From 01.07.2019 to 30.09.2019)



### 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.

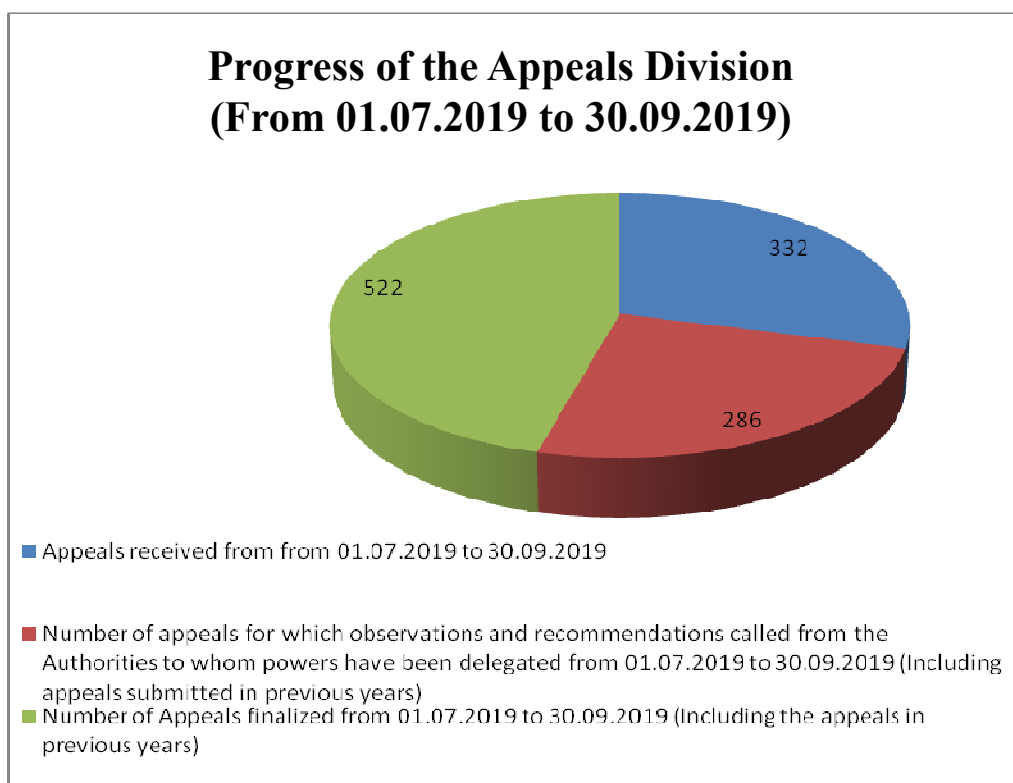
## **v.i. Role of the Appeals Division**

- 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.

## **IV. ii. Progress of the Appeals Division (from 01.07.2019 to 30.09.2019)**

| <b>Srl No.</b> | <b>Matter</b>                                                                                                                                                                                             | <b>Number</b> |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 01             | Appeals received from from 01.07.2019 to 30.09.2019                                                                                                                                                       | 332           |
| 02             | Number of appeals for which observations and recommendations called from the Authorities to whom powers have been delegated from 01.07.2019 to 30.09.2019 (Including appeals submitted in previous years) | 286           |

|    |                                                                                                     |            |     |
|----|-----------------------------------------------------------------------------------------------------|------------|-----|
| 03 | Number of Appeals finalized from 01.07.2019 to 30.09.2019 (Including the appeals in previous years) |            | 522 |
|    | Details of appeals finalized are as follows.                                                        |            |     |
|    | Appeals on Disciplinary Matters                                                                     | 139        |     |
|    | Appeals on Promotios                                                                                | 37         |     |
|    | Appeals on Vacation of Post Notices                                                                 | 137        |     |
|    | Appeals on Transfers                                                                                | 134        |     |
|    | Appeals on Appointments                                                                             | 02         |     |
|    | Appeals on Interdictions                                                                            | 12         |     |
|    | Other                                                                                               | 61         |     |
|    | <b>Total</b>                                                                                        | <b>522</b> |     |



#### 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.

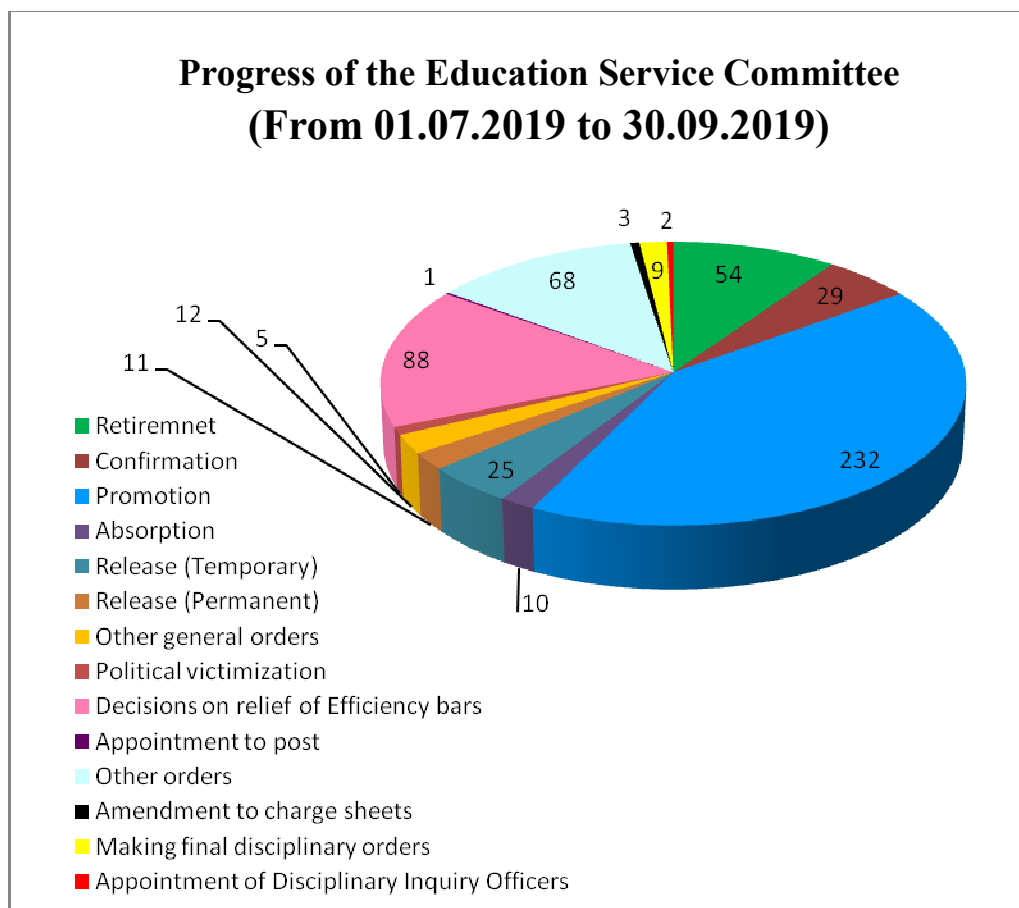
#### **4.2. Measures taken to make the functions of the Education Service Committee more efficient**

- 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 01.07.2019 to 30.09.2019)

| Srl. No. | Matter                                       | Total      |            |
|----------|----------------------------------------------|------------|------------|
| 01       | Retirement                                   | 54         |            |
|          | Confirmation                                 | 29         |            |
|          | Promotion                                    | 232        |            |
|          | Absorption                                   | 10         |            |
|          | Release (Temporary)                          | 25         |            |
|          | Release (Permanent)                          | 11         |            |
|          | Decisions on relief of Efficiency bars       | 88         |            |
|          | Appointment to post                          | 01         |            |
|          | Other orders                                 | 68         |            |
|          | <b>Total</b>                                 | <b>518</b> |            |
| 02       | Amendment to charge sheets                   | 03         |            |
|          | Making final disciplinary orders             | 09         |            |
|          | Appointment of Disciplinary Inquiry Officers | 02         |            |
|          | Other general orders                         | 12         |            |
|          | <b>Total</b>                                 | <b>26</b>  |            |
| 03       | Political victimization                      | <b>05</b>  | <b>549</b> |
|          | Grand Total                                  |            |            |



