



“ විශිෂ්ට භාජ්‍ය සේවාවක් සඳහා ජප්‍ය කැපවෙමු ”  
**ප්‍රධාන ලේකම් කාර්යාලය - බස්නාහිර පළාත**  
**பிரதான செயலாளர் அலுவலகம் - மேல் மாகாணம்**  
**OFFICE OF THE CHIEF SECRETARY - WESTERN PROVINCE**



204, ඩෙන්සිල් කොබ්බෑකඩුව මාවත, බත්තරමුල්ල.  
 204, டென்சில் கொப்பேகடுவ மாவத்தை, பத்தரமுல்ல.  
 204, Denzil Kobbekaduwa Mawatha, Battaramulla.

ප්‍රධාන ලේකම් } දුරකථන / தொலைபேசி / Telephone - 011 - 2092599 }  
 பிரதான செயலாளர் } டைரெக்டர் / பெக்ஸ் / Fax - 011 - 2092601 }  
 Chief Secretary } ரி-மேல் / மின்னஞ்சல் / E-mail - chiefsecretary@wpc.gov.lk }  
 } பொது දුරකථන } 011 - 2093000 }  
 } தொகையிசி இலக்கம் }  
 } General Telephone }



මගේ අංකය  
எனது இலக்கம்  
My No.

CSWP/ADM/18-38/FI/01-2019

මගේ අංකය  
உமது இலக்கம்  
Your No.

දිනය  
திகதி  
Date

2019-07-24

- Secretary to the Governor (W.P),
- Secretary, Provincial Public Service Commission (W.P),
- Secretary of the Council (W.P),
- Secretaries of all the Ministries (W.P)
- Deputy Chief Secretaries (Administration/Personnel and Training/Finance/Planning/Engineering),
- Commissioner of Revenue (W.P)
- Chief Internal Auditor (Internal Audit Division),
- Administrative Officer (Administration Division),
- Co-ordinating Secretary to the Chief Secretary,

**Application of Public Administration Circulars No.02/2018, 13/2019(I), 07/ 2019, 20/2019, 18/ 2019, 17/ 2019 and 19/2019 to the Western Province.**

Through the letter of the Secretary to the Governor No.GOS/ADM/02/19/01/2019 and dated 23.07.2019, I have been informed that the assent has been granted by Hon. Governor regarding the application of following circulars issued by the Secretary of the Ministry of Public Administration and Disaster Management to the Western Province. (Copies of those Circulars have been attached herewith.)

Serial No.	Circular No. and Date	Matter
01	Public Administration Circular No. 02/2018, 24.01.2018	Development of Human Recourses in Public Service
02	Public Administration Circular No.13/2019(I), 26.06.2019	Attire of Public Officers
03	Public Administration Circular No. 07/2019, 08.07.2019	Payment of the increments of salaries beyond the maximum salary step to the officers reaching the maximum salary step of a transitional Grade in a certain post.
04	Public Administration Circular No. 20/2019, 08.07.2019	Annual transfer procedure of officers in Sri Lanka Accountants' Service 2020
05	Public Administration Circular No. 18/2019, 08.07.2019	Annual transfer procedure of officers in Sri Lanka Administrative Service (Grade I,II and III) - 2020
06	Public Administration Circular No. 17/2019, 08.07.2019	Annual transfer procedure of officers in Special Grade of Sri Lanka Administrative Service 2020

විශේෂ ප්‍රධාන ලේකම් பிரதீப் பிரதான செயலாளர் Deputy Chief Secretary	පාලන நிர்வாகம் Administration Tel : 0112092606 Fax : 0112092609 dcsadmin@cs.wpc.gov.lk	පිරිස් හා පුහුණු ஆளணி மற்றும் பயிற்சி Personnel & Training Tel : 0112092631 Fax : 0112092647 dcspt@cs.wpc.gov.lk	මුද්‍රණ நிதி Finance Tel : 0112092640 Fax : 0112092636 dcsfinance@cs.wpc.gov.lk	සැලසුම් திட்டமிடல் Planning Tel : 0112092532 Fax : 0112092533 dsplan@cs.wpc.gov.lk	ඉංජිනේරු பொறியியல் Engineering Tel : 0112092501 Fax : 0112092505 dcs@eng.wpc.gov.lk	ප්‍රධාන අභ්‍යන්තර විභාග பிரதான உள்ளகக் கணக்காய்வாளர் Chief Internal Auditor Tel : 0112092628 Fax : 0112092625 cia@cs.wpc.gov.lk	
	Tel : 0112092606 Fax : 0112092609 dcsadmin@cs.wpc.gov.lk	Tel : 0112092631 Fax : 0112092647 dcspt@cs.wpc.gov.lk	Tel : 0112092640 Fax : 0112092636 dcsfinance@cs.wpc.gov.lk	Tel : 0112092532 Fax : 0112092533 dsplan@cs.wpc.gov.lk	Tel : 0112092501 Fax : 0112092505 dcs@eng.wpc.gov.lk	Tel : 0112092628 Fax : 0112092625 cia@cs.wpc.gov.lk	

07	Public Administration Circular No. 19/2019, 09.07.2019	Determining the salary step that should be made applicable when an officer is promoted on the same date of salary increment and is reverted on his preference to the previous post.
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02. I kindly request to work in accordance with the said circulars and make all the Heads of Departments, Institutions and officers under you aware of these circulars.

K.N.Sooriyarachchi,  
Assistant Chief Secretary (Admin.)  
For Chief Secretary (W.P)

Public Administration Circular : 07/2019

My No: EST 5/4/24 (XXXIV)  
Ministