

My No: PSC/ADM/AR/07/06
Public Service Commission
No. 177, Nawala Road,
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Colombo 05

10th August 2017

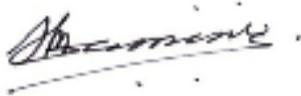
The Secretary General,
Parliament of the Democratic Socialist Republic of Sri Lanka

Sir,

**ANNUAL REPORT OF THE PUBLIC SERVICE COMMISSION
FOR THE PERIOD 1 JANUARY TO 31 DECEMBER 2016**

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 2016 to 31 December 2016 for submission before the Parliament in terms of Article 55(5) of the Constitution of the Democratic Socialist Republic of Sri Lanka.

Yours faithfully,



H.M. Gamini Senevirathna
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 01.01.2016 – 31.12.2016

Chairman

D. Dissanayake

Members

Justice A.W.A. Salam (01.01.2016 – 05.12.2016)

Mrs. D.S. Wijayatilake

Dr. P. Ramanujam

Mrs. V. Jegarasasingam

Mr. S.N. Seneviratne

Mr. S. Ranugge

Mr. D.L. Mendis

Mr. S.A.C.S.W. Jayatilake

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01. Introduction

In terms of Article 54(1) of the Constitution as amended by the 19th Amendment, the Public Service Commission (PSC) consists of nine members appointed by the President. Of this number, members not less than three should be persons with experience as public officers for more than fifteen years. The President will, on the recommendation of the Constitutional Council, appoint one of such members as its Chairman. Following the 19th Amendment to the Constitution the new Commission was appointed on 15.10.2015. In accordance with the provisions in Article 55(5) of the Constitution the Public Service Commission submits this report to Parliament incorporating its activities during the period 1st January 2016 to 31st December 2016.

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. Of this number, members not less than three should be persons with experience as public officers for more than fifteen years. The President will appoint one of such 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.

In terms of Article 54(1) of the Constitution as amended by the 19th Amendment, the Public Service Commission consists of nine members appointed by the President. Of this number, members not less than three should be persons with experience as public officers for more than fifteen years. The President will, on the recommendation of the Constitutional Council, appoint one of such members as its Chairman. 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. Powers over police officers and audit officers were removed from the scope of the Public Service Commission with the establishment of the National Police Commission and the Audit Commission by the 19th Amendment to the Constitution.

The Education Service Committee and Health Service Committee have been established in terms of the provisions in Article 57(1) of the Constitution.

03. Powers of the Public Service Commission

By virtue of the powers vested via 19th Amendment to the Constitution, except for members of Army, Navy and Air Force, an officer of the Election Commission appointed by the Election Commission or a police officer appointed by the National Police Commission or scheduled public officer appointed by the Judicial Service Commission or a member of the Sri Lanka Audit Service appointed by the Audit Commission, 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 and employees of Public Corporations, Statutory Bodies and Government Owned Business Undertakings,

- the appointment
- promotion
- transfer
- disciplinary control and
- dismissal from 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.

In accordance with the delegation of powers of the Public Service Commission published in the Gazette Extraordinary No. 1941/41 dated 20.11.2005 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, power of appointment, promotions, transfers, disciplinary control and dismissal from service concerning all officers other than Ministry Secretaries, Heads of Departments, and officers of the Provincial Public Service and Judicial Service and all other officers in the primary and secondary level excluding supra grade or special grade officers of the tertiary level as defined in the Public Administration Circular No. 6/2006 has been delegated to the Secretaries of Ministries, Heads of Department and the Director General of Combined Services. Disciplinary control over offences concerning all officers of the public service that have been specifically set out in Schedule II of Chapter XLVIII of the Establishments Code has been delegated to Heads of Departments and Secretaries of Ministries.

Powers to take measures in relation to matters concerning appointment, confirmation in service, promotion, transfer, termination of service, resignation from service, retirement and re-employment on contract basis as well as consideration of appeals made against vacation of post notices and matters in dealing with disciplinary control over officers set out in Schedule I of Chapter XLVIII of the Establishments Code, granting concessions on efficiency bar examinations and dismissal from service of officers of the education sector have been delegated to the Education Service Committee by the Gazette Extraordinary No. 1989/29 dated 19.10.2016 as amended by the Gazette Extraordinary No. 1992/07 dated 07.11.2016.

Powers to take measures in relation to matters concerning appointment, confirmation in service, promotion, transfer, termination of service, resignation from service, retirement and re-employment on contract basis as well as consideration of appeals made against vacation of post notices and matters in dealing with disciplinary control over officers set out in Schedule I of Chapter XLVIII of the Establishments Code, granting concessions on efficiency bar examinations and dismissal from service of officers of the health sector have been delegated to the Health Service Committee by the Gazette Extraordinary No. 1994/24 dated 27.10.2016.

However, where the instances of uncertainty that may arise in dealing with the scope of the delegation of powers made by the Public Service Commission or the implementation by the said Commission of such powers so delegated, the decision of the Public Service Commission is final and conclusive.

3.1 Tasks assigned to the Divisions upon delegation of powers of the Public Service Commission

Functions carried out by each of the Divisions of the Office of the Public Service Commission in relation to the matters concerning the officers falling under the scope of the Public Service Commission in accordance with the delegation of powers referred to as paragraph 03 above are as described below.

The Establishments Division attends to the formulation of Service Minutes and Schemes of Recruitment of the public service. In the formulation of such Service Minutes and Schemes of Recruitment, method of recruitment that should be followed for recruiting officers to the service, eligibilities of recruitment, salary scale, conditions of service, methods of promotion, method of appointment to posts in the respective service and all other related particulars are to be incorporated. Prior to approval of the respective Service Minute of the Scheme of Recruitment, it obtains the approval of the Director General of Management Services on the ratification of the posts, recommendation of the Salaries and Cadres Commission on the salary scale and recommendation of the Director General of Establishments for the draft Service Minutes or Schemes of Recruitment.

In addition, the Establishments Division deals with the following matters as well.

- Matters relating to delegation of powers within the scope of the Public Service Commission.
- Formulation of guidelines based on the Procedural Rules of the Public Service Commission.
- Formulation and amendment of Schemes of Transfer (SSOT) for all services.
- Where the amendments to any approved Service Minutes, Schemes of Recruitment or Schemes of Transfer are required, taking action to approve such minutes or schemes on the recommendation of the respective Secretary.

- Taking action to make policy decisions on the requests seeking solutions to problems confronted with regard to appointment and promotion made by the authorities with delegated powers.
- Dealing with instances of deviations of the Public Service Commission Procedural Rules, Service Minutes, Schemes of Recruitment, Schemes of Transfer, Circulars and Orders in order to find solutions thereto.

Following functions relating to appointments of public officers falling under the scope of the Public Service Commission in accordance with the delegation of powers referred to in paragraph 03 above are carried out by the Appointments Division.

- Recruitment in accordance with the approved Service Minutes/Schemes of Recruitment.
- 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.
- Appearing before the Administrative Appeals Tribunal (AAT) on behalf of the Public Service Commission at the time when appeals made to the Administrative Appeals Tribunal against the decisions made by the Public Service Commission on matters relating to the Appointments Division.
- Submission of observations/ recommendations of the Public Service Commission on applications made to the Supreme Court and the Court of Appeal having regard to the decisions above.
- Appearing before the Public Petitions Committee (PPC) when it takes up petitions laid before it.
- Submission of observations/ recommendations on complaints made to the Parliamentary Commissioner for Administration (Ombudsman) and the Human Rights Commission (HRC) having regard to matters concerning the Division.

Following functions relating to promotions of public officers falling under the scope of the Public Service Commission in accordance with the delegation of powers referred to in paragraph 03 above are carried out by the Promotions Division.

- Promotions to posts as per approved Service Minutes / Schemes of Recruitment/ Schemes of Promotion (from grade to grade / on seniority and merit).
- Appointment to the scheduled posts set out in the Service Minutes and Schemes of Recruitment.
- Submission of observations on petitions laid before the Public Petitions Committee and appearing before it when they are taken up for hearing.
- Submission of observations on appeals laid before the Administrative Appeals Tribunal against the decision made by the Public Service Commission and appearing before it when they are taken up for hearing.
- Furthermore, Submission of observations on applications laid before the Supreme Court and the Court of Appeal against the decision made by the Public Service Commission.

Following functions relating to all disciplinary matters, other than the offences set out in Schedule II of Chapter XLVIII of the Establishments Code, of public officers falling under the scope of the Public Service Commission in accordance with the delegations of powers referred to in paragraph 03 above are carried out by the Disciplinary Division.

- Upon receiving a report of the Preliminary Investigation carried out by an officer with delegated authority or committee from the Secretaries of Ministries together with their observations and recommendations, issuance of charge sheets or winding up of the disciplinary action.
- Imposition of punishments after receiving the answers to the charge sheets issued, resorting to a formal disciplinary inquiry or winding up of the disciplinary action.
- Imposition of punishments following the receipt of the report of the formal disciplinary inquiry or exoneration from charges.
- Interdiction of duties of the officers, placing officers on compulsory leave and reinstatement of such officers.
- Retirement of officers against whom disciplinary matters are pending after having them subjected to Section 12 of the Minute on Pensions.
- Consideration of appeals made by officers against the vacation of post notices.
- Preparation of observations on appeals laid before the Superior Court, Administrative Appeals Tribunal, Human Rights Commission, Public Petitions Committee of the Parliament and Ombudsman and appearing before them when summoned.

A public officer aggrieved by an order made by an authority with delegated power to whom powers have been delegated in terms of the Gazette Extraordinary No. 1941/41 dated 20.11.2015 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016 can make a written appeal to the Public Service Commission in accordance with Article 58(1) of the Constitution.

The Appeals Division deals with following matters on appeals made to the Public Service Commission as described above.