## 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.

## **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

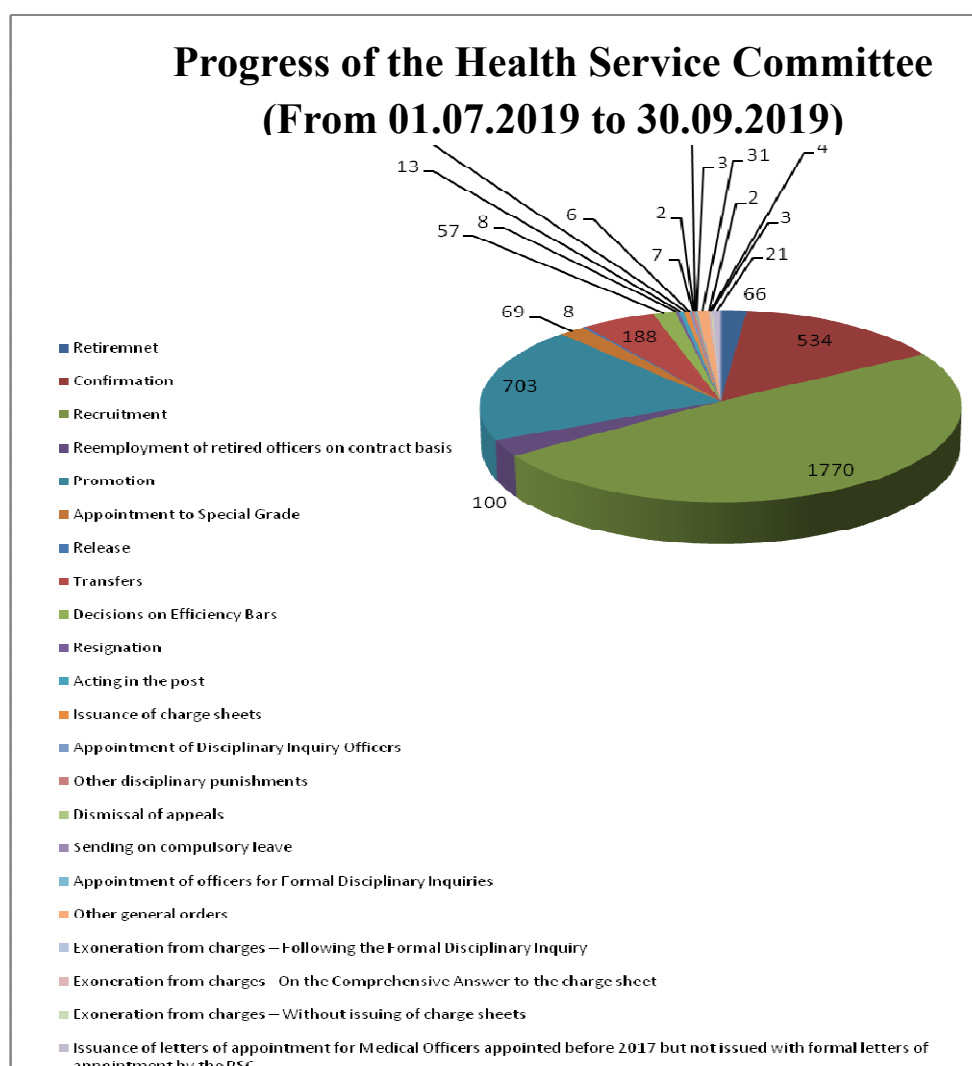
## **II. Measures taken to make the functions of the Education Service Committee more efficient**

- 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. Dispatching reminders and obtaining necessary information by way of fax messages when delays occur
- iii. Taking necessary steps to provide training for the officers on other subjects revising the duty lists in order to avoid unnecessary delays in duties when an officer avails leave.
- iv. Reporting to duties on public holidays as well to attend to the duties assigned to the Health Service Committee.

## **III. Progress of the Health Service Committee (from 01.07.2019 to 30.09.2019)**

| <b>Srl. No.</b> | <b>Matter</b>                                                                                                                              | <b>Total</b> |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 01              | Retireemnet                                                                                                                                | 66           |
| 02              | Confirmation                                                                                                                               | 534          |
| 03              | Recruitment                                                                                                                                | 1770         |
| 04              | Issuance of letters of appointment for Medical Officers appointed before 2017 but not issued with formal letters of appointment by the PSC | 21           |
| 05              | Reemployment of retired officers on contract basis                                                                                         | 100          |
| 06              | Promotion                                                                                                                                  | 703          |
| 07              | Appointment to Special Grade                                                                                                               | 69           |

