



PUBLIC SERVICE COMMISSION
ANNUAL REPORT
2014

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Public Service Commission

No. 177, Nawala Road,

Narahenpita,

Colombo 05

08th September, 2015

The Secretary General,

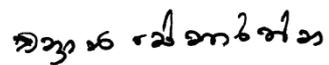
Parliament of the Democratic Socialist Republic of Sri Lanka

Sir,

ANNUAL REPORT OF THE PUBLIC SERVICE COMMISSION
FOR THE PERIOD 1 JANUARY TO 31 DECEMBER 2014

I, by order of the Public Service Commission herewith kindly forward to you the Commission's Report of its activities for the period 1 January 2014 to 31 December 2014 for submission before the Parliament in terms of Article 55(5) of the Constitution of the Democratic Socialist Republic of Sri Lanka.

Yours faithfully,



T.M.L.C. Senaratna

Secretary

Public Service Commission

Vision

Dedicated public service for the nation's excellence.

Mission

To establish and promote an efficient, disciplined and contented public service to serve the public with fairness, transparency and consistency.

Members of the Public Service Commission
for the period 01.01.2014 - 12.05.2014

Chairman

Vidya Jhyothy Dr. Dayasiri Fernando

Members

Mr. Palitha M. Kumarasinghe PC

Mrs. Sirimavo A. Wijeratne

Mr. S.C. Mannapperuma

Mr. Ananda Seneviratne

Mr. N.H. Pathirana

Mr. S. Thillanadarajah

Mr. M.D.W. Ariyawansa

Mr. A. Mohamed Nahiya

Members of the Public Service Commission
for the Period 01.07.2014 - 31.12.2014

Chairman

Justice Sathya Hettige PC

Members

Mr. S.C. Mannapperuma

Mr. Ananda Seneviratne

Mr. N.H. Pathirana

Mr. S. Thillanadarajah

Mr. A. Mohamed Nahiya

Mrs. Kanthi Wijetunge

Mr. Sunil S. Sirisena

Dr. I.M. de Zoysa Gunasekera

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01. Introduction

In terms of Article 54(1) of the Constitution as amended by the 18th Amendment, the Public Service Commission (PSC) consists of not more than 9 members appointed by the President. The President will appoint one of such members as its Chairman. The term of office of the Commission appointed from 13.05.2011 came to an end on 12.05.2014 and the Commission was reconstituted with effect from 01.07.2015. In accordance with the provisions in Article 55(5) of the Constitution the Public Service Commission submits this report to Parliament for the period 1st January 2014 to 31st December 2014.

02. Historical path of the Public Service Commission

During the era when Sri Lanka was a colony under the British Empire, the first Public Service Commission was established by the Ceylon (Constitution) Order in Council of 15th May 1946. The Public Service Commission was thereby vested with the executive powers of appointment, promotion, transfer, disciplinary control and dismissal of public officers.

With the adoption of the first Republican Constitution in 1972 the Public Service Commission which was hitherto in existence for 26 years was abolished and the authoritative power over the public service was vested in the Cabinet of Ministers.

The second Republican Constitution of 1978 reestablished the Public Service Commission and it functioned only as the Appellate Authority. In 1992, this Commission by virtue of the delegated authority vested in it by the Cabinet of Ministers exercised the executive powers of appointment, promotion, transfer, disciplinary control and dismissal of public officers (except higher positions of Senior Assistant Secretary and above). The Cabinet of Ministers retained with it the authority to alter, vary or rescind any decision made by the Commission or a Committee thereof with delegated powers.

The 17th Amendment to the Constitution in 2001 nullified the hitherto existed Chapter IX of the Constitution concerning the public service and a new chapter was incorporated. As such,

the Public Service Commission consisted of members, not more than nine in number, appointed by the President on the recommendation of the Constitutional Council and one person from among such members was appointed as the Chairman of the Public Service Commission. This particular amendment brought about a robust change into the profile of the Public Service Commission and the authority vested in the Cabinet of Ministers with regard to appointment, promotion, transfer and disciplinary control of the public service was delegated to the Public Service Commission subject to the provisions of the Constitution. Moreover, the Public Service Commission in this instance was made an institution accountable and answerable to the Parliament adhering to its Standing Orders.

In the year 2010, matters pertaining to the establishment and functions of the Public Service Commission have been revised by the 18th Amendment to the Constitution. This ought to be a Commission answerable to Parliament in keeping with its Standing Orders. In terms of Sub Article 54(1) of the Constitution as amended by its 18th Amendment, the Public Service Commission consists of not more than nine members appointed by the President. The President will also appoint one of such nine members as the Chairman of the Public Service Commission. They hold office for a term of three years and are eligible for reappointment for one further term.

In pursuance of Article 55 (1) of the Constitution as amended by its 18th Amendment, the Cabinet of Ministers shall provide for all policy matters concerning the public officers. Subject to provisions of the Constitution, the Public Service Commission has been vested with the powers of appointment, promotion, transfer and disciplinary control of the public officers including police officers.

03. Powers of the Public Service Commission

By virtue of the powers vested via 18th Amendment to the Constitution, except for members of Army, Navy and Air Force, provincial public officers appointed by the Provincial Public Service Commissions, Ministry Secretaries appointed by the President, Heads of Department appointed by the Cabinet of Ministers, scheduled officers appointed by the Judicial Service Commission and employees of Public Corporations, Statutory Bodies and Government Owned Business Undertakings,

- the appointment
- promotion
- transfer
- disciplinary control and
- dismissal from public service

of all other public officers including officers falling under All Island Services employed in the Provincial Councils are handled by the Public Service Commission.

3.1 Instances where the decisions of the Public Service Commission can be canvassed.

The decisions of the Commission cannot be canvassed in any Court of Law or Tribunal except;

- in the Supreme Court for the sake of fundamental rights subject to Article 61A and paras (1), (2), (3), (4) and (5) of Article 126 of the Constitution and,
- in the Administrative Appeals Tribunal established by the Administrative Appeals Tribunal Act No. 4 of 2002 in terms of Article 59(1) of the Constitution.

04. General review of the work of the Public Service Commission

The Public Service Commission which was in operation for the period from 01 January to 31 December 2014 carried out its activities transparently and with integrity with the firm resolve of fostering and sustaining an honorable public service towards the uplift of the entire nation of Sri Lanka and the motherland's prosperity.

In making recruitments and promotions to services of executive level of the public service action has been taken to recruit and promote persons with specialized knowledge, skill, professional qualifications and experience for each of such services in pursuance of the respective Schemes of Recruitment and Promotion advocating transparency. By making appointments at the opportune time in a streamlined manner it was possible to recruit to the executive level services batches of youth possessing knowledge and proficiency in keeping with the modern day requirements of the public service whilst taking measures to maintain a qualitative and vibrant public service by making promotion of officers without undue delay according to respective Schemes of Recruitment in order that they be kept motivated.

However, failure on the part of the Heads of Institutions to publicize notices of recruitment pertaining to their institutions so as to conduct respective examinations in accordance with the calendar published by the Department of Examinations within set timeframes has been an impediment for the PSC to keep tabs on the activities in regard to certain recruitments.

Lack of proper attention by respective institutions on activities in relation to recruitments and promotions on which follow up action should be taken after obtaining the policy clearance of the Cabinet of Ministers has also adversely affected the delivery of service without interruption by the PSC and it has been observed that the growing tendency shown by many institutions to reemploy retired officers for posts that do not require specialized knowledge or proficiency despite the availability of approval for respective Schemes of Recruitment and Service Minutes too has negative impact on the recruitments of the public service causing a detrimental effect in bringing forth a qualitative and efficient public service.

One of the problems would be the submission of draft charge sheets with recommendation to issue relevant charge sheets against officers on the basis of preliminary inquiries held by the Ministry Secretaries/ Heads of Departments several years ago. Such draft charge sheets on many occasions carry the types of not so serious offences that could be finalized speedily and this situation gets worsened when a draft charge sheet on offences said to have been committed by an officer many years before is preferred at a time when such officer is on the verge of his retirement from service. In such circumstances it is not possible to make a determination on the retirement of the officer concerned pending its disciplinary involvement thereby causing a delay in granting his pension.

Moreover the qualitative aspect of the disciplinary process is getting impaired when preparing charges years after the holding of the preliminary inquiry. Due to reasons such as retirement and even death of the witnesses concerned and impossibility to trace documents owing to protraction in such instances it has become difficult to carry on with the disciplinary process properly. Continued occurrence of the procedure involving discipline in this manner may put a damper on the productivity of a disciplinary process. Instances of the deprivation of privileges claimable by officers due to these unnecessary delays have also been observed.

Yet another difficulty faced by the Commission is that the Secretaries of Ministries/Heads of Departments do not take timely action to get the disciplinary procedure on right direction for its speedy processing. For instance, where there have been observations and recommendations of the Secretaries of Ministries / Heads of Departments on call or incomplete information on certain documents have been requested for submission, no replies find their way in time despite the dispatch of several reminders thereby causing impediments to conduct the disciplinary process at the expected level within minimum period of time as a result of the inordinate delay in such response. Circumstances described above have shown a detrimental effect on the efficiency and the qualitative aspect of the entire process of the disciplinary action.