- Calling for reports containing observations and recommendations from the relevant Ministry/ Department on each appeal.
- Preparing a detailed report on each appeal thereafter and forwarding it to the Public Service Commission.
- Informing of the decisions made by the Public Service Commission on the appeals to the appellants and other related parties.
- 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.
- Appearing before the Public Petitions Committee in connection with the petitions taken up for hearing by such Committee.
- 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.

3.2 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

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.

As the Public Service Commission has been awarded with the ISO 9001:2008 international quality certification of the International Standard Organization for establishing and maintaining a quality management system in conformity with such ISO 9001:2008 certification, it has been possible to make continued improvements constantly in the quality management system and finalize tasks in a more systematic, accurate and expeditious manner within set time lines and phases of work introduced for the purpose. The efficiency levels have been further enhanced by formulating a Clients Charter and assigning set targets for routine duties.

As in the previous years, necessary action was taken to review issues confronting in the execution of duties with the Public Service Commission and expedite work after inviting Ministry Secretaries and Additional Secretaries in charge of administration matters to the Commission during this year as well.

A systematic programme was made possible having set targets for officers to obtain orders of the Public Service Commission and implement them in a fixed timeframe.

Steps were taken to make the work efficient by minimizing the delays in bringing down relevant information from the Ministries and Departments after dispatching formal reminders and also by holding discussions so as to reduce the exchange of letters in order to provide a prompt service to public officers seeking services.

Opportunity in looking for concessions on efficiency bar examinations without delay was made bright by streamlining the procedure necessary to grant redress to the officers aggrieved due to not holding of the efficiency bar examinations as prescribed in accordance with the Service Minutes and Schemes of Recruitment as amended by the Public Administration Circular No. 6/2006 and also by decentralizing the powers to grant approval therefor.

Matters were made further efficient by means of the circular containing instructions issued with a view to avoiding delays due to not forwarding of all the documents relating to appointments and promotions in full and at one stretch and also through re-educating about the check lists of formats uploaded in the website of the Public Service Commission.

In the event of promotions in the executive level services in the public service, steps were taken to promote the persons with specialized knowledge, skill, professional qualifications and experience for each of such services in keeping with the relevant Schemes of Promotion in a transparent manner. It has been strived to maintain a qualitative and vibrant public service by instilling motivation in the public officers by making such promotions without any delay.

In order to avoid problems and unhealthy situations in the run up to obtain covering approval of the Public Service Commission after having made appointments to the posts such as Additional Secretary, Senior Assistant Secretary and Chief Accountant and similar positions or after having removed officers from such posts, appointments to which are made by the Public Service Commission, necessary instructions were issued to obtain prior approval for such appointments thereby making the procedure involved systematic.

The opportunity to make appeals by the public officers in a justifiable manner was ensured by making just and unbiased decisions within the legal provisions in terms of the Article 58(1) of the Constitution on written appeals submitted to the Public Service Commission by such officers aggrieved by an order of the authority with delegated power.

As there are officers belonging to the different ethnicities and religions employed in the staff of the Public Service Commission, a festival to mark the Sinhala and Tamil New Year, a religious sermon on account of Vesak Festival, a sermon presided over by a Muslim Moulavi on account of Ramazan Festival, a Deva Puja administered by a Hindu priest on account of Deepawali and a holy sermon under the aegis of a Catholic priest on account of Christmas Festival were held with a view to fostering amity and religious reconciliation among various nationalities. During this year too, it was possible to undertake programmes such as annual excursion for the welfare of all members of the staff and the “Gee Gonuwa Concert” for showcasing the artistic talents of the officers in a very successful note.

Construction work of the office building of the Public Service Commission situated in Battaramulla has commenced on the 02nd of January 2014. It is expected to hand over this building to the Public Service Commission on 22.06.2017 following the completion of its construction work after a 03 year period of agreement. The estimated provision for this construction was Rs.432,335,423/- and payments to the value of Rs.289,024,687.93 have been made by 31.12.2016. However, the provisions allocated carry forward a balance due to non completion of the construction work as yet and failure in forwarding the bills concerned for settlement as scheduled.

The 5th Meeting in the series of Meetings of the Heads of the Public/Civil Service Commissions in the SAARC member countries was held in Thimpu, Bhutan during the period from 28 to 30 March 2016 in attendance of all SAARC member countries. The Public Service Commission of Sri Lanka was represented by its Chairman, Mr. D. Dissanayake and Secretary, Mr. H.M.Gamini Senevirathna.

4.1 Solutions to challenges and problems faced by the Public Service Commission in the execution of its activities

In order to avoid delays due to various problems in the execution of duties involving the formulation of Schemes of Recruitment and Service Minutes, appointments, promotions and matters concerning discipline and appeals referred to the Public Service Commission, action was taken to arrive at solutions after holding discussions with the officers of the respective institutions wherever necessary. Apart from it, action was also taken to dispatch reminders to the Ministries/ Departments with a view to getting down prompt replies.

As the hard copies of the Schemes of Recruitment, Service Minutes and their amendments when submitted for approval, require retyping of the same in full owing to further amendments where necessary, it was possible to submit such documents to the Public Service Commission for approval in a more efficient manner after having got down the relevant soft copies from the Departments/ Ministries concerned and steps were taken to forward the so amended soft copy with approved amendments via e-mail itself to the respective Department/ Ministry.

In view of the fact that the officers with wide experience who served a long period in the Public Service Commission were on transfer and the newly arrived officers would take some considerable time to gain experience in their work, necessary service with efficacy could be made available by asking them to undergo training and attending to proper follow up action.

Lack of knowledge of the officers in disciplinary matters was a setback in dealing with disciplinary procedure efficiently. As a solution in that regard, action was taken to conduct workshops on disciplinary matters. With a view to making disciplinary matters more efficient, action was initiated to compile a manual of guidelines on disciplinary matters during the year under review.

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 Public Service Commission by the Constitution following Divisions have been established and geared up for making the required contribution as appropriate.

- Establishments Division
- Appointments Division
- Promotions Division
- Disciplinary Division
- Appeals Division
- Administration Division

- Finance Division
- Education Service Committee
- Health Service Committee
- Internal Audit Division

5.1 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.

5.1.1 Role of the Establishments Division

- Matters relating to delegation of authority, responsibilities and powers within the scope of the Public Service Commission.
- Matters relating to formulation of a Service Minute or Scheme of Recruitment for each approved service of the public service.
- Matters relating to formulation of a Service Minute or Scheme of Recruitment for each post outside of such services.
- Matters relating to formulation, amendment and publication of the Procedural Rules of the Public Service Commission.
- Matters relating to formulation, amendment and publication of guidelines based on the Procedural Rules of the Public Service Commission.
- Formulation and amendment of the Scheme of Transfer for all the services.
- Where it is necessary to amend an approved Service Minute or Scheme of Recruitment or Scheme of Transfer, attending to matters involving the amendment of such Minute or Scheme and obtaining the approval of the Public Service Commission.
- Dealing with matters in obtaining policy decisions on issues in the instances where any deviations take place in regard to the Procedural Rules of the Public Service

Commission, Service Minutes, Schemes of Recruitment, Schemes of Transfer, Circulars and Orders.

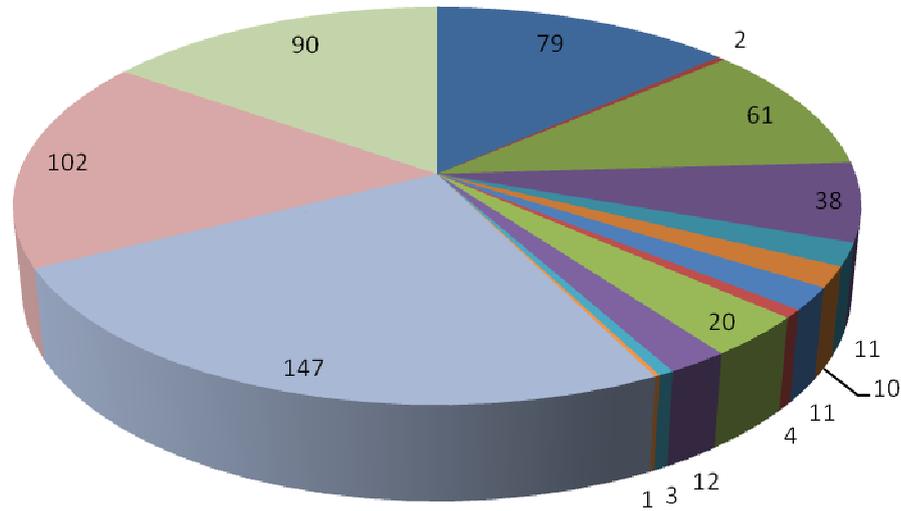
- Issuing Circulars, orders and instructions of the Public Service Commission.