|    |                                                                            |             |
|----|----------------------------------------------------------------------------|-------------|
| 08 | Release                                                                    | 08          |
| 09 | Transfers                                                                  | 188         |
| 10 | Decisions on Efficiency Bars                                               | 57          |
| 11 | Resignation                                                                | 08          |
| 12 | Acting in the post                                                         | 13          |
| 13 | Issuance of charge sheets                                                  | 13          |
| 14 | Exoneration from charges – Following the Formal Disciplinary Inquiry       | 02          |
| 15 | Exoneration from charges - On the Comprehensive Answer to the charge sheet | 04          |
| 16 | Exoneration from charges – Without issuing of charge sheets                | 03          |
| 17 | Appointment of Disciplinary Inquiry Officers                               | 06          |
| 18 | Other disciplinary punishments                                             | 07          |
| 19 | Dismissal of appeals                                                       | 02          |
| 20 | Sending on compulsory leave                                                | 02          |
| 21 | Appointment of officers for Formal Disciplinary Inquiries                  | 03          |
| 22 | Other general orders                                                       | 31          |
|    | <b>Total</b>                                                               | <b>3610</b> |



#### **iv Details of cases relevant to the Health Service Committee**

1. CA WRIT 150/2019 - Observations have been sent to the Attorney General.
2. SC (FR) 262/2019 - Observations have been sent to the Attorney General.

#### **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. Taking action to prepare a monthly report in respect of each subject and striving to develop an accurate and efficient system of service in the division circumventing delays and lapses having drawn attention of staff officers to such report.
- 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. Taking steps to obtain an efficient service through the development of knowledge and attitudes of officers by conducting training sessions over different subjects.
- v. Taking steps to avoid delays occurring in attending to letters received in the division by preparing a monthly report in respect of the subjects at the end of every month under the supervision of the staff 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 01.07.2019 | No. of complaints received from 01.07.2019 to 30.09.2019 | Total no. of complaints received as at 30.09.2019 | No. of complaints that upheld PSC decisions | No. of complaints that revoked PSC decisions | No. of complaints pending as at 30.09.2019 |
|----------------|--------------------------------------------|----------------------------------------------------------|---------------------------------------------------|---------------------------------------------|----------------------------------------------|--------------------------------------------|
| Establishments | 35                                         | 02                                                       | 37                                                | 00                                          | 00                                           | 37                                         |
| Appointment    | 88                                         | 02                                                       | 90                                                | 07                                          | 04                                           | 79                                         |
| Promotion      | 84                                         | 12                                                       | 96                                                | 01                                          | 01                                           | 94                                         |
| Disciplinary   | 58                                         | 06                                                       | 64                                                | 04                                          | 03                                           | 57                                         |
| Appeals        | 133                                        | 20                                                       | 153                                               | 09                                          | 02                                           | 142                                        |

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

| Division                    | No. of cases pending as at 01.07.2019 | No. of cases received from 01.07.2019 to 30.09.2019 | Total no. of cases received as at 30.09.2019 | 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 30.09.2019 |
|-----------------------------|---------------------------------------|-----------------------------------------------------|----------------------------------------------|------------------------------------------------------------------------------------|----------------------------------------|---------------------------------------|
| Establishments              | 65                                    | 04                                                  | 69                                           | 01                                                                                 | 00                                     | 68                                    |
| Appointment                 | 41                                    | 01                                                  | 42                                           | 04                                                                                 | 01                                     | 37                                    |
| Promotion                   | 48                                    | 01                                                  | 49                                           | 00                                                                                 | 00                                     | 49                                    |
| Disciplinary                | 11                                    | 01                                                  | 12                                           | 01                                                                                 | 00                                     | 11                                    |
| Appeals                     | 40                                    | 02                                                  | 42                                           | 00                                                                                 | 00                                     | 42                                    |
| Education Service Committee | 04                                    | 01                                                  | 05                                           | 00                                                                                 | 00                                     | 05                                    |
| Health Service Committee    | 08                                    | 02                                                  | 10                                           | 01                                                                                 | 00                                     | 09                                    |

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

| Division                    | No. of cases pending as at 01.07.2019 | No. of cases received from 01.07.2019 to 31.03.2020 | Total no. of cases received as at 30.09.2019 | No. 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 30.09.2019 |
|-----------------------------|---------------------------------------|-----------------------------------------------------|----------------------------------------------|-----------------------------------------------------------|--------------------------------------------------------------------|---------------------------------------|
| Establishments              | 11                                    | 03                                                  | 14                                           | 00                                                        | 00                                                                 | 14                                    |
| Appointment                 | 16                                    | 00                                                  | 16                                           | 00                                                        | 01                                                                 | 15                                    |
| Promotion                   | 05                                    | 01                                                  | 06                                           | 00                                                        | 00                                                                 | 06                                    |
| Disciplinary                | 08                                    | 00                                                  | 08                                           | 00                                                        | 00                                                                 | 08                                    |
| Appeals                     | 07                                    | 00                                                  | 07                                           | 00                                                        | 00                                                                 | 07                                    |
| Education Service Committee | 01                                    | 00                                                  | 01                                           | 00                                                        | 00                                                                 | 01                                    |