As a remedy for this situation, action was initiated in the year 2014 in collaboration with the Sri Lanka Development Administration and the Ministry of Public Administration to conduct training sessions for officers in charge of the disciplinary matters of the Ministries and Departments having them summoned to the Commission.

During the course of the examination of the formal disciplinary inquiry reports there are apparent instances that require investigations in connection with the Ministry Secretaries and Heads of Departments concerned as well. In such circumstances the respective disciplinary action cannot be preceded as the disciplinary authority over them has not been delegated to the PSC. This has given rise to instances that lead to let action in regard to serious disciplinary matters slip away. Commission observes it appropriate to delegate certain responsibilities to the PSC over the disciplinary matters of the Ministry Secretaries and Heads of Departments with a view to carrying on a more vibrant disciplinary process in finding a way of overcoming this situation.

In spite of the fact that there are explicitly set out provisions (as per Establishments Code) by the Schemes of Recruitment and Service Minutes approved by the PSC to absorb officers who are presently serving in the respective posts, there seems to receive continued letters from considerable number of Ministries and Departments seeking instructions on how such absorptions should be implemented and hence, action was taken to hold rounds of discussions with staff officers in charge of the subject attached to the institutions concerned at the Office of

the Commission focusing on the problems relating to the implementation of such absorptions. Additional Secretaries in general were also educated on the process involving such absorptions at the annual review meeting.

Moreover, it happened to be a very common occurrence to see a flow of letters by certain Ministries and Departments seeking instructions of the PSC on issues pertaining to provisions that have been explicitly set out in the Procedural Rules of the Public Service Commission, Circulars of Public Administration and other related circulars, even without any observations or recommendations on such issues with lack of proper knowledge of them thereby resulting in frequent replies from the PSC in response to various requests made by the public officers. As a remedial measure action was initiated to summon the senior staff officers in charge of the subject of such institutions and educate them on such issues.

There were also instances that saw the occurrence of problems uncalled for as a result of the numerous requests seeking covering approval of the PSC later on for Schemes of Recruitment and Service Minutes that were initially worked out without obtaining prior approval of the Commission acting in deviation of the provisions set out in such SSOR and SMM at certain junctures of exceptional nature.

Commission has strived to make opportunities fairly and squarely available for safeguarding the right to appeal by the public officers aggrieved by various grievances over the matters pertaining to appointments, promotions, transfers and disciplinary control in relation to their services and also to make reasonable and unbiased determinations in respect of such grievances within the legal framework in force. However, decisions made by the PSC endure delays under circumstances such as non availability of relevant reports before the Commission despite notices to submit such reports within a particular timeframe, having had to make repeated calls to Ministries and Departments over certain detailed information relating to appeals of the public officers due to lack of strict focus on the accuracy of such information when they are reported to the Commission, inaccurate decision making even with regard to explicitly set out provisions of the Establishments Code, other Public Administration Circulars, Financial Regulations and the Procedural Rules of the Public Service Commission thereby resulting in ambiguous reports and failure in clearly reporting of the varied nature of the intensity of the

offences committed by public officers though they tend to vary according to the positions of such officers of each institution as in the case of distinctive duties and functions of each Ministry and Department.

The PSC regularly sends submissions on complaints made to the Public Petitions Committee (PPC) and the Commission has always strived to extend its maximum possible relief within existing legal framework having due care taken on all related matters. The PSC has also taken action to study each and every public petition referred to it by the PPC carefully and send detailed reports thereon apart from assigning respective officers to submit connected matters at the PPC at various points of time on notice.

The PSC having established a quality management system in its office in conformity with ISO 9001:2008 of the International Standard Organization maintains it viably and the Commission was able to secure the international quality certification ISO 9001:2008 awarded by the Sri Lanka Standards Institution for a period of three years from 22.02.2014. Continued improvements in this quality management system are a regular feature through set time lines and phases of work introduced during the process involved making it possible to carry on with the duties within reasonable timeframes in a more systematic manner thereby enabling correct and expeditious execution of all such functions.

The letters and documents relating to the scope of the PSC received on daily basis in office are computerized through a Document Management System (DMS). All important particulars concerning such letters entered into this system and a number exclusive to each such letter is then assigned. Subsequent to the referral of letters received in the office to the respective Division via this System each and every step of action taken on such letters could be gradually monitored and updated as all its computers installed in the PSC has been interconnected through a networked computer system thereby enabling a quick retrieval of a clear account of the status quo of a letter through the DMS for furnishing information to any caller on his own communication.

This DMS set up in the Public Service Commission has been made available to other government institutions as well for making their document related affairs efficient.

The office of the PSC which was housed in the General Treasury premises has continued to be in operation in seven various places from time to time from October 1997 up until today. This

situation has led to huge expenditure for transporting furniture and office equipment to and from apart from the large sums of money incurred as monthly rental for the office building. Hence, for the purpose of constructing a permanent building for the Office of the PSC, a block of land in extent of 0.1770 hectares depicted as lots Nos. 19 and 20 in Plan No. ඉ.ක.පී. 9175 has been allocated adjacent to the Ministry of Lands and Land Development during the year 2013.

As such, the estimated expenditure for this new office building to the tune of Rs. 670 million has met with the approval of the Cabinet of Ministers and the plans are afoot to carry out related construction work under overall supervision of the Department of Buildings. Being able to initiate construction work on a permanent office building which was a long felt need for the Public Service Commission was a landmark event.

An extensive programme for public officers to gain access on information pertaining to the services rendered by the Office of the Public Service Commission is now under way. Gaining access to such information expeditiously with ease has been made possible by way of uploading the PSC website with information on circulars/notifications/rules and regulations/procedural rules etc. issued by the Commission.

Moreover, the Wednesday of every week has been set against as the Public Day. Public officers have been afforded an opportunity to pay a visit to the Office of the Public Service Commission on this particular day and make inquiries on the matters that have been referred to the Commission by them making it possible to obtain information required on such inquiries.

The welfare Society of the Office of the Public Service Commission organized multi-faceted programmes to provide its member officers with welfare facilities and sports and recreational events in a big way. During this year too, activities such as Annual Excursion, New Year Festival, Vesak Dansela and the artistic talent showcasing “Gee Gonuwa Concert” organized by the Welfare Society were in full swing.

As requested at the second Meeting of the Heads of Public /Civil Service Commissions of the SAARC held in Islamabad, Pakistan in 2012 it was proposed to hold its third meeting in Sri Lanka.

Accordingly, the third Meeting of the Heads of Public/Civil Service Commissions was held over a period of two days on 09.01.2014 and 10.01.2014 at the Cinnamon Grand Hotel in Colombo. This Meeting was organized under the guidance of the officers of the PSC and a host of dignitaries from the Public/Civil Service Commissions of the SAARC nations representing their individual countries participated in the event. Hon. Deputy Minister of Finance, Mr. Sarath Amunugama was the Guest of Honour at this Meeting and a large number of Ministry Secretaries and Heads of Departments graced the occasion.

Activities and functions of the Public /Civil Service Commissions of the SAARC region were reviewed at this Meeting whilst agreements were reached to hold workshops on capacity building and cooperation between each country. Accordingly Sri Lanka too expressed its willingness to conduct a workshop on performance management of the Public service for the officers representing Public/Civil Service Commissions of the SAARC countries and it was decided to hold the next Meeting of the Heads of Public/Civil Service Commissions in Dhaka, Bangladesh.

The workshop on performance management of the public service of the SAARC countries held over a duration of two days on 17.09.2014 and 18.09.2014 with the participation of officials from Public/Civil Service Commissions of the SAARC region at Kingsburry Hotel in Colombo. This workshop was organized by the PSC in order to gain an insight on the performance management systems in each country as well as to exchange knowledge.

Besides these activities, the PSC in collaboration with the Information Technology Institute, Ministry of Public Management Reforms and Ministry of Public Administration and Home Affairs embarked on formulating an Electronic Human Resource Management (e-HRM) System at national level. During the year it was possible to prepare the initial study report in this connection. PSC expects to carry on with this project successfully in association with the aforesaid institutions.

05. Details of activities carried out by the Office of the Public Service Commission during the year under review.

In order to exercise powers vested in the PSC by the Constitution following Divisions have been established and geared up for making the required contribution as appropriate.

- ❖ Establishments Division
- ❖ Appointments and Promotions Division
- ❖ Disciplinary Division
- ❖ Appeals Division
- ❖ Administration Division
- ❖ Finance Division

5.1 Establishments Division

Article 61B of the Constitution of the Republic spells out that until the Commission otherwise provides, all rules, regulations and procedures relating to the public service are in force on the date of the coming into operation of such Chapter, shall *mutatis mutandis*, be deemed to continue in force as rules, regulations and procedures relating to the public service, as if they had been made or provided for under such Chapter.