5.1.2 Progress of the Establishments Division (01.01.2016 – 31.12.2016)

Srl.No.	Matter	Total
1	New Schemes of Recruitment	79
2	New Service Minutes	02
3	Amendment to Schemes of Recruitment	61
4	Amendment to Service Minutes	38
5	Schemes of Transfer	11
6	Amendment to Schemes of Transfer	10
7	Corrections to Schemes of Recruitment and Service Minutes	11
8	Circulars	04
9	Requests on deviations from Schemes of Recruitment in exceptional cases	20
10	Requests on deviations from Service Minutes in exceptional cases	12
11	Requests on deviations from Schemes of Transfer	03
12	Matters relating to Procedural Rules of the PSC	01
13	Policy Matters	147
14	General Matters	102
15	Matters pertaining to SC/AAT/CA	90
	Total	591

Table No. 01

Progress of the Establishments Division 01.01.2016 - 31.12.2016



- New Schemes of Recruitment
- New Service Minutes
- Amendment to Schemes of Recruitment
- Amendment to Service Minutes
- Schemes of Transfer
- Amendment to Schemes of Transfer
- Corrections to Schemes of Recruitment and Service Minutes
- Circulars
- Requests on deviations from Schemes of Recruitment in exceptional cases
- Requests on deviations from Service Minutes in exceptional cases
- Requests on deviations from Schemes of Transfer
- Matters relating to Procedural Rules of the PSC
- Policy Matters
- General Matters
- Matters pertaining to SC/AAT/CA

Diagram No. 01

**Details of Schemes of Recruitment approved during the period from
01.01.2016 to 31.12.2016**

Srl.No.	Ministry	Number Approved
1	Ministry of Finance	06
2	Ministry of Megapolis and Western Development	04
3	Ministry of Rural Economy	02
4	Ministry of Health and Indigenous Medicine	09
5	Ministry of Petroleum Resources Development	01
6	Ministry of Home Affairs	02
7	Ministry of Law and Order and Prison Reforms	01
8	Ministry of Industries and Commerce	01
9	Ministry of Housing and Construction	01
10	Ministry of Power and Renewable Energy	01
11	Ministry of National Policies and Economic affairs	01
12	Ministry of Foreign Affairs	01
13	Ministry of Prison Reforms, Rehabilitation, Resettlement and Hindu Religions Affairs	04
14	Ministry of National Dialogue	01
15	Ministry of Mahaweli Development and Environment	05
16	Ministry of Women and Child Affairs	03
17	Ministry of Justice	07
18	Ministry of Education	03
19	Ministry of Internal Affairs, Wayamba Development and Cultural Affairs	01
20	Ministry of Social Empowerment and Welfare	01
21	Ministry of Lands	03
22	Ministry of Sports	01
23	Ministry of Agriculture	02
24	Ministry of Transport and Civil Aviation	04
25	Ministry of Primary Industries	01
26	Ministry of Sustainable Development and Wildlife	03
27	Auditor General's Department	01
28	Office of the Cabinet of Ministers	01
29	Prime Minister's Office	02
30	Commission to Investigate Allegations of Bribery or Corruption	04
31	Finance Commission	01
32	Public Service Commission	01
	Total	79

Table No. 02

Service Minutes approved in the year 2016 (02)

1. Service Minute of the Government Librarian Service.
2. Service Minute of the Engineering Assistant Service of the Department of Irrigation.

Public Service Commission Circulars issued during the year 2016 (04)

1. 01/2016 Amending Section 7.2.5 of the Guidelines on the formulations of Service Minutes and Schemes of Recruitment.
2. 02/2016 Avoiding delays on appointments and promotions.
3. 03/2016 Providing Relief on Efficiency Bar Examinations.

4. 01/2016(1) Amending Section 7.2.5 of the Guidelines on the formulation of Service Minutes and Scheme of Recruitment.

Schemes of Transfer formulated in the year 2016 (11)

1. Scheme of Annual Transfer of the Service Category RS-1 of the Department of Excise.
2. Scheme of Annual Transfer of the Service Category RS-2 of the Department of Excise.
3. Scheme of Annual Transfer of the officers of the Sri Lanka Technical Education Service.
4. Scheme of Annual Transfer for Combined Services.
5. Scheme of Annual Transfer of the Livestock Development Officers of the Sri Lanka Technological Service.
6. Scheme of Annual Transfer for the post of Saukya Karya Sahayaka (Ordinary/Junior)
7. Scheme of Annual Transfer for Management Assistant Non Technical posts/ Segment 2 - Leave Warden, Diet Steward, Ward Clerk, Vaccinator, Medical Supplies Assistant, Animal Unit Controller (Raids)
8. Scheme of Annual Transfer for the posts of Semi Technical Service Category of the Ministry of Health.
9. Scheme of Annual Transfer for the Departmental Posts in the Ministry of Children and Women's Affairs.
10. Scheme of Annual Transfer for the Post of Relief Sister in the Ministry of Children and Women's Affairs.
11. Scheme of Annual Transfer for Divisional Secretaries.

5.2 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.

5.2.1 Role of the Appointments Division

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).

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 of the Appointments Division-(01.01.2016- 31.12.2016)

Srl.No.	Matter	Total
1	Retirement	764
2	Confirmation	2147
3	Recruitment	2098
4	Re-employment on contract basis	789
5	Appointment on contract basis	20
6	Decisions on efficiency bars	1181
7	Appointment to act/ attend to the duties	990
8	Release	125
9	Resignation	22
10	Absorption	89
	Total	8225

Table No. 03

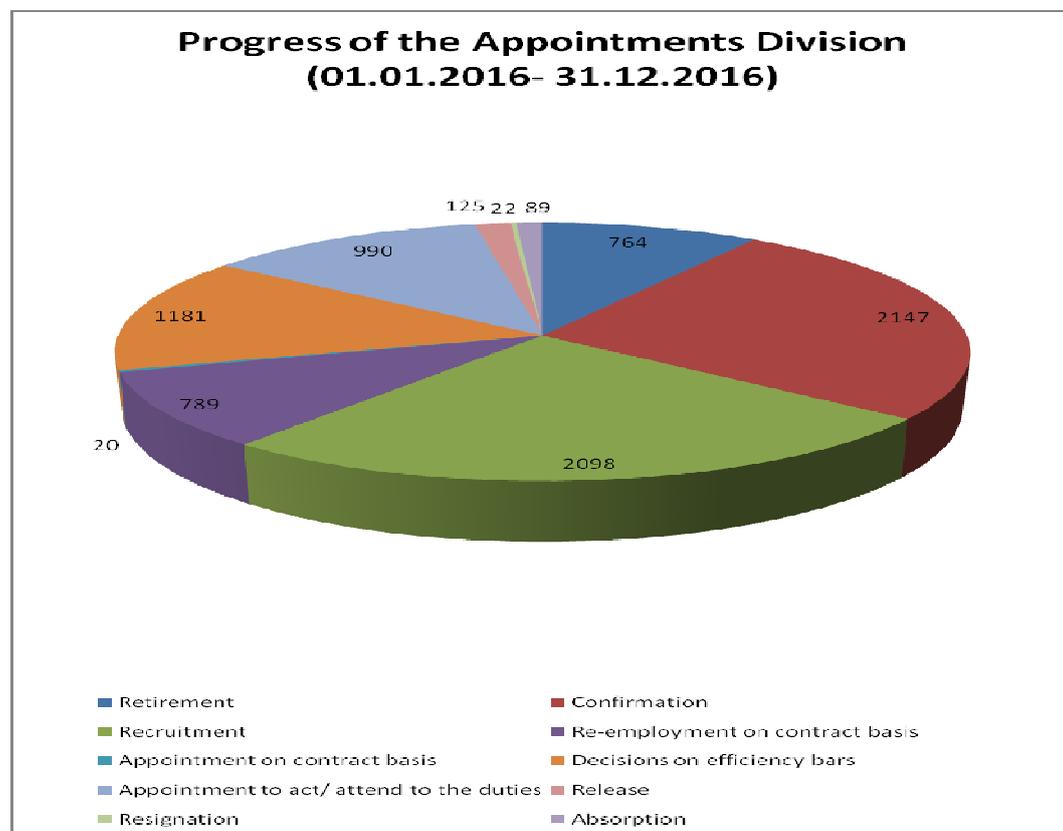


Diagram No. 02

Srl.No.	Retirement	Total
1	Ministry of Education	117
2	Ministry of Justice	03
3	Ministry of Internal Affairs, Wayamba Development and Cultural Affairs	02
4	Ministry of Disaster Management	02
5	Ministry of Defence	01
6	Ministry of Lands	35
7	Ministry of Labour and Trade Union Relations	07
8	Ministry of Industry and Commerce	02
9	Ministry of Agriculture	41
10	Ministry of Rural Economy	11
11	Ministry of National Policies and Economic Affairs	09
12	Ministry of Post, Postal Services and Muslim Religious Affairs	12
13	Ministry of Sustainable Development and Wildlife	01
14	Ministry of Fisheries and Aquatic Resources	01
15	Ministry of Skill Development and Vocational Training	28
16	Ministry of Transport and Civil Aviation	08
17	Ministry of Primary Industries	01
18	Ministry of Prison Reforms, Rehabilitation, Resettlement and Hindu Religious Affairs	03
19	Ministry of Mahaweli Development and Environment	01
20	Ministry of Finance	65
21	Ministry of Public Administration & Management	175
22	Ministry of Irrigation and Water Resource Management	02
23	Auditor General's Department	08
24	Ministry of Foreign Affairs	04
25	Ministry of Home Affairs	22
26	Ministry of Health, Nutrition and Indigenous Medicine	203
	Total	764

Table No. 04

Srl.No.	Confirmations	Total
01.	Ministry of Education	02
02.	Ministry of Justice	44
03.	Ministry of Internal Affairs, Wayamba Development and Cultural Affairs	04
04.	Ministry of Lands	01
05.	Ministry of Industry and Commerce	02
06.	Ministry of Agriculture	07
07.	Ministry of Rural Economy	01
08.	Ministry of National Policies and Economic Affairs	15
09.	Ministry of Post, Postal Services and Muslim Religious Affairs	01
10.	Ministry of Skills Development and Vocational Training	58
11.	Ministry of Parliamentary Affairs and Media	08
12.	Ministry of Finance	472
13.	Ministry of Public Administration and Management	03
14.	Ministry of Foreign Affairs	04
15.	Sri Lanka Educational Administrative Service	111
16.	Sri Lanka Ayurvedic Medical Service	92
17.	Sri Lanka Engineering Service	47
18.	Sri Lanka Procurement Service	05
19.	Sri Lanka Agricultural Service	52
20.	Sri Lanka Accountant Service	31
21.	Sri Lanka Administrative Service	192
22.	Sri Lanka Scientific Service	25
23.	Sri Lanka Animal Production and Health Service	11
24.	Sri Lanka Medical Service	959
	Total	2147