**10. Ministerial and Departmental Meetings**

| Srl. No. | Date       | Matter                                                                                                                  | Ministries/Departments/ Institutions participated                                                                               |
|----------|------------|-------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| 01       | 08.07.2019 | Recruitment of District Scientific and Technological Officers                                                           | Ministry of Science, Technology and Research                                                                                    |
| 02       | 18.07.2019 | Filling up of vacancies in the post of Deputy/ Assistant Director of the Sri Lanka Animal Production and Health Service | Ministry of Agriculture, Livestock Development, Irrigation and Fisheries and Aquatic Resources Development                      |
| 03       | 23.07.2019 | Issues on promotion of officers of the Sri Lanka Accountants Service to Special Grade                                   | Ministry of Public Administration, Disaster Management and Rural Economic Affairs                                               |
| 04       | 25.07.2019 | Absorption to the Sri Lanka Information and Communication Technology Service                                            | Ministry of Public Administration, Disaster Management and Livestock Development<br>Ministry of Defence<br>Department of Police |

|    |            |                                                                                                                                                                                                    |                                                                                                                                                                           |
|----|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 05 | 25.07.2019 | Amendment to the Marking Scheme relating to the Notice Calling for Applications for filling up of vacancies in the post of Principal in National Schools.                                          | Ministry of Education                                                                                                                                                     |
| 06 | 02.08.2019 | Issues on promotions of Inspectors of Measurement Service Devices in Supra Class of the Sri Lanka Technological Service                                                                            | Department of Measurement Units, Standards and Services                                                                                                                   |
| 07 | 07.08.2019 | Recruitment to Grade III of the Sri Lanka Inland Revenue Service                                                                                                                                   | Department of Inland Revenue                                                                                                                                              |
| 08 | 08.08.2019 | Promotion to Special Grade of Permanent Ways of the Railway Supervisory Management Service                                                                                                         | Ministry of Transport and Civil Aviation                                                                                                                                  |
| 09 | 28.08.2019 | Filling up of vacancies in posts in Special Grade (Garden Development Assistant) of the Sri Lanka Technological Service                                                                            | Ministry of Tourism Development, Wildlife and Christian Religious Affairs                                                                                                 |
| 10 | 03.09.2019 | Creation of Forest Conservation Support Service                                                                                                                                                    | Ministry of Public Administration, Disaster Management and Livestock Development<br>Ministry of Mahaweli Development and Environment<br>Department of Forest Conservation |
| 11 | 12.09.2019 | Appointment to the post of Forester in Special Grade of the Sri Lanka Technological Service of the Department of Forest Conservation                                                               | Ministry of Mahaweli Development and Environment                                                                                                                          |
| 12 | 20.09.2019 | Amendment to the Marking Scheme of the interview for promotion to Special Grade from Grade I in the Category of Executive Service of the Printing Service of the Department of Government Printing | Ministry of Lands and Parliamentary Reforms                                                                                                                               |
| 13 | 26.09.2019 | Recruitment to the post of Superintendent of Excise on limited basis – 2010 (2012)                                                                                                                 | Ministry of Finance<br>Department of Excise<br>Department of Examinations                                                                                                 |
| 14 | 27.09.2019 | Recruitment to the post of Superintendent of Posts on seniority and merit basis                                                                                                                    | Department of Posts                                                                                                                                                       |

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

Number of Public Petitions Committee inquiries for which appearances were made from 01.07.2019 – 30.09.2019 is 12.

## **12. Complaints laid before the Human Rights Commission**

Number of complaints laid before the Human Rights Commission from 01.07.2019 – 30.09.2019 is 01.

## **13. Complaints laid before the Parliamentary Commissioner for Administration (Ombudsman)**

Number of complaints laid before the Parliamentary Commissioner for Administration (Ombudsman) from 01.07.2019 – 30.09.2019 is 02.

## **14. Removal of cases against the Government pending in courts**

Number of court cases against the Government removed from 01.07.2019 – 30.09.2019 is 01.

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