Accordingly the Establishments Division of the Office of the PSC is tasked with providing for rules, regulations and procedures concerning the public service.

The approved cadre for the Establishments Division is as follows:

Additional Secretary	01
Senior Assistant Secretary	01
Assistant Secretary	04
Management Assistant	07

5.1.1 Role of the Establishments Division

- Matters relating to delegation of responsibilities and powers within the scope of the PSC.
- Formulation, Amendment and publication of the PSC Procedural Rules.
- Formulation of guidelines based on the Procedural Rules of the PSC and conducting awareness programmes thereon.
- Issue of circulars, orders and instructions.
- Formulation and amendment of Service Minutes and Schemes of Recruitment concerning the public service.
- Dealing with instances of deviations from the PSC Procedural Rules, Service Minutes, Schemes of Recruitment, Circulars and Orders.
- Dealing with matters not covered by Procedural Rules.
- Development, updating and maintenance of the Database on the public service and dissemination of information.
- Formulation and amendment of the Transfer Schemes of public officers.

5.1.2 Progress Review of the Establishments Division - (01.01.2014 – 31.12.2014)

During the period above approval of the Public Service Commission has been granted in connection with following subjects.

	Matter	Total
1	New Schemes of Recruitment	117
2	New Service Minutes	04
3	Amendment to Schemes of Recruitment	44
4	Amendment to Service Minutes	17
5	Schemes of Transfer	06
6	Circulars	03
7	Requests on deviations from Schemes of Recruitment in exceptional cases	37
8	Requests on deviations from Service Minutes in exceptional cases	11
9	Matters relating to Procedural Rules of the PSC	01
10	Policy Matters	114
11	General	51
12	Matters pertaining to SC/AAT/CA	57
13	Corrections to Schemes of Recruitment and Service Minutes	24
	Total	486

Table No. 01

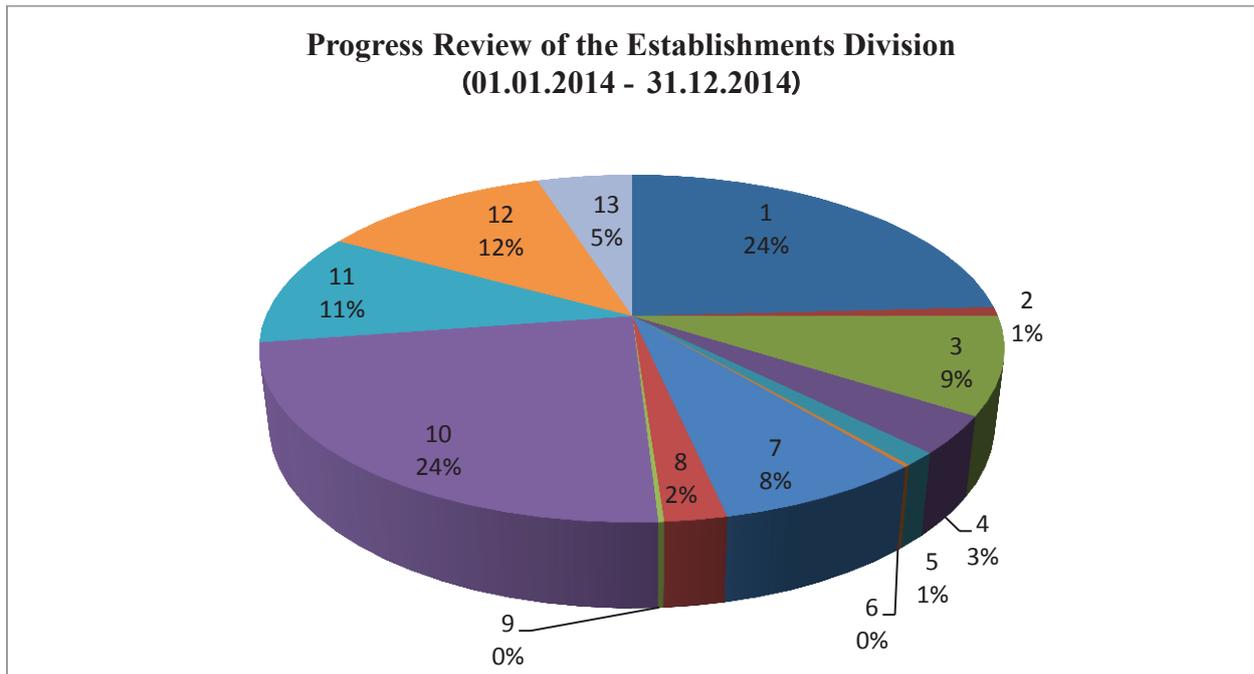


Diagram No. 01

Details of Schemes of Recruitment prepared during 2014 – (117)

Srl.No.	Ministry	Number Approved
1	Defense & Urban Development	5
2	Finance & Planning	4
3	Ports & Highways	1
4	Buddha Sasana & Religious Affairs	3
5	Irrigation & Water Resources Management	6
6	Health	4
7	Petroleum Industries	0
8	Livestock & Rural Community Development	0
9	Water Supply & Drainage	0
10	Traditional Industries & Small Enterprises Development	0
11	Local Government & Provincial Councils	0
12	Industry & Commerce	1
13	Power & Energy	1
14	Construction, Engineering Services, Housing & Common Amenities	4
15	Justice	8
16	Economic Development	2
17	National Languages and Social Integration	1
18	Higher Education	1
19	External Affairs	1
20	Public Administration and Home Affairs	2
21	Parliamentary Affairs	0

22	Postal Services	2
23	National Heritage	1
24	Environment and Renewable Energy	0
25	Child Development & Women's Affairs	2
26	Labour and Labour Relations	2
27	Education	3
28	Plantation Industries	0
29	Fisheries & Aquatic Resource Development	1
30	Lands & Land Development	6
31	Social Services	1
32	Sports	4
33	Agriculture	2
34	Mass Media & Information	3
35	Transport	4
36	Youth Affairs & Skills Development	3
37	Cooperatives & Internal Trade	3
38	Rehabilitation & Prison Reforms	4
39	Indigenous Medicine	2
40	Minor Export Crops Promotion	1
41	Foreign Employment Promotion and Welfare	0
42	Civil Aviation	0
43	Coconut Development & Janatha Estate Development	0
44	Culture and the Arts	0
45	Disaster Management	2
46	Wildlife Resources Conservation	3
47	Resettlement	1
48	Public Relations & Public Affairs	3
49	Private Transport Services	0
50	State Resources & Enterprises Development	0
51	Telecommunication & Information Technology	0
52	Technology & Research	2
53	Productivity Promotion	1
54	Public Management Reforms	0
55	Auditor General's Department	2
56	Presidential Secretariat	6
57	Prime Minister's Office	0
58	Botanical Gardens & Public Recreations	2
59	Office of the Cabinet of Ministers	1
60	Commission to Investigate Allegations of Bribery or Corruption	1
61	Ministry of Law and Order	4
62	Department of Elections	1
		117

Table No. 02

Schemes of Transfer prepared in the year 2014 - (06)

1. Scheme of Annual Transfers for Social Welfare Superintendent & Officers in Charge
2. Scheme of Annual Transfers – 2015 (Sri Lanka Administrative Service, Special Grade)
3. Scheme of Transfer of the Sri Lanka Administrative Service - 2015
4. Scheme of Transfer of the National Integration Coordinators and National Integration Promotion Assistants
5. Scheme of Annual Transfer of the Clerical Officers in the Agrarian Service Centers
6. Scheme of Annual Transfers of the Ayurvedic Community Health Medical Officers.

Public Service Commission Circulars issued during the year 2014 (03)

- 01/2014 - Concessions for Efficiency Bar Examinations
- 02/2014 - Definition on the “Active Period of Service” of the Public Service
- 03/2014 - Coming in to force of the Provisions of the new Service Minutes of the Sri Lanka Engineering Service, Sri Lanka Animal Production and Health Service and Sri Lanka Agriculture Service with effect from 01.01.2006.