Table No. 05

Srl.No.	Recruitments	Total
1	Ministry of Education	01
2	Ministry of Justice	23
3	Commission to Investigate Allegations of Bribery or Corruption	15
4	Ministry of Defence	01
5	Ministry of Lands	11
6	Ministry of Labour and Trade Union Relations	21
7	Ministry of Women and Child Affairs	02
8	Ministry of Post, Postal Services and Muslim Religious Affairs	05
9	Ministry of Fisheries and Aquatic Resources	14
10	Ministry of Skill Development and Vocational Training	02
11	Ministry of Transport and Civil Aviation	01
12	Ministry of Parliamentary Reforms and Mass Media	04
13	Ministry of Prison Reforms, Rehabilitation, Resettlement and Hindu Religious Affairs	11
14	Ministry of Finance	29
15	Ministry of Public Administration and Management	23
16	Ministry of Plantation	02
17	Auditor General's Department	64
18	Ministry of Foreign Affairs	01
19	Sri Lanka Ayurvedic Medical Service	110
20	Sri Lanka Engineering Service	222
21	Sri Lanka Accountants Service	144
22	Sri Lanka Surveyors Service	34
23	Sri Lanka Scientific Service	30
24	Sri Lanka Animal Production and Health Service	142
25	Sri Lanka Medical Service	1185
26	Ministry of Health, Nutrition and Indigenous Medicine	01
	Total	2098

Table No. 06

Srl.No.	Re-employment on Contract Basis	Total
1	Prime Minister's Office	01
2	Ministry of Education	42
3	Commission to Investigate Allegations of Bribery or Corruption	01
4	Ministry of Disaster Management	01
5	Ministry of Lands	36
6	Ministry of Labour and Trade Union Relations	04
7	Ministry of Industries and Commerce	09
8	Ministry of Sports	01
9	Ministry of Agriculture	06
10	Ministry of Post, Postal Services and Muslim Religious Affairs	15
11	Ministry of Sustainable Development and Wildlife	01
12	Ministry of Skills Development and Vocational Training	02
13	Ministry of Housing and Construction	02
14	Ministry of Law and Order and Southern Development	26
15	Ministry of Transport and Civil Aviation	351
16	Ministry of Parliamentary Reforms and Mass Media	18
17	Ministry of Megapolis and Western Development	01
18	Ministry of Public Administration and Management	78
19	Ministry of Ports and Shipping	01
20	Ministry of Irrigation and Water Resource Management	04
21	Auditor General's Department	03
22	Ministry of Home Affairs	20
23	Ministry of Health, Nutrition and Indigenous Medicine	166
	Total	789

Table No. 07

Srl.No.	Appointment on Contract	Total
1	Ministry of Internal Affairs, Wayamba Development and Cultural Affairs	02
2	Ministry of Agriculture	03
3	Ministry of Parliamentary Reforms and Mass Media	06
4	Ministry of Finance	02
5	Ministry of Public Administration and Management	01
6	Ministry of Ports and Shipping	06
	Total	20

Table No. 08

Srl.No.	Decisions on Efficiency Bars	Total
01.	Ministry of Education	152
02.	Ministry of Justice	35
03.	Ministry of Internal Affairs, Wayamba Development and Cultural Affairs	04
04.	Ministry of Labour and Trade Union Relations	10
05.	Ministry of Industry and Commerce	06
06.	Ministry of Agriculture	02
07.	Ministry of National Policies and Economic Affairs	02
08.	Ministry of Post, Postal Services and Muslim Religious Affairs	21
09.	Ministry of Sustainable Development and Wildlife	03
10.	Ministry of Fisheries and Aquatic Resources Development	12
11.	Ministry of Skills Development and Vocational Training	11
12.	Ministry of Parliamentary Reforms and Mass Media	49
13.	Ministry of Prison Reforms, Rehabilitation, Resettlement and Hindu Religious Affairs	18
14.	Ministry of Mahaweli Development and Environment	02
15.	Ministry of Finance	15
16.	Ministry of Public Administration and Management	527
17.	Auditor General's Department	01
18.	Ministry of Foreign Affairs	10
19.	Sri Lanka Educational Administrative Service	20
20.	Sri Lanka Engineering Service	02
21.	Sri Lanka Planning Service	11
22.	Sri Lanka Accountants Service	02
23.	Sri Lanka Administrative Service	58
24.	Sri Lanka Surveyors Service	39
25.	Sri Lanka Scientific Service	08
26.	Sri Lanka Animal Production and Health Service	03
27.	Ministry of Social Empowerment and Welfare	04
28.	Ministry of Health, Nutrition and Indigenous Medicine	154
		1181

Table No. 09

Srl.No.	Appointment to Act/Attend to the duties	Total
01.	Prime Minister's Office	01
02.	Additional Secretary	09
03.	Ministry of Education	13
04.	Ministry of Justice	01
05.	Ministry of Disaster Management	04
06.	Ministry of Defence	06
07.	Ministry of Lands	08
08.	Ministry of Higher Education and Highways	01
09.	Ministry of Hill Country New Villages, Infrastructure and Community Development	01
10.	Ministry of Labour and Trade Union Relations	17
11.	Ministry of Industry and Commerce	12
12.	Ministry of Sports	06
13.	Ministry of Agriculture	79
14.	Ministry of Rural Economy	14
15.	Ministry of National Policies and Economic Affairs	25
16.	Ministry of Post, Postal Services and Muslim Religious Affairs	15
17.	Ministry of Sustainable Development and Wildlife	07
18.	Ministry of City Planning and Water Supply	01
19.	Ministry of Skills Development and Vocational Training	26
20.	Ministry of Housing and Construction	06
21.	Ministry of Transport and Civil Aviation	03
22.	Ministry of Primary Industries	01
23.	Ministry of Parliamentary Reforms and Mass Media	07
24.	Ministry of Prison Reforms, Rehabilitation, Resettlement and Hindu Religious Affairs	11
25.	Ministry of Buddha Sasana	02
26.	Ministry of Mahaweli Development and Environment	02
27.	Ministry of Megapolis and Western Development	02
28.	Ministry of Finance	53
29.	Ministry of Public Administration and Management	469
30.	Ministry of Irrigation and Water Resource Management	10
31.	Ministry of Plantation	01
32.	Ministry of Science, Technology and Research	01
33.	Ministry of Home Affairs	145
34.	Ministry of Health, Nutrition and Indigenous Medicine	31
	Total	990

Table No. 10

Srl.No	Release	Total
01.	Ministry of Education	43
02.	Commission to Investigate Allegation of Bribery or Corruption	01
03.	Ministry of Lands	03
04.	Ministry of Rural Economy	01
05.	Ministry of National Policies and Economic Affairs	01
06.	Ministry of Fisheries and Aquatic Resources	01
07.	Ministry of Finance	03
08.	Ministry of Public Administration and Management	38
09.	Ministry of Irrigation and Water Resource Management	01
10.	Ministry of Foreign Affairs	03
11.	Ministry of Health, Nutrition and Indigenous Medicine	30
	Total	125

Table No. 11

Srl.No	Resignation	Total
01.	Commission to Investigate Allegation of Bribery or Corruption	01
02.	Ministry of Lands	03
03.	Ministry of Rural Economy	03
04.	Ministry of Megapolis and Western Development	01
05.	Ministry of Public Administration and Management	03
06.	Ministry of Foreign Affairs	01
07.	Ministry of Health, Nutrition and Indigenous Medicine	10
	Total	22

Table No. 12

Srl.No.	Absorption	Total
01.	Ministry of Post, Postal Services and Muslim Religious Affairs	18
02.	Ministry of Skills Development and Vocational Training	01
03.	Ministry of Public Administration and Management	02
04.	Sri Lanka Ayurvedic Medical Service	01
05.	Sri Lanka Engineering Service	05
06.	Sri Lanka Agriculture Service	37
07.	Sri Lanka Scientific Service	06
08.	Sri Lanka Medical Service	18
09.	Ministry of Health, Nutrition and Indigenous Medicine	01
	Total	89

Table No. 13

5.3 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.

5.3.1 Role of the Promotions Division

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.

5.3.2 Progress of the Promotions Division (01.01.2016 – 31.12.2016)

Srl.No.	Matter	Total
01	Promotion from Grade to Grade	4180
02	Promotion on Selection	500
03	Appointment to Posts	412
	Total	5092