Amendments to Service Minutes during 2014 (17)

1. Service Minute of the Combined Drivers Service (amended twice)
 2. Service Minute of the Sri Lanka Principal Service
 3. Service Minute of the Sri Lanka Scientific Service
 4. Service Minute of the Sri Lanka Surveyors Service
 5. Service Minute of the Sri Lanka Architects Service
 6. Service Minute of the Sri Lanka Animal Production & Health Service
 7. Service Minute of the Sri Lanka Technological Service
 8. Service Minute of the Sri Lanka Nursing Service
 9. Service Minute of the Sri Lanka Information and Communication Technology Service (amended twice)
 10. Service Minute of the Printing Service, Department of Government Printing
 11. Service Minute of the Sri Lanka Accountants Service
 12. Service Minute of the Sri Lanka Teachers Service
 13. Service Minute of the Sri Lanka Teacher Educators Service
 14. Service Minute of the Sri Lanka Planning Service
- } Old Service Minute has been completely revised according to recommendations of the Madihahewa Committee

15. Service Minute of the Sri Lanka Engineering Service

Service Minutes approved from 01.01.2014 to 31.12.2014 (04)

1. Service Minute of the Sri Lanka Audit Inspectors Service
2. Service Minute of the Sri Lanka Surveyors Service
3. Service Minute of the Sri Lanka Principals Service (Prepared in according to recommendations of the Madihahewa Committee)
4. Service Minute of the Sri Lanka Ayurvedic Medical Service

5.1.3 New measures taken by the Establishments Division to overcome the challenges and enhance performance

- 1) In spite of the fact that the provisions (in terms of the Establishments Code) concerning the absorption of officers who are presently holding the respective posts within the Schemes of Recruitment and Service Minutes approved by the PSC have been explicitly stated, certain Departments and Ministries are in the habit of making continued inquiries as to how such absorptions are to be worked out.
 - Action was taken to have discussions over issues concerning the implementation of such absorptions with the staff officers in charge of the subject at the respective institutions after having them summoned at the Office of the PSC and to educate Additional Secretaries in general on matters regarding the implementation of the absorptions at the review meeting held annually with them.
- 2) Certain Departments and Ministries, without a proper study of the explicitly set out provisions in the Procedural Rules of the Public Service Commission and Public Administration and other such circulars, are in the habit of sending letters seeking instructions of the PSC with no observations and recommendations on such issues at times thereby causing delays in answering the requests made by public officers.

- Action was taken to summon and educate the senior staff officers in charge of the subject in the respective institutions, on such issues.

- 3) There were unwarranted problems as a result of making requests for covering approval of the PSC following the deviation from the correct method without obtaining the prior approval of the PSC to keep away from the provisions of the Schemes of Recruitment and Service Minutes approved by the PSC under certain specific circumstances, when ended up in failure to deal with such provisions.

5.2 Appointments and Promotions Division

Following functions relating to the appointment and 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 as published in the Gazette Extraordinary No. 1733/52 of 25.11.2011 on the direction of the Cabinet of Ministers are carried out by the Appointments and Promotions Division of the PSC. This Division consists of the following staff.

Senior Assistant Secretary	-	01
Assistant Secretary	-	09
Administrative Officer	-	01
Management Assistant	-	24

5.2.1 Role of the Appointments and Promotions Division

The role played by the Appointments and Promotions Division is divided into two main sections as shown below.

I. Appointments

Recruitment in accordance with the approved Service Minutes/Schemes of Recruitment and Promotion, Confirmation in Service, Termination of Service, Reversion to the former post, Appointment on acting/attending to duties basis, Release (outright/temporary), Recruitment on

contract basis, Resignation from service, Reappointment to the Service/Post, Retirement (on optional/compulsory/medical grounds in terms of P.A. Circular 30/88), Reemployment of retired public officers on contract basis, Appointment to Scheduled Posts in the Service Minutes (where applicable).

II. Promotions

Promotions to posts as per approved Service Minutes / Schemes of Recruitment (from grade to grade / on seniority and merit), Appointments to posts (on seniority / on the results of structured interviews). Dealing with matters pertaining to appeals laid before the Administrative Appeals Tribunal and cases filed in the Supreme Court/Court of Appeal against orders/decisions made by the Public Service Commission having regard to above functions.

5.2.2. Progress Review of the Appointments and Promotions Division - From 01 January to 31 December 2014

	Matter	Number
1	Retirement	683
2	Confirmation	1889
3	Recruitment	4252
4	Promotion from Grade to Grade	1821
5	Promotion on Selections	504
6	Reemployment on contract	573
7	Appointment on contract	37
8	Decisions on efficiency bars	312
9	Appointment on acting basis / attend to the duties of a post	1037
10	Release	120
11	Resignation	48
12	Appointment to posts	694
13	Absorption	4919
14	Appeals	55
	Total	16944

Table No. 02

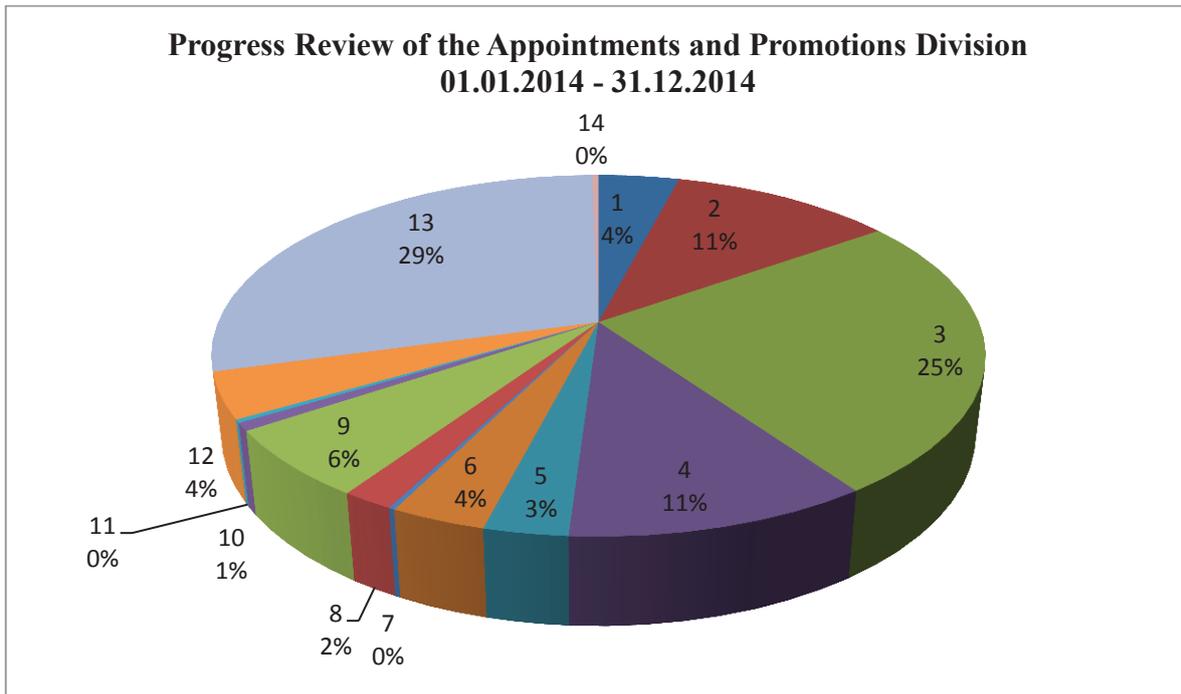


Diagram No. 02

Number of Cases to which submission have been made during the period under review

	Total
Supreme Court	72
Court of Appeal	09
AAT	185

Table No. 03

5.2.3 General Review of the work of the Appointments and Promotions Division

When making appointments and promotions to posts at the higher level of public service special emphasis has been laid on the educational and professional qualifications of the respective officers as well as their experience of service in various posts. This has paved way for selecting most eligible officers to the respective posts and in order to enable such selections in a fair and transparent manner the Ministry Secretaries and Heads of Institutions have been instructed to have marking schemes inclusive of criteria for selections at interviews made available to officers/candidates prior to such interviews upon approval of the Commission.

Apart from dispatching reminders with a view to reducing delays in getting down information from certain Ministries and other state institutions, action has also been taken to contact the respective officers of such institutions over the phone and educate them of the injustice meted out on officers/candidate by failing to forward required information on time. As a result, many numbers of appointments and promotions have been made expeditiously following the retrieval of particulars from such institutions without delay.

Where there were matters at issue, respective Ministry Secretaries and Heads of Department were summoned before the Commission to meet with the Commission members including the Chairman and Senior Staff Officers including the Secretary of the Public Service Commission and discuss over such matters at length and action has been taken to resolve the problems concerned in unison within the legal framework without being prejudicial to any party.