Table No. 14

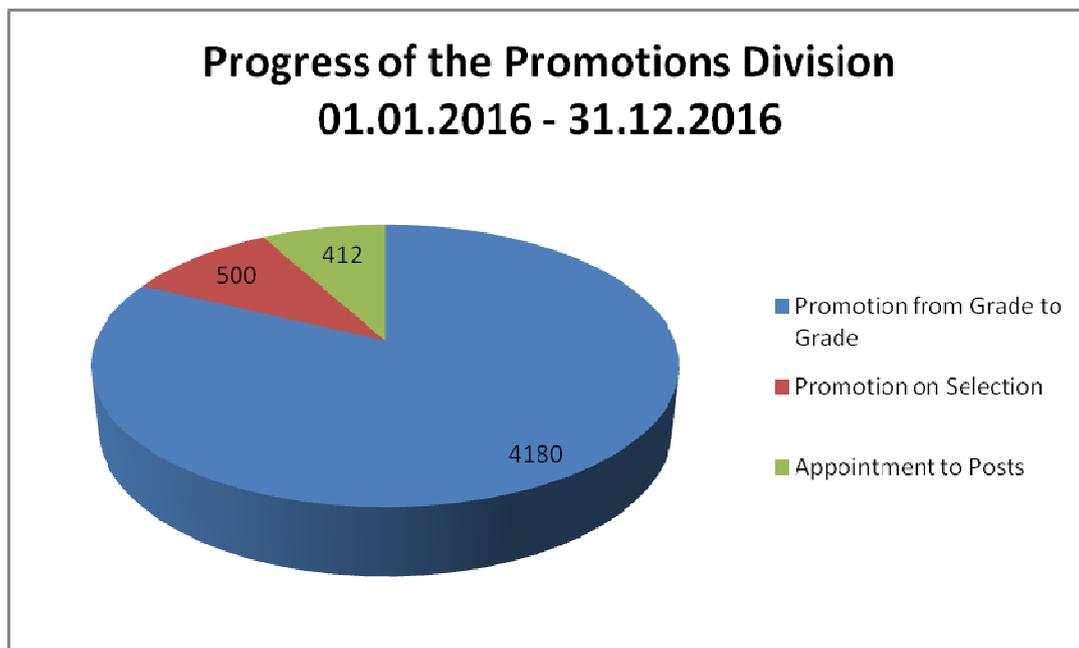


Diagram No. 03

Srl.No	Promotion from Grade to Grade	Total
01.	Ministry of Industries and Commerce	02
02.	Ministry of National Policies and Economic Affairs	10
03.	Ministry of Skills Development and Vocational Training	36
04.	Ministry of Mahaweli Development and Environment	01
05.	Ministry of Finance	199
06.	Ministry of Public Administration and Management	13
07.	Auditor General's Department	01
08.	Ministry of Foreign Affairs	08
09.	Sri Lanka Educational Administrative Service	45
10.	Sri Lanka Ayurvedic Service	140
11.	Sri Lanka Engineering Service	42
12.	Sri Lanka Planning Service	61
13.	Sri Lanka Agricultural Service	133
14.	Sri Lanka Accountant Service	403
15.	Sri Lanka Administrative Service	213
16.	Sri Lanka Surveyors Service	149
17.	Sri Lanka Architects Service	04
18.	Sri Lanka Scientific Service	20
19.	Sri Lanka Animal Production and Health Service	07
20.	Sri Lanka Medical Service	2693
	Total	4180

Table No. 15

Srl.No.	Promotion on Selections	Total
01.	Ministry of Education	04
02.	Ministry of Lands	06
03.	Ministry of Agriculture	21
04.	Ministry of National Policies and Economic Affairs	10
05.	Ministry of Post, Postal Services and Muslim Religious Affairs	13
06.	Ministry of Skills Development and Vocational Training	12
07.	Ministry of Transport and Civil Aviation	06
08.	Ministry of Finance	21
09.	Ministry of Public Administration and Management	326
10.	Auditor General's Department	10
11.	Ministry of Health, Nutrition and Indigenous Medicine	71
	Total	500

Table No. 16

Srl.No.	Appointment to Posts	Total
01.	Additional Director General	05
02.	Additional Legal Draughtsman	01
03.	Additional Controller General	01
04.	Additional Director, Customs	03
05.	Additional Secretary	56
06.	Additional Auditor General	08
07.	Additional Solicitor General	02
08.	Director	18
09.	Commissioner	04
10.	Senior Additional Solicitor General	02
11.	Senior Deputy Government Printer	06
12.	Senior Deputy Solicitor General	04
13.	Senior Assistant Secretary	18
14.	Senior Assistant Director	01
15.	Principals of National Schools	03
16.	Deputy Director General	04
17.	Deputy Commissioner General	01
18.	Deputy Registrar General	01
19.	Deputy Director of Customs	06
20.	Deputy Auditor General	02
21.	Deputy Solicitor General	03
22.	Legal Draftsman	02
23.	Chief Finance Officer	02
24.	Divisional Secretary	64
25.	Provincial Education Director	01
26.	Provincial Surveyor General	02
27.	Specialist Medical Officer	132
28.	Appointment to the Posts in Sri Lanka Engineering Service	22
29.	Appointment to the Posts in Sri Lanka Agricultural Service	14
30.	Appointment to the Posts in Sri Lanka Surveyors Service	03
31.	Secretary, Mediation Board	01
32.	Assistant Auditor General	13
33.	Nursing Principal	07
	Total	412

Table No. 17

5.4 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.

5.4.1 Role of the Disciplinary Division

Dealing with matters of discipline concerning officers under the disciplinary control of the Public Service Commission as referred in paragraph 5.4 above.

(1) In the Case of a disciplinary matter –

- I. The Public Service Commission, on receiving a preliminary investigation report to the Disciplinary Division filed by the Heads of Department or Ministry Secretaries and following a proper study thereon with a complete examination into relevant information, files and documents, observations and recommendations, will make a suitable determination on whether charge sheets should be served or not against offending officers.
- II. If decided to serve a charge sheet, action will be taken to hand over such charge sheet to the officer concerned through the Administrative Authority, Ministry Secretary and Head of Department. Upon consideration of the answers furnished by the accused officer to such charge sheet and the observations and recommendations thereon made by the respective Head of Department, Ministry Secretary and Administrative Authority a decision will be made as to whether the institution of a formal disciplinary inquiry on the matter is feasible or not.
- III. Where the decision is to institute a Formal Disciplinary Inquiry it is required to be held following the appointment of a suitable Inquiry Officer

selected from the Panel of Inquiry Officers maintained by the Public Service Commission for such purpose. However, if decided against holding a formal disciplinary inquiry the accused officer will either be exonerated from all the charges or be subject to the imposition of a suitable punishment based on the answers filed by the accused officer and the observations and recommendations thereon by the respective Head of Department, Ministry Secretary and Administrative Authority.

- IV. Where a formal disciplinary inquiry is held, the Public Service Commission, following the receipt of the report of such inquiry, takes all oral and documentary evidence that were laid before the said inquiry and observations and recommendations of the Administrative Authority of the accused officer into account and makes an appropriate disciplinary order either to exonerate the accused officer from all the charges or to hold him an offender to one or several or all the charges.
- V. Furthermore, as a part of the disciplinary procedure an accused officer can be interdicted from service or reinstated in service following his interdiction or he could even be sent on compulsory retirement. If the officer concerned is to be retired from service pending disciplinary action it can be so done by retiring him under Section 12 of the Minute on Pensions.

(2) In the case of appeals against the orders made by the Education Service Committee and the Health Service Committee -

This Division in accordance with the Notices of Gazette Extraordinary Nos. 1989/27, 1989/28 and 1989/29 dated 19.10.2016 and the Notice of Gazette Extraordinary No. 1992/27 dated 07.11.2016 having regard to Education Service Committee and also in accordance with the Notices of Gazette Extraordinary Nos. 1990/24 and 1990/25 dated 27.10.2016 and the Notice of Gazette Extraordinary No. 2004/49 dated 01.02.2017 having regard to Health Service Committee in pursuance of the provisions in Article 57(1) of the Constitution, will provide relief to or reject any such relief over the officers of the Ministry of Education and the Ministry of Health, Nutrition and Indigenous Medicine respectively upon consideration of the facts contained in the appeals of such officers against the disciplinary orders made by the said committees and the observations and recommendations thereon made by the respective Committee and the Administrative Authorities of such officers.

(3) In the case of appeals against the Notices of Vacation of Post -

This Division through the Public Service Commission under its scope referred to in the Gazette Notice No. 1941/41 dated 20.11.2015 as amend by the Gazette Notice No. 1955/22 dated 25.10.2016 in relation to the delegation of powers of the Public Service Commission will reinstate or will not reinstate the officers in

service upon consideration of the facts contained in the appeals of such officers against their vacation of post notices and the observations and recommendations thereon made by the respective Administrative Authorities of such officers having regard to those under the Ministry of Education in accordance with the Gazettes Extraordinary Nos. 1989/27, 1989/28 and 1989/29 dated 19.10.2016 and the Gazette Extraordinary No. 1992/7 dated 07.11.2016 and also having regard to officers other than those under the Ministry of Health, Nutrition and Indigenous Medicine in accordance with the Gazettes Extraordinary Nos. 1990/24 and 1990/25 dated 27.10.2016 and Gazette Extraordinary No. 2004/49 dated 01.02.2017.

(4) In the case of appeals made to the Superior Courts, Administrative Appeals Tribunal, Human Rights Commission, Public Petitions Committee of the Parliament and the Ombudsman -

This Division appropriately handles the matters involving the preparation of observations on the applications made to the Superior Courts against the disciplinary orders or decisions on such disciplinary matters made by the Public Service Commission, preparation of observations on appeals made to the Administrative Appeals Tribunal, Public Petition Committee of the Parliament and the Ombudsman, representing the Public Service Commission at such institutions on the dates fixed for the hearing of such cases and dealing with the inquiries made by the Human Rights Commission.