Normal Retirements

1.	Ministry of Education	133
2.	Ministry of Justice	1
3.	Ministry of Disaster Management	2
4.	Ministry of Economic Development	1
5.	Ministry of Land and Land Development	12
6.	Ministry of Labour and Labour Relations	11
7.	Ministry of Agriculture	33
8.	Presidential Secretariat	1
9.	Ministry of National Heritage	2
10.	Ministry of Postal Services	19
11.	Ministry of Indigenous Medicine	21
12.	Ministry of Law and Order	25
13.	Ministry of Transport	3
14.	Ministry of Environment and Renewable Energy	1
15.	Ministry of Livestock and Rural Development	8
16.	Ministry of Rehabilitation and Prison Reforms	5
17.	Ministry of Finance and Planning	119
18.	Ministry of Youth Affairs and Skills Development	20
19.	Ministry of Defence and Urban Development	1
20.	Ministry of Public Administration and Home Affairs	120
21.	Ministry of Irrigation and Water Resources	10
22.	Auditor General's Department	3
23.	Ministry of External Affairs	3
24.	Ministry of Co-operatives & Internal Trade	1

25.	Ministry of Health	128
		683

Confirmations

1	Ministry of Disaster Management	1
2	Ministry of Labour and Labour Relations	5
3	Ministry of Agriculture	5
4	Presidential Secretariat	8
5	Ministry of Indigenous Medicine	11
6	Ministry of Law and Order	29
7	Ministry of Transport	6
8	Ministry of Environment & Renewable Energy	1
9	Ministry of Livestock and Rural Community Development	17
10	Public Service Commission of the Central Province	1
11	Ministry of Finance & Planning	11
12	Ministry of Youth Affairs and Skills Development	19
13	Ministry of Defence and Urban Development	3
14	Ministry of External Affairs	3
15	Sri Lanka Assessors Service	8
16	Sri Lanka Educational Administrative Service	85
17	Sri Lanka Ayurvedic Medical Service	135
18	Sri Lanka Engineering Service	90
19	Sri Lanka Planning Service	37
20	Sri Lanka Agriculture Service	19
21	Sri Lanka Accountants Service	7
22	Sri Lanka Teacher Educators Service	16
23	Sri Lanka Inland Revenue Service	12
24	Sri Lanka Administrative Service	100
25	Sri Lanka Architects Service	1
26	Sri Lanka Scientific Service	13
27	Sri Lanka Medical Service	1223
28	Assistant Superintendent of Police	21
29	Ministry of Minor Export Crops Promotion	1
30	Ministry of Health	1
		1889

Recruitments

1	Superintendent of Translator, Ministry of Justice	1
2	Unified Postal Service, Executive Service Category	17
3	Legal Officer, Labour Ministry	1
4	Legal Officer, Ministry of Petroleum Industries	1
5	Senior Assistant State Counsel	1
6	Legal Officer, Department of Valuation	1
7	Legal Officer, Ministry of Fisheries and Aquatic Resources Development	1
8	Research Officer	1
9	Legal Officer, Ministry of Transport	1
10	Veterinary Surgeon	40
11	Legal Officer, Ministry of Buudhasasana and Religious Affairs	1
12	Assistant Director, Department of Measurement Units, Standards and Services	1
13	State Counsel	1
14	Legal Officer, Public Administration and Home Affairs	1
15	Legal Officer, Ministry of State Resources and Enterprises Development	1
16	Superintendent of Customs	21
17	Assistant Director, Department of Commerce	4
18	Legal Officer, Ministry of Irrigation and Water Resources Management	1
19	Assistant Director, Department of Coast Conservation	7
20	Legal Officer, Office of the Director General of Merchant Shipping	1
21	Sri Lanka Educational Administrative Service	470
22	Sri Lanka Ayurvedic Medical Service	184
23	Sri Lanka Engineering Service	137
24	Sri Lanka Technical Education Service	9
25	Sri Lanka Agriculture Service	1
26	Sri Lanka Accountants Service	42
27	Sri Lanka Teacher Educators Service	211
28	Sri Lanka Inland Revenue Service	430
29	Sri Lanka Administrative Service	37
30	Sri Lanka Architects Service	1
31	Sri Lanka Scientific Service	77
32	Sri Lanka Medical Service	2522
33	Animal Husbandry Officer	9
34	Animal Development Officer	1
35	Deputy Commissioner of Labour	15
36	Legal Officer, Ministry of Health	2
		4252

Promotions from Grade to Grade

1	Ministry of Labour & Labour Relations	14
2	Ministry of Industry & Commerce	1
3	Ministry of Law and Order	23
4	Ministry of Finance & Planning	44
5	Ministry of Highways & Aquatic Resources Management	2
6	Sri Lanka Educational Administrative Service	3
7	Sri Lanka Ayurvedic Medical Service	404
8	Sri Lanka Engineering Service	183
9	Sri Lanka Planning Service	13
10	Sri Lanka Technical Education Service	10
11	Sri Lanka Agriculture Service	6
12	Sri Lanka Accountants Service	27
13	Sri Lanka Inland Revenue Service	35
14	Sri Lanka Administrative Service	103
15	Sri Lanka Architects Service	2
16	Sri Lanka Scientific Service	5
17	Sri Lanka Medical Service	830
18	Sri Lanka Animal Production & Health Service	116
		1821

Promotions on Selections

1	Department of Census and Statistics	4
2	Senior State Counsel	1
3	Ministry of National Heritage	15
4	Department of Valuation	2
5	Ministry of Postal Services	5
6	Ministry of Fisheries and Aquatic Resources Development	3
7	Deputy Inspector General	1
8	Deputy Superintendent of Customs	92
9	Deputy Auditor General	8
10	Ministry of Transport	36
11	Ministry of Livestock & Rural Community Development	5
12	Ministry of Rehabilitation & Prison Reforms	20
13	Department of Survey	1
14	Ministry of Public Administration & Home Affairs	81
15	Department of Official Languages	2
16	Director of Customs	8
17	Ministry of Wildlife Resources	1

18	Sri Lanka Technical Service	19
19	Sri Lanka Inland Revenue Service	41
20	Sri Lanka Administrative Service	75
21	Commissioner of Excise	2
22	Ministry of Health	82
		504

Re-employments on Contract Basis

1	Prime Minister's Office	2
2	Ministry of Education	11
3	Ministry of Justice	4
4	Ministry of Disaster Management	13
5	Ministry of Land and Land Development	57
6	Ministry of Construction, Engineering Services, Housing & Common Amenities	2
7	Ministry of Labour and Labour Relations	17
8	Ministry of Agriculture	5
9	Ministry of Mass Media & Information	20
10	Ministry of National Heritage	2
11	Ministry of Technology, Research and Atomic Energy	1
12	Ministry of Postal Services	35
13	Ministry of Indigenous Medicine	14
14	Ministry of Law and Order	22
15	Ministry of Transport	203
16	Ministry of Livestock and Rural Community Development	3
17	Ministry of Rehabilitation and Prison Reforms	1
18	Ministry of Defense and Urban Development	1
19	Ministry of Public Administration and Home Affairs	107
20	Ministry of State Resources and Entrepreneur Development	2
21	Ministry of Ports & Highways	1
22	Ministry of External Affairs	2
23	Ministry of Health	48
		573

Appointments on Contract

1	Ministry of Agriculture	5
2	Ministry of Ports & Highways	1
3	Ministry of Health	31

37

Decisions on Efficiency Bars

1	Ministry of Education	7
2	Ministry of Justice	22
3	Ministry of Economic Development	1
4	Ministry of Lands and Land Development	5
5	Ministry of Agriculture	2
6	Ministry of Mass Media & Information	1
7	Ministry of Postal Services	1
8	Ministry of Fisheries & Aquatic Resources	1
9	Ministry of Transport	6
10	Ministry of Environment & Renewable Energy	9
11	Ministry of Rehabilitation & Prison Reforms	59
12	Ministry of Finance & Planning	12
13	Ministry of Youth Affairs and Skills Development	2
14	Ministry of Defence & Urban Development	5
15	Ministry of Public Administrations & Home Affairs	97
16	Ministry of Wildlife Resources Conservation	2
17	Ministry of Irrigation and Aquatic Resources Management	1
18	Sri Lanka Scientific Service	2
19	Sri Lanka Educational Administrative Service	16
20	Sri Lanka Engineering Service	2
21	Sri Lanka Planning Service	3
22	Sri Lanka Technical Education Service	1
23	Sri Lanka Administrative Service	16
24	Sri Lanka Surveyors Service	1
25	Sri Lanka Animal Production & Health Service	2
26	Ministry of Culture and Arts	12
27	Ministry of Social Services	3
28	Ministry of Health	21

312

Appointments on acting basis / attend to the duties of a post

1	Additional Director	1
2	Additional Secretary	10
3	Additional Solicitor General	4
4	Ministry of Disaster Management	2
5	Ministry of Construction & Engineering Services	1

6	Ministry of Labour & Labour Relations	8
7	Ministry of Industries & Commerce	5
8	Ministry of Agriculture	15
9	Ministry of Postal Services	20
10	Ministry of Fisheries and Aquatic Resources	5
11	Ministry of Environment and Renewable energy	4
12	Ministry of Defence	2
13	Ministry of Public Administrations Home Affairs	197
14	Registrar General Department	2
15	Auditor General's Department	3
16	Department of Coast Conservation	1
17	Sri Lanka Education Administrative Service	1
18	Sri Lanka Engineering Service	28
19	Sri Lanka Planning Service	8
20	Sri Lanka Technical Education Service	16
21	Sri Lanka Agriculture Service	105
22	Sri Lanka Accountants Service	154
23	Sri Lanka Technological Service	3
24	Sri Lanka Information Technology Service	4
25	Sri Lanka Inland Revenue Service	52
26	Sri Lanka Administrative Service	276
27	Sri Lanka Customs	38
28	Sri Lanka Architects Service	2
29	Sri Lanka Scientific Service	18
30	Sri Lanka Foreign Service	1
31	Sri Lanka Animal Production & Health Service	26
32	Department of Statistics	20
33	Solicitor General	4
34	Ministry of Health	1

1037

Releases

1	Ministry of Education	26
2	Ministry of Water Supply & Drainage	2
3	Ministry of Finance & Planning	9
4	Ministry of Defence & Urban Development	1
5	Ministry of Public Administration & Home Affairs	55
6	Ministry of Irrigation & Water Resources Management	6
7	Ministry of External Affairs	1
8	Ministry of Health	20

120

Resignations

1	Ministry of Justice	1
2	Ministry of Agriculture	3
3	Sri Lanka Engineering Service	3
4	Sri Lanka Accountants Service	2
5	Sri Lanka Administrative Service	1
6	Sri Lanka Surveyors Service	3
7	Sri Lanka Scientific Service	1
8	Sri Lanka Medical Service	33
9	Sri Lanka Animal Production & Health Service	1

48

Appointment to Posts

1	Additional Director	1
2	Additional Director General	1
3	Additional Director of Customs	1
4	Additional Secretary	18
5	Additional Solicitor General	7
6	Ministry of Education	42
7	Ministry of Land and Land Development	19
8	Senior Additional Solicitor General	4
9	Senior State Counsel	14
10	Senior Assistant Secretary	9
12	Deputy Superintendent of Customs	253
13	Deputy Solicitor General	7
15	Ministry of Livestock and Rural Community Development	4
14	Ministry of Irrigation and Water Resources Management	1
11	Sri Lanka Inland Revenue Service	51
16	Solicitor General	1
17	Ministry of Health	261

694

Absorptions

1	Ministry of Postal Services, Executive Service Category	48
2	Supra Grade of the Public Management Assistants Service	429
3	Registrar General Service	56

4	Department of Commerce, Executive Service Category	40
5	Sri Lanka Ayurvedic Medical Service	303
6	Sri Lanka Engineering Service	594
7	Sri Lanka Agricultural Service	260
8	Sri Lanka Inland Revenue Service	418
9	Sri Lanka Administrative Service	2134
10	Sri Lanka Scientific Service	303
11	Sri Lanka Animal Production and Health Service	334

4919

5.2.4. New measures taken by the Appointments and Promotions Division to enhance performance

All Staff Officers and Public Management Assistants of the Appointments and Promotions Division, in dealing with inward letters to their Division, have set themselves upon to work in contemplation of the specific timeframes with internal vigilance and follow up action through the Data Management System on a consistent basis. Furthermore, steps have been taken to improve the productivity and the efficiency of the officers by providing facilities such as new computers, printers and filing cabinets and also by exposing new officers to training activities. This enabled a high level performance in the Division.

5.3 Disciplinary Division

The Public Service Commission has exercised its administrative powers concerning offences set out in first schedule of Chapter XLVIII of the Establishments Code in relation to staff officers of the Central Government. Apart from this, the Public Service Commission functions as the Appellate Authority over disciplinary control on offences set out in second schedule of Chapter XLVIII of the Establishments Code concerning public officers. The Disciplinary Division, in terms of the aforesaid powers vested in the PSC, extends much needed corporation by way of making observations and recommendations to the Commission in order that it could arrive at decisions when and where necessary. This Division consists of following personnel.

Senior Assistant Secretary	01
Assistant Secretary	06
Management Assistant	15

5.3.1 Role of the Disciplinary Division

This Division handles the disciplinary matters involving officers of the All Island Services and officers coming under the scope of the PSC as stated in the Gazette Notification No. 1733/52 of 25.11.2011 concerning the Delegation of Powers of the Public Service Commission based on the preliminary investigations conducted by the Heads of Departments or Secretaries of Ministries. On receiving a preliminary investigation report to the Disciplinary Division and following a proper study thereon with appropriately constructed observations the Public Service Commission 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 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 and Secretary of the Ministry 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 PSC 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 and Secretary of the Ministry.

Where a formal disciplinary inquiry is held, the PSC, 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.

In addition to these tasks, appeals made by officers of the All Island Services and officers coming under the scope of the PSC as stated in the Gazette Notification No. 1733/52 of 25.11.2011 concerning the Delegation of Powers of the Public Service Commission against vacation of post notices and the observations and recommendations made by the Appointing Authority of those officers on such appeals will be reconsidered by the Commission in deciding whether to appropriately reinstate such officers in service or not.

Appeals laid before the Superior Courts, Administrative Appeals Tribunal, Human Rights Commission, Public Petitions Committee and Ombudsman against the disciplinary orders or decisions made by the PSC on such disciplinary matters would be appropriately dealt with. It is the onus of the Disciplinary Division to lay before the Commission the cases without any ambiguity having made a thorough scrutiny of all connected documents received in the Division for the Commission to take unbiased decisions.

5.3.2 Progress Review of the Disciplinary Division (01.01.2014 – 31.12.2014)

	Matter	Number of Orders
1	Issuance of charge sheets	31
2	Amendments to charge sheets	11
3	Exoneration from charges	33
4	Dismissal from service	03
5	Other disciplinary punishments	41
6	Reinstatement in service	23
7	Dismissal of appeals	23
8	Retirement under Section 12 of the Pension Minute	13
9	Compulsory retirement	06
10	Interdiction from service	03
11	Appointment of disciplinary inquiry officers	92
12	Conversion of retirement under disciplinary grounds to normal retirement	22
13	Retirements from service	05
14	Other general orders	197
	Total	503

Table No. 04

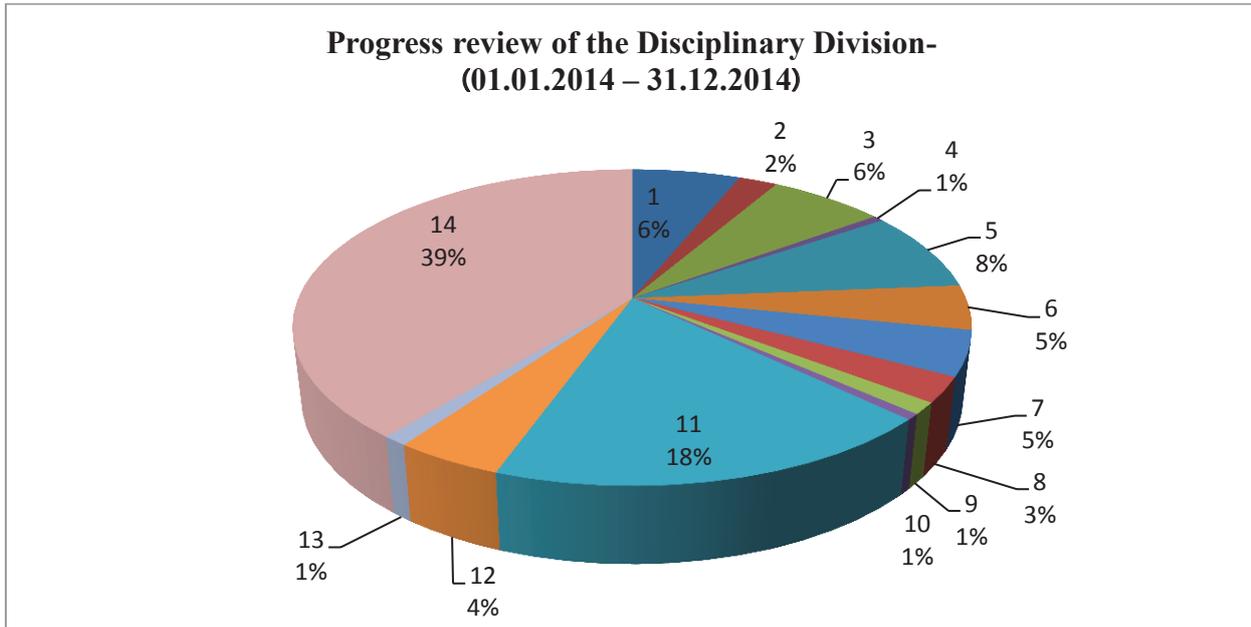


Diagram No. 03

Number of cases pending before the Supreme Court, Court of Appeal and Administrative Appeals Tribunal during the period from 01.01.2012 to 31.12.2012 were as follows.

Supreme Court Cases	-	32
Court of Appeal Cases	-	21
AAT Cases	-	126

5.3.3. New measures taken to enhance the performance of the Disciplinary Division

- I. One officer from the Public Management Assistants Service was detailed to examine and update the existing Data Management System on a fixed date every week.
- II. Officers were required to stick to time frame evolved during the previous year for dealing with inward letters.
- III. Monthly meetings of the Division were held and problems discussed.

- IV. Decisions made on subject matters that could be reckoned as precedents in future were internally and externally compiled and recorded.
- V. Holding of a workshop with a view to educating the conduct of preliminary investigations and the functions involving the disciplinary inquiries with officers from ministerial level in attendance was contemplated.

5.4 Appeals Division

Appeals Division extends assistance to the Commission to arrive at decisions on appeals submitted to the PSC in writing in terms of Article 58(1) of the Constitutions 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.