5.4.2 Progress of the Disciplinary Division (01.01.2016 – 31.12.2016)

Srl.No	Matter	Total
1	Issuance of charge sheets	91
2	Amendments to charge sheets	20
3	Exoneration from charges	57
4	Dismissal from service	03
5	Other disciplinary punishments	63
6	Reinstatement in service	27
7	Dismissal of appeals	17
8	Retirement under Section 12 of the Pension Minute	14
9	Compulsory leave	06
10	Compulsory retirement	01
11	Interdiction from service	10
12	Appointment of disciplinary inquiry officers	114
13	Conversion of retirement under disciplinary grounds to normal retirement	14
14	Retirements from service	06
15	Completion of disciplinary matters	60
16	Other general orders	342
17	Observation on Appeals made to AAT	58
18	Observation on Court Applications	10
	Total	913

Table No.18

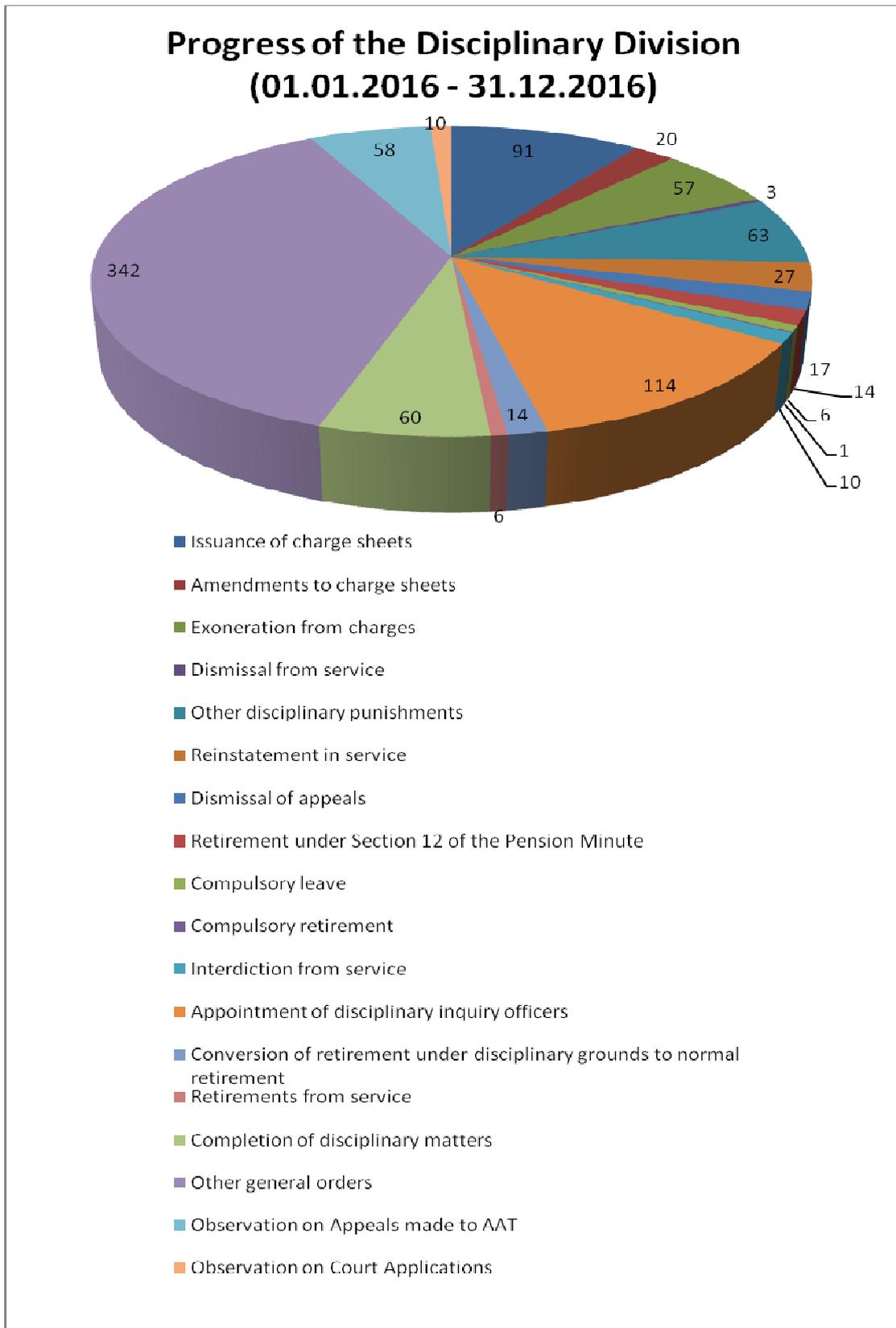


Diagram No. 04

Number of cases pending before the Supreme Court, Court of Appeal and Administrative Appeals Tribunal during the period from 01.01.2016 to 31.12.2016 were as follows.

Supreme Court Cases	-	37
Court of Appeal Cases	-	24
AAT Cases	-	148

5.5 Appeals Division

Appeals Division extends assistance to the Commission to arrive at decisions on appeals submitted to the Public Service Commission 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.

5.5.1 Role of the Appeals Division

- I. Calling for reports containing observations and recommendations from the relevant Ministry/ Department on each appeal.
- II. Preparing a detailed report on each appeal thereafter and forwarding 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 recommendations 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.

5.5.2 Progress of the Appeals Division (01.01.2016 – 31.12.2016)

Srl No.	Matter	Number
1	Appeals received during 2016	1377
2	Appeals for which reports have not been received	419
3	Appeals being processed on receipt of reports	299
4	Appeals finalized	1480
5	No. of Supreme Court cases pending (including previous years)	29
6	No. of Court of Appeals cases pending (including previous years)	03
7	No. of AAT cases pending (including previous years)	204
8	No. of inquiries from Public Petitions Committee during the period	10

Table No. 19

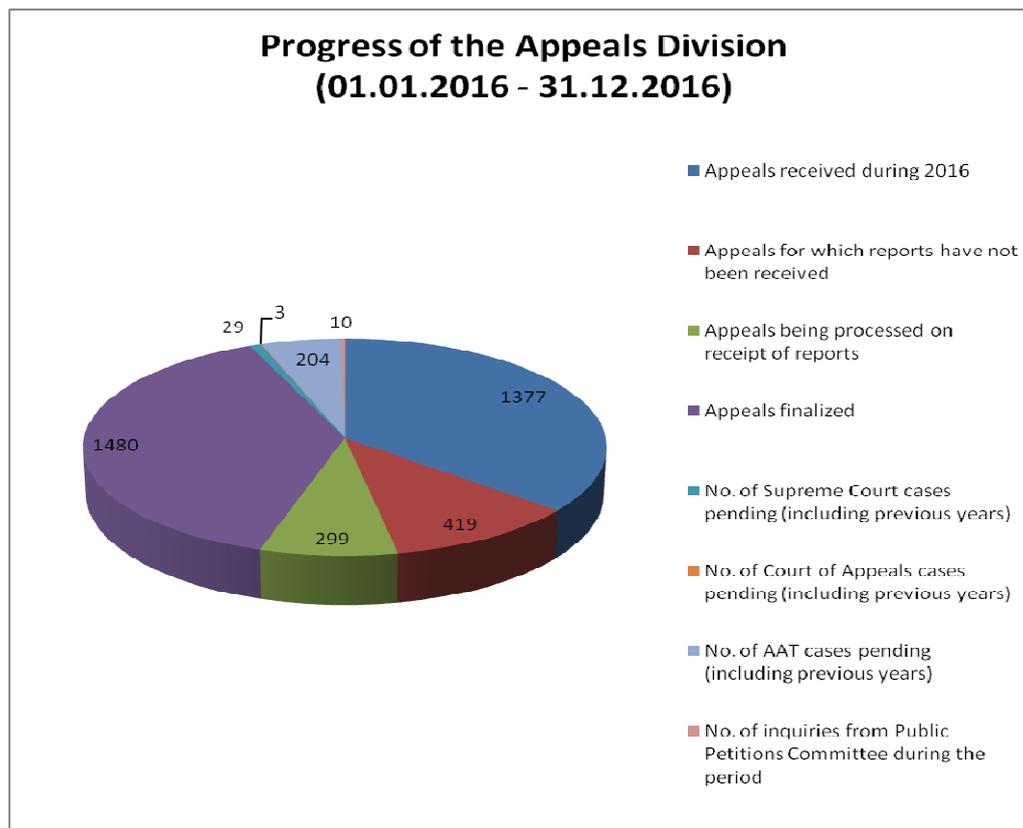


Diagram No. 05

5.6 Education Service Committee

The Gazette No. 1989/29 dated 19.10.2016 has been published for the purpose of establishing the Education Service Committee in accordance with the delegation of powers by the Public Service Commission in terms of the Article 57(1) of the Constitutions of the Democratic Socialist Republic of Sri Lanka. The provisions governing the delegation of powers in the Schedule “B” therein have been published in the amending Gazette No. 1992 dated 07.11.2016 with effect from 20.10.2016 and the Education Service Committee carries out its relevant functions accordingly.

5.6.1 Role of the Education Service Committee

The role of the Education Service Committee includes the matters involving recruitment in accordance with the Education Service Committee approved Service Minutes/ Schemes of Recruitment/ Schemes of Promotions, Confirmation in Service, Termination of Service, Reversion to the former post, Appointment on acting/ attending to duties basis, Release (outright/ 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 in respect of the officers on whom the powers have been delegated by the Public Service Commission after publishing in the Gazette Extraordinary No. 1989/29 dated 19.10.2016 and the Gazette Extraordinary (Amendment) No. 1992/07 dated 07.11.2016.

Likewise, matters involving the promotions according to approved Service Minutes/ Schemes of Recruitment/ Schemes of Promotion (Grade to Grade/ Seniority and Merit basis) are also dealt with.

Moreover the Education Service Committee handles the matters involving the provision of relief on efficiency bar examinations and the disciplinary control and dismissal from service concerning the offences set out in the first schedule of Chapter XLVIII of the Establishment Code in relation to the officers under the scope of the Education Service Committee.

Furthermore, the Education Service Committee deals with the matters involving issues on political victimization as per the conveyance of the Public Service Commission decision No. PSC/EST/02-03/05/2016 dated 09.12.2016.