The authority of appointment, promotion, transfer, disciplinary control and dismissal of public officers as set out in the Gazette Extraordinary No. 1733/52 of 25.11.2011 by the PSC on the specific direction of the Cabinet of Ministers has been delegated in terms of Article 57 of the Constitution. And in terms of Article of 58 (1) of the Constitution, public officers aggrieved by an order made by a delegated authority referred to above have been given the right to submit a written appeal to the Commission.

Likewise the Commission has the power in terms of Article 58(2) the Constitution to grant relief to public officers by revoking or varying such order after scrutiny of matters in question on receipt of such appeal.

A large number of appeals from public officers in accordance with these provisions are received in the PSC on regular basis. The Appeals Division handles such appeals received by it in conformity with the relevant provisions.

In addition this Division also handles matters pertaining to the appeals made to the Administrative Appeals Tribunal (AAT) and the cases laid before the Superior Courts petitions made in the Court of Appeal and fundamental rights applications made before the Supreme Court against the decisions of the Commission concerning the functions above and makes its appearance before AAT whenever

required apart from representing the PSC at the Attorney General's Department to clarify matters in question. Furthermore, this Division takes action to study each and every public petition referred to it by the Public Petitions Committee (PPC) carefully and send detailed reports thereon apart from assigning respective officers to explain matters at the PPC at various points of time on notice.

Staff

Senior Assistant Secretary	01
Assistant Secretary	06
Management Assistants	13

5.4.1 Progress Review of the Appeals Division (01.01.2014 - 31.12.2014)

	Matter	Number
1	Appeals received during 2014	2143
2	Appeals for which reports have not been received	1125
3	Appeals being processed on receipt of reports	431
4	Appeals finalized	1427
5	No. of court cases	49
6	No. of AAT cases pending	266
7	No. of inquiries from Public Petitions Committee during the period	44

Table 05

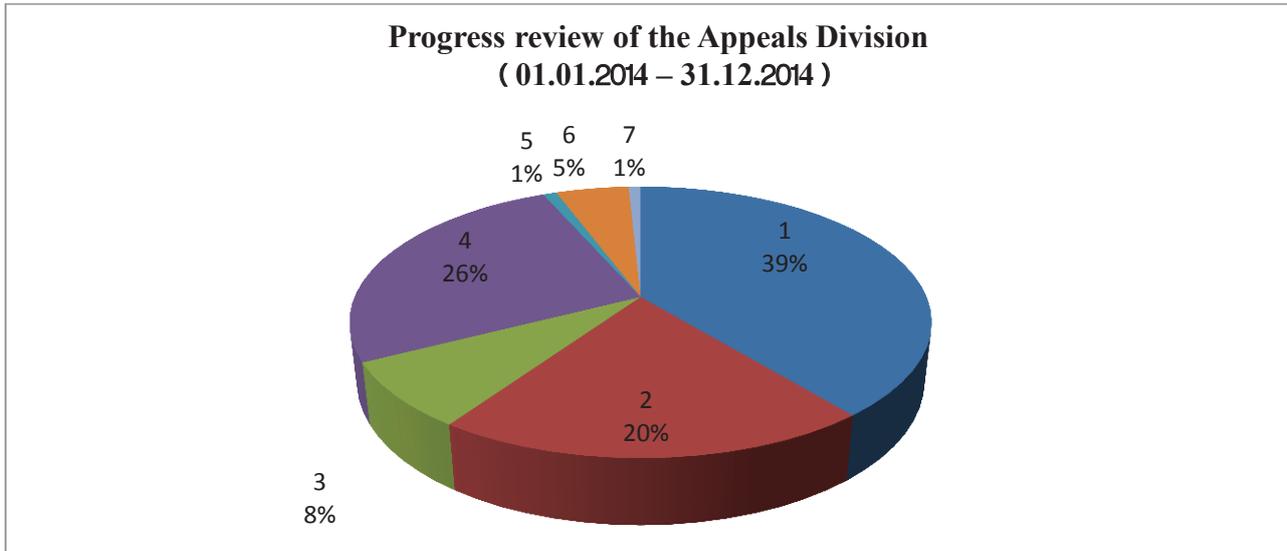


Diagram No. 04

Appeals received during 2014	No. of court cases
Appeals for which reports have not been received	No. of AAT cases pending
Appeals being processed on receipt of reports	No. of inquiries from Public Petitions Committee during the period
Appeals finalized	

Appeals finalized during 2014 - Classification

	Type of Appeal	Number finalized
1	Disciplinary Reasons	304
2	Promotions	87
3	Vacation of Service	454
4	Transfer	379
5	Appointment	10
6	Interdiction	33
7	Other	160
	Total	1427

Table No. 06

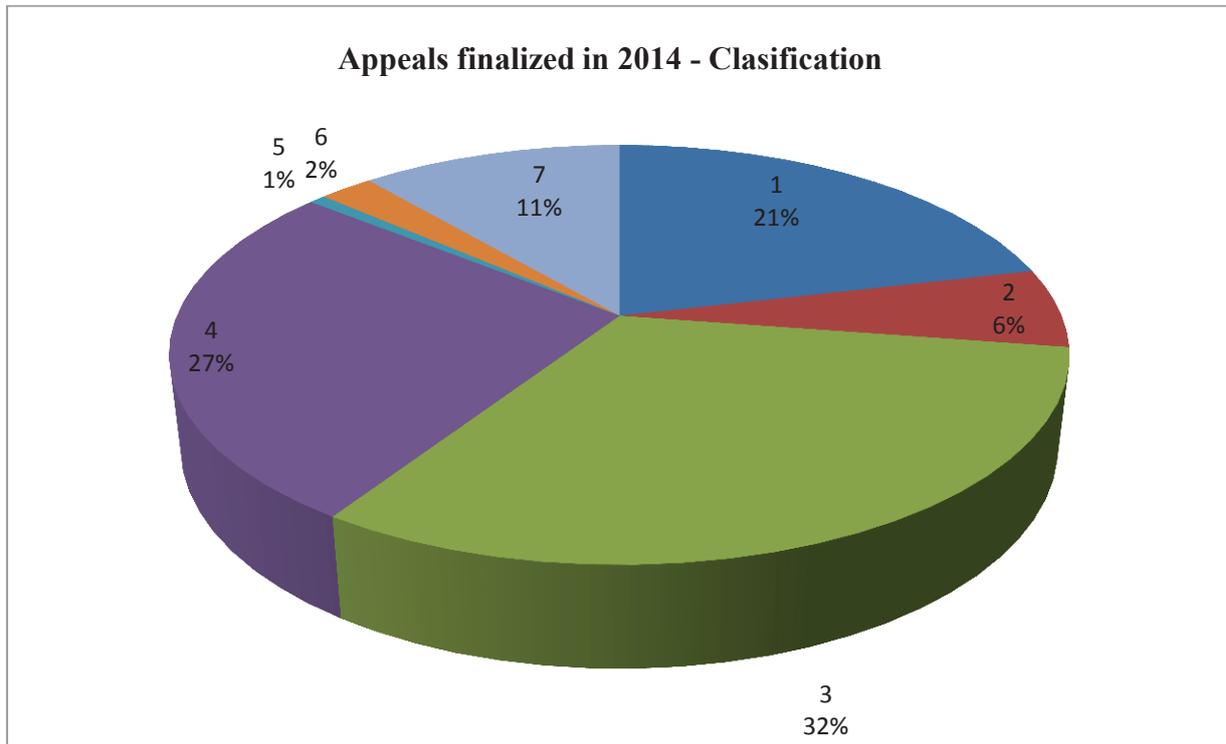


Diagram 05

Disciplinary Reasons	Appointment
Promotions	Interdiction
Vacation of Service	Other
Transfer	

5.4.2 Challenges and other matters concerning the performance of the Appeals Division in 2014

Due to several staff officers getting transfers out of the Division in the middle of the year there was a problematic situation concerning experienced personnel. It was a challenge faced by the Division to train and detail the new officers who came in during the year 2014 for routine work. Nevertheless, high commitment and efficiency of the remaining personnel paved way for achieving a satisfactory performance.

Appeals submitted against annual transfers 2015 could be dealt with and decisions arrived at within the prescribed time frame owing to sheer dedication and efficiency of the officers of the Appeals Division.

The method initiated as a strategic measure in September 2013 to streamline the work of the Division and submit reports before the PSC in an order of sequence having files of received reports put together in one place chronologically was further strengthened in the year 2014.

5.5 Administration Division

General administration of the Office of the Public Service Commission is entrusted with the Administration Division. The Additional Secretary (Administration) functions as the Head of this Division.

The Administration Division handles following areas of work:

- Overall administration of the Office of the Commission
- Human resources management of the Office of the Commission
- Activities of information management.

This Division consists of the following staff.

Additional Secretary	01
Administrative Officer	01
Translator	03
Management Assistant	12
Information and Communication Technology Officer	01
Information and Communication Technology Assistant	01

5.6 Finance Division

This Division provides financial services to the Office of the Commission ensuring an uninterrupted financial information and management system. Following tasks for that purpose are carried out.