5.6.2 Progress of the Education Service Committee (01.10.2016 – 31.12.2016)

Srl No.	Matter	
01	Issuance of Charge Sheets	03
02	Amendments to Charge Sheets	03
03	Exoneration from charges	02
04	Other punishment orders	01
05	Retirement under section 12 of the Pension Minute	02
06	Compulsory Leave	01
07	Appointment of disciplinary inquiry officers	08
08	Conversion of retirement under disciplinary grounds to normal retirement	02
09	Other general orders	13
10	Retirements	23
11	Confirmation	01
12	Recruitment	330
13	Exemption from efficiency bars	29
14	Appointment to act	01
15	Outright Release	07
16	Appointment to posts	02
17	Other matters	01
	Total	429

Table No. 20

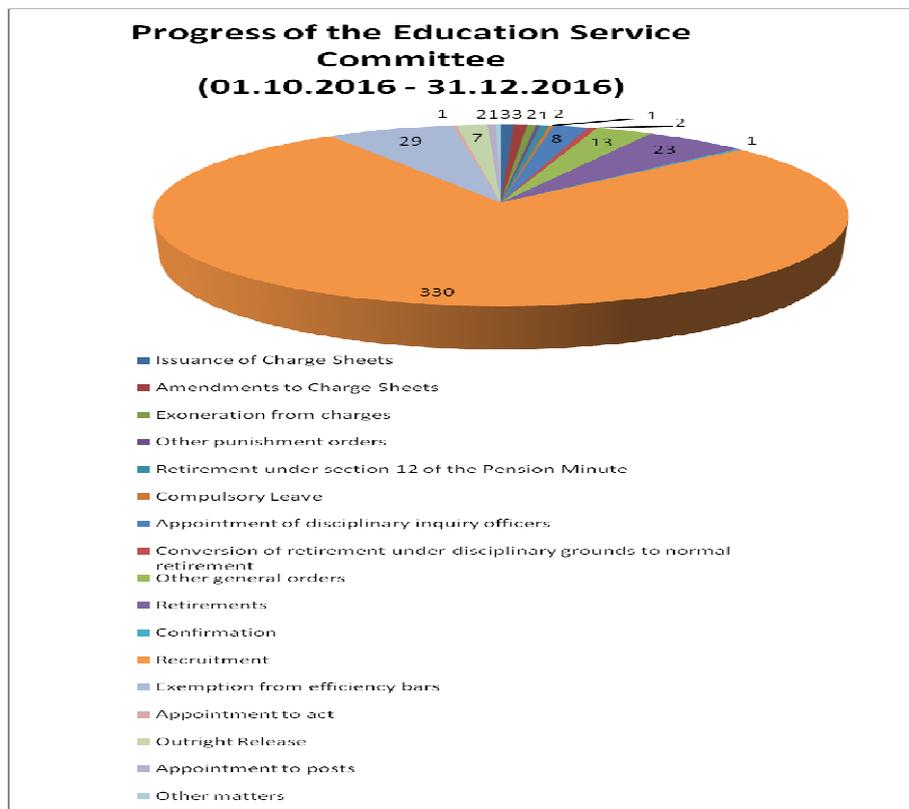


Diagram No. 06

5.7 Health Service Committee

The Public Service Commission by the Gazette Extraordinary No. 1990/24 dated 27.10.2016, has delegated powers to the Health Service Committee to take effect as from 01.11.2016 and the members to such Committee have been appointed with effect from 27.10.2016 by the Gazette Extraordinary No. 1990/25 dated 27.10.2016.

5.7.1 Role of the Health Service Committee

The role of the Health Service Committee is to deal with making decisions over matters referred to the Committee by virtue of the powers vested in it by the Schedule “B” of the Gazette Extraordinary No. 1990/24 dated 27.10.2016.

5.7.2 Progress of the Health Service Committee

Srl No.	Matter	Total
01	Issuance of Charge Sheets	02
02	Exoneration from charges	02
03	Dismissal from service	03
04	Re-instatement in service	02
05	Appointment of disciplinary inquiry officers	01
06	Retirement from service	02
07	Other general orders	06
08	No. of appeals received during the year	23
09	No. of appeals for which reports not being received	22
10	Appeals being processed on receipt of reports	02
11	Appeals finalized	02
12	Other requests received during the year	719
13	Retirement	32
14	Confirmation	15
15	Recruitment	59
16	Promotions	130
17	Exemption from Efficiency Bars	06
18	Release	01
19	Extensions of service	29
20	Appointment to posts	13
	Total	1071

Table No. 21

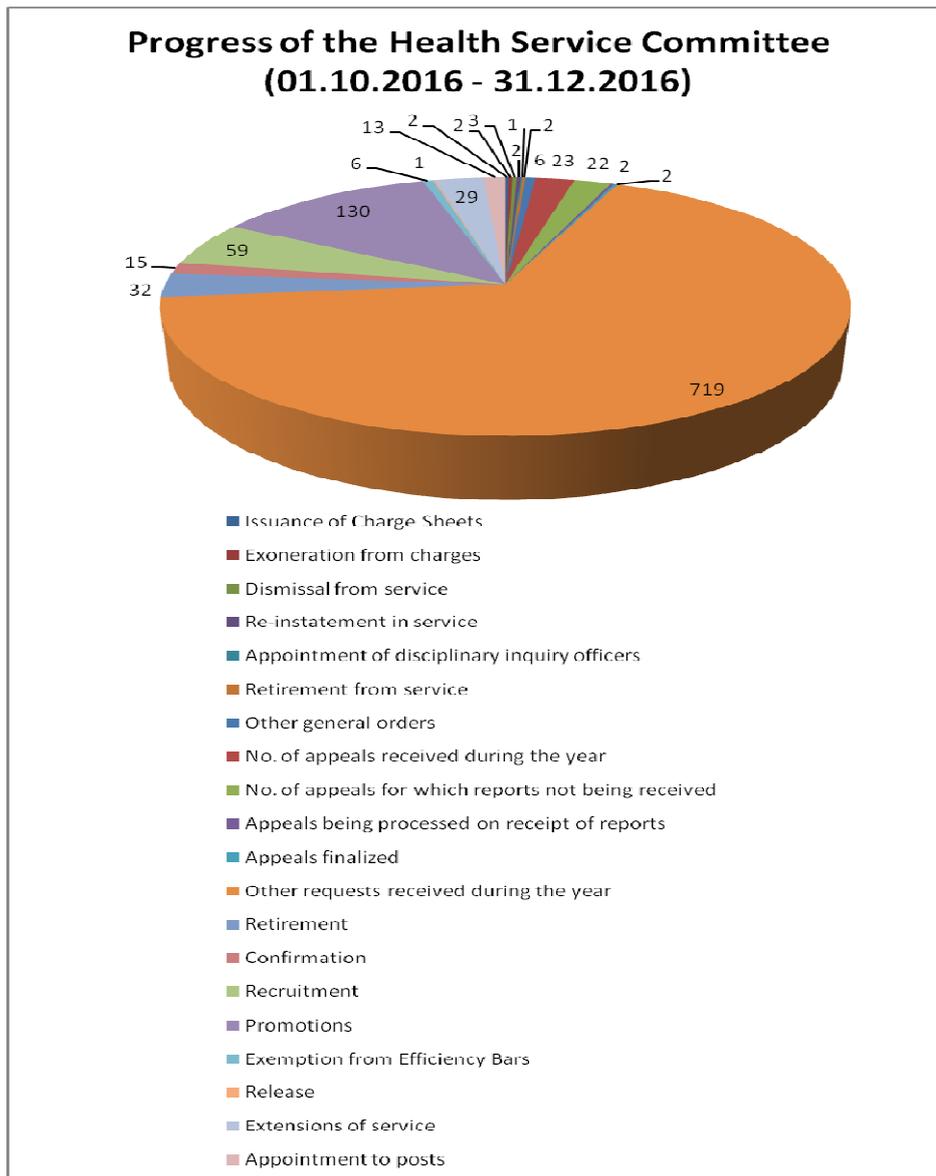


Diagram No. 07

5.8 Administration Division

General administration of the Office of the Public Service Commission is entrusted with the Administration Division. The Additional Secretary (Administration & Finance) 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.

5.9 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.

5.10 Internal Audit Division

This Division which has been established under the direct supervision of the Secretary of the Public Service Commission has carried out following tasks during the year 2016 in order to ensure a productive performance and effective system of internal control in the institution.

- Financial Audit.
- Preparation of the Annual Internal Audit Plan focusing on the system analysis and performance analysis and implementation of the internal audit functions continuously throughout the year covering all the divisions of the institution accordingly.
- Submission of internal audit reports.
- Extending necessary assistance by providing useful information to the top management in making management decisions through convening and holding the meetings of the Audit Management Committee.

06. Financial Provision

The summary of expenditure of the Office of the Public Service Commission for the period from 01.01.2016 to 31.12.2016 is as follows:

	Allocation	Expenditure	Balance
Recurrent	159,002,000.00	157,006,696.66	1,995,303.34
Capital	185,150,000.00	126,472,145.62	58,677,854.38
Total	344,152,000.00	283,478,842.28	60,673,157.72

Table No. 22

07. Staff

7.1 Organization Chart

Please see Annex 03 for Organization Chart.

7.2 Composition of Staff

During the period under review the approved cadre of the Public Service Commission consisted of 193 personnel and the actual cadre strength employed in the Office of the Public Service Commission during this particular period was 146. Details of the composition of the staff are as follows:

Details of Staff

Secretary	01
Additional Secretary	02
Senior Assistant Secretary	05
Assistant Secretary	25
Accountant	02
Administrative Officer	02
Translator	03
I.C.T. Officer	01
I.C.T. Assistant	01
Public Management Assistant	75
Driver	12
Office Employee	17
Total	146

Table No. 23

7.3 Staff Training

With a view to improving subject based knowledge of the staff members of the Public Service Commission in language proficiency, technological knowhow and other specialized management skills they were provided with opportunities to participate in different training programmes during the year 2016 as well.