- Formulation and implementation of financial plans for the Office of the Commission.
- Supply of goods and services.
- Management of fixed assets.

- Guidelines and advice on financial matters.
- Provision of updated information on activities of the Accounts Division to the Secretary who is the Chief Accounting Officer.
- Co-ordination of financial activities between Divisions.
- Execution of procurement work.

This Division consists of the following staff

Accountant	01
Management Assistant	05

06. Financial Provision

The summary of expenditure of the Office of the Public Service Commission for the period from 01.01.2014 to 31.12.2014 is as follows:

	Allocation	Expenditure	Balance
Recurrent	125439000.00	123257730.63	2181269.37
Capital	119280000.00	106911416.99	12368583.01
Total	244719000.00	230169147.62	14549852.38

Table No. 07

07. Staff

7.1 Organization Chart

Please see Annex 01 for Organization Chart.

7.2 Details of Staff

During the period under review the approved cadre of the PSC consisted of 195 personnel and the actual cadre strength employed in the Office of the PSC during this particular period was 146. Details of the composition of the staff are as follows:

Secretary	01
Additional Secretary	02
Senior Assistant Secretary	04
Assistant Secretary	24
Accountant	01
Administrative Officer	02
Translator	03
I.C.T. Officer	01
I.C.T. Assistant	01
Public Management Assistant	77
Driver	12
Office Employee	<u>25</u>
Total	<u>153</u>

7.3 Staff Training

With a view to improving subject based knowledge of the staff members of the PSC in language proficiency, technological knowhow and other specialized management skills they were provided with opportunities to participate in different training programmes during the year 2014 as well.

Grade	No. of Officers
Staff Officers	12
Officers of the P.M.A.S.	30
Drivers of the Combined Service	02

Table No. 08

08. Number of Cases to which submissions have been made by each Division during 2014

Division	Supreme Court	Court of Appeal	AAT
Establishments	38	02	15
Appointments	72	09	185
Disciplinary	32	21	126
Appeals	49	7	375
Total	191	39	701

Table No. 9

09. Commission Meetings

120 Commission meetings have been held during the period under review from 01.01.2014 to 31.12.2014.

10. Acknowledgement

The Public Service Commission acknowledges with profound gratitude the co-operation and contribution extended by all Secretaries of Ministries and Heads of Departments, particularly the,

- Presidential Secretariat,
- Office of the Cabinet Ministers,
- Ministry of Public Administration and Home Affairs,
- Ministry of Finance and Planning,
- National Salaries and Cadres Commission,
- Information and Communication Technology Agency,
- Attorney General's Department and the,
- Entire staff of the PSC.

Justice Sathya Hettige PC	Chairman
Mr. S.C. Mannapperuma	Member
Mr. Ananda Senevirathne	Member
Mr. N.H.Pathirana	Member
Mr. S. Thillanadarajah	Member
Mr. A Mohamed Nahiya	Member
Mrs. Kanthi Wijethunga	Member
Mr. Sunil S. Sirisena	Member
Dr. I.M. de Zoysa Gunasekara	Member



The image shows eight handwritten signatures, each written over a horizontal dotted line. The signatures are arranged vertically, corresponding to the names and titles listed in the table to the left. The signatures are in black ink and vary in style, with some being more cursive and others more formal.

Annex 01**Appeals made against PSC decisions by Staff Officers during the year under review.****Complaints laid before AAT**

Number pending as at 01.01.2014	Number received during 2014	Total Number received as at 31.12.2014	Number of PSC decisions upheld	Number of PSC decisions revoked	Number pending as at 31.12.2014
188	123	311	20	02	289

Cases filed in the Supreme Court

Number pending as at 01.01.2014	Number received during 2014	Total Number received as at 31.12.2014	Number dismissed and agreed with PSC decisions	Number of PSC decisions revoked	Number pending as at 31.12.2014
73	35	108	22	4	82

Cases filed in the Court of Appeal

Number pending as at 01.01.2014	Number received during 2014	Total Number received as at 31.12.2014	Number of PSC decisions upheld	Number of PSC decisions revoked and relief granted	Number pending as at 31.12.2014
25	5	30	3	-	27

- Besides these appeals, no complaints were made to the Parliamentary Commissioner for Administration (Ombudsman) during the period from 01.01.2014 to 31.12.2014.
- Number of complaints made to the Human Rights Commission (HRC) during the period from 01.01.2014 to 31.12.2014 was 24 and reports have been sent to HRC on such complaints.
- 35 complaints made to the Public Petitions Committee during the period from 01.01.2014 to 31.12.2014 have been dealt with.

Annex 02**Appeals made against PSC decisions by non staff officers during the year under review.****Complaints laid before AAT**

Number pending as at 01.01.2014	Number received during 2014	Total Number received as at 31.12.2014	Number of PSC decisions upheld	Number of PSC decisions revoked	Number pending as at 31.12.2014
240	150	390	77	05	308

Cases filed in the Supreme Court

Number pending as at 01.01.2014	Number received during 2014	Total Number received as at 31.12.2014	Number dismissed and agreed with PSC decisions	Number of PSC decisions revoked	Number pending as at 31.12.2014
56	34	90	05	0	85

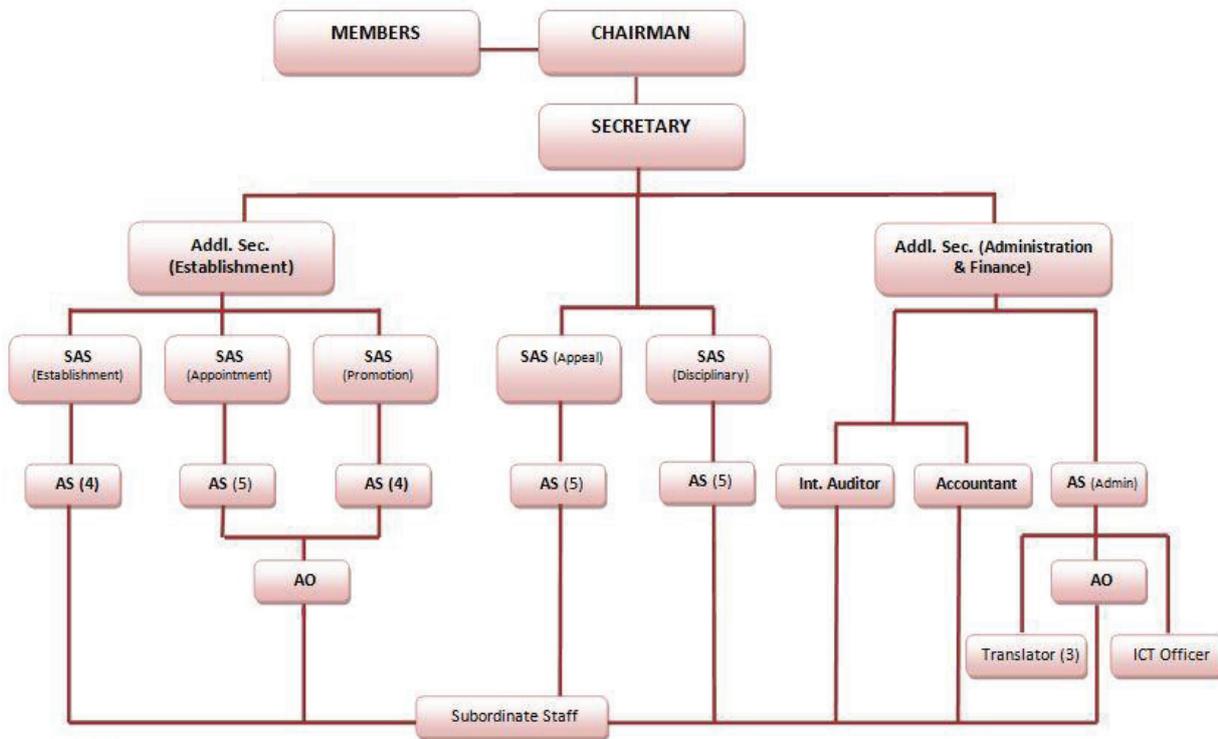
Cases filed in the Court of Appeal

Number pending as at 01.01.2014	Number received during 2014	Total Number received as at 31.12.2014	Number of PSC decisions upheld	Number of PSC decisions revoked and relief granted	Number pending as at 31.12.2014
07	01	07	-	-	07

- Submissions on 03 cases have been forwarded to the Parliamentary Commissioner for Administration (Ombudsman) during the period from 01.01.2014 to 31.12.2014
- No complaints have been made to the Human Rights Commission (HRC) during the period under review.
- 45 complaints have been made to the Public Petitions Committee (PPC) during the period from 01.01.2014 to 31.12.2014.

Annex 03

Organization Chart
Public Service Commission



Note :

Addl. Sec. – Additional Secretary
AO – Administrative Officer

SAS – Senior Assistant Secretary

AS – Assistant Secretary

ICT – Information & Communication Technology