Grade	No. of Officers
Staff Officers	06

Table No.24

08. Number of Cases to which submissions have been made by each Division during 2015

Division	Supreme Court	Court of Appeal	AAT
Establishments	67	12	27
Appointments	35	12	129
Promotions	36	04	86
Disciplinary	37	24	148
Appeals	36	03	260
Total	211	55	650

Table No.25

09. Commission Meetings

108 Commission meetings have been held during the period under review from 01.01.2016 to 31.12.2016.

10. Ministerial and Departmental Meetings

Srl No.	Date	Matter	Ministries / Departments / Institutions participated
01	02.03.2016	Filling of vacancies / posts in the Sri Lanka Intellectual Property Office	Ministry of Industries and Commerce / Intellectual Property Office
02	05.05.2016	Discussion on employing Forest Range Officers on acting basis for the posts in the Wildlife Department	Ministry of Sustainable Development and Wildlife / Department of Wildlife Conservation
03	29.06.2016	Discussion on problems relevant to Senior Authorized Officers and Authorized Officers in the Department of Immigration and Emigration	Ministry of Internal Affairs, Wayamba Development and Cultural Affairs
04	26.08.2016	Discussion on problems relevant to the Postal Department	Ministry of Postal Services and Muslim Religious Affairs / Department of Posts
05	06.10.2016	Preparation of common method in seeking solutions for problems	Ministry of Public Administration and

		relevant to All Island Services	Management / Ministry of Finance
06	09.10.2016	Filling of vacancies Grade II/II in the Meteorology Department	Meteorology Department
07	10.10.2016	Preparation of common method in seeking solutions for problems relevant to All Island Services	National Salaries and Cadre Commission / Ministry of Public Administration and Management / Ministry of Finance
08	10.10.2016	Promotion to the post of Deputy Commissioner on seniority and merit basis in terms of new Service Minute	Department of Inland Revenue
09	10.10.2016	Preparation of common procedure in seeking solutions for problems relevant to All Island Services	Ministry of Public Administration and Management
10	11.10.2016	Discussion on problems relevant to the Service Minute of the Inland Revenue Service	Ministry of Finance / Department of Inland Revenue
11	12.10.2016	Filling of vacancy in the post of Deputy Director of Customs	Sri Lanka Customs
12	20.10.2016	Request for withdrawal of option made by officers who have opted for absorption to the Service Minute of the Development Officers	Ministry of Public Administration and Management
13	20.10.2016	Post of Superintendent of Equipment in Sri Lanka Scientific Service	Ministry of Public Administration and Management
14	01.11.2016	Problem of Senior Statistician and Statistician in the Department of Census and Statistics	Ministry of National Policy and Economic Affairs / Department of Census and Statistics
15	01.11.2016	Discussion on problems regarding seniority of Statisticians and Senior Statistician	Ministry of National Policy and Economic Affairs / Department of Census and Statistics
16	02.11.2016	Amendment to the Section 19 of Service Minute of Inland Revenue Service	Department of Inland Revenue
17	02.11.2016	Discussion on filling of vacancies in the posts of Assistant Director, Department of Wildlife	Ministry of Sustainable Development and Wildlife / Department of Wildlife Conservation
18	02.11.2016	Promotions on officers attached to the Sri Lanka Technological Service in the Department of Agriculture and in Sri Lanka Agricultural Service	Ministry of Agriculture / Department of Agriculture
19	02.11.2016	Discussion on recruitment to Grade III of Sri Lanka Foreign Service	Ministry of Foreign Affairs
20	02.11.2016	Amending the Service Minute for	Ministry of Agriculture

		settlement of the case SCFR 283/2014	
21	02.11.2016	Promotions in the Sri Lanka Technological Service and other promotions of the Ministry of Agriculture	Ministry of Agriculture / Department of Agriculture
22	02.11.2016	Preparation of notice on calling for applications in terms of the new Service Minute	Ministry of Foreign Affairs
23	09.11.2016	Problems relevant to officers in the Railway Department	Department of Railways
24	10.11.2016	Making aware of the ways in handling the future affairs after establishing the Education Service Committee and inquiring into present progress	Ministry of Education
25	10.11.2016	Regarding temporarily attached Principals subject to covering approval of the National Schools Regarding appointment of Principals of National Schools Recruitment to the Sri Lanka Education Administrative Service - III Conducting an oral examination for recruitments in terms of provisions of the Service Minute of the Sri Lanka Educational Administrative Service Absorption - Sri Lanka Educational Administrative Service Promotions - Sri Lanka Educational Administrative Service – Class I Promotions - Sri Lanka Education Administrative Service – Special Grade Appointment of Education Directors on attending to the duties on supernumerary basis of Educational Administrative Service Transfers of Sri Lanka Principal Service Absorption - Sri Lanka Principals Service Absorption – Sri Lanka Teacher Educationists’ Service Promotions – Sri Lanka Teacher Educationists’ Service Taking action by Zonal Education Directors on confirmations, promotions, retirement of service	Ministry of Education

		of teachers working in the National Schools Absorption in Teachers Service Recruitment of Teachers to the National Schools Conducting of all efficiency bar exams Matters relating to Interviews on Political Victimization	
26	11.11.2016	Educating the Health Service Committee	Ministry of Health, Nutrition and Indigenous Medicine
27	15.11.2016	Matters pertaining to Sri Lanka Planning Service	Ministry of Public Administration and Management
28	16.11.2016	Computation of vacancies in the Sri Lanka Administration Service	Ministry of Public Administration and Management
29	18.11.2016	Discussion on issues existing in the Sri Lanka Medical Service	Ministry of Health, Nutrition and Indigenous Medicine
30	18.11.2016	Discussion on issues in the Medical Service	Medical Service Division of the Ministry of Health
31	22.11.2016	Filling of vacancies in the senior level of the Sri Lanka Animal Production and Health Service	Ministry of Rural Economy
32	28.11.2016	Problems on amendments to the Schemes of Recruitment	Ministry of Irrigation and Water Resources Management
33	05.12.2016	Problems on the Scheme of Recruitment in the Homeopathy Hospital	Department of Ayurvedha
34	07.12.2016	Issues concerning of Nurses	Ministry of Health, Nutrition and Indigenous Medicine
35	15.12.2016	Regarding temporarily attached Principals subject to covering approval of the National Schools Appointment of Principals in National Schools Recruitment – Sri Lanka Educational Administrative Service III Promotions – Sri Lanka Educational Administrative Service – Special Grade Transfers of Sri Lanka Principals Service	Ministry of Education
36	19.12.2016	Amendment to Section 19.3 of Service Minute of the Inland Revenue Service	Department of Inland Revenue
37	19.12.2016	Preparation and submission of seniority register of the Inland Revenue Service	Ministry of Finance
38	20.12.2016	Annual Transfer Scheme of the Technical Education Service	Ministry of Skills Development and Vocational Training

39	21.12.2016	Matters relevant to the Department of Ayurveda	Department of Ayurveda
40	27.12.2016	Amendment to qualifications of Sri Lanka Accountants Service	Ministry of Public Administration and Management
41	28.12.2016	Appointment of the Interview Board for the posts of Producer (Departmental) in the executive category of the Department of Information	Ministry of Parliamentary Reforms and Mass Media
42	29.12.2016	Post of Senior Authorized Officer	Ministry of Internal Affairs , Wayamba Development and Cultural Affairs

Table No. 26

11. Acknowledgement

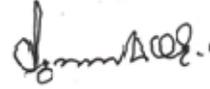
The Public Service commission acknowledges with profound gratitude the co –operation and contribution extended by all Secretaries of Ministries and Heads of Departments, particularly,

- Presidential Secretariat
- Prime Minister’s Office
- Office of the Cabinet Ministers
- Ministry of Public Administration and Management
- Ministry of Finance and Planning
- National Salaries and Cadres Commission
- Information and Communication Technology Agency
- Attorney General’s Department and,
- Entire Staff of the Public Service Commission.

D. Dissanayake **Chairman**



Justice A.W.A. Salam **Member**



Mrs. D.S.Wijayatilake **Member**



Dr. P. Ramanujam **Member**



Mrs. V. Jegarasasingam **Member**



Mr. S.N. Seneviratne **Member**



Mr. S. Ranugge **Member**



Mr. D.L. Mendis **Member**



Mr. S.A.C.S.W.Jayatilake **Member**



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

Number pending as at 01.01.2016	Number received during 2016	Total Number received as at 31.12.2016	Number of PSC decisions upheld	Number of PSC decisions revoked	Number pending as at 31.12.2016
297	75	349	69	13	267

Cases filed in the Supreme Court

Number pending as at 01.01.2016	Number received during 2016	Total Number received as at 31.12.2016	Number dismissed and agreed with PSC decisions	Number of PSC decisions revoked	Number pending as at 31.12.2016
90	26	116	40	02	74

Cases filed in the Court of Appeal

Number pending as at 01.01.2016	Number received during 2016	Total Number received as at 31.12.2016	Number of PSC decisions upheld	Number of PSC decisions revoked and relief granted	Number pending as at 31.12.2016
34	08	42	14	--	28

- Besides these appeals, 06 complaints were made to the Parliamentary Commissioner for Administration (Ombudsman) during the period from 01.01.2016 to 31.12.2016.
- Number of complaints made to the Human Rights Commission (HRC) during the period from 01.01.2016 to 31.12.2016 was 30 and reports have been sent to HRC on such complaints.
- 10 complaints made to the Public Petitions Committee during the period from 01.01.2016 to 31.12.2016 have been dealt with.

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

Number pending as at 01.01.2016	Number received during 2016	Total Number received as at 31.12.2016	Number of PSC decisions upheld	Number of PSC decisions revoked	Number pending as at 31.12.2016
199	75	274	43	11	220

Cases filed in the Supreme Court

Number pending as at 01.01.2016	Number received during 2016	Total Number received as at 31.12.2016	Number dismissed and agreed with PSC decisions	Number of PSC decisions revoked	Number pending as at 31.12.2016
19	09	28	--	01	27

Cases filed in the Court of Appeal

Number pending as at 01.01.2016	Number received during 2016	Total Number received as at 31.12.2016	Number of PSC decisions upheld	Number of PSC decisions revoked and relief granted	Number pending as at 31.12.2016
01	01	02	---	---	02

- No submissions on cases have been forwarded to the Parliamentary Commissioner for Administration (Ombudsman) during the period from 01.01.2016 to 31.12.2016
- No complaints have been made to the Human Rights Commission (HRC) during the period under review.
- Number of complaints made to the Public Petitions Committee (PPC) during the period from 01.01.2016 to 31.12.2016 was 10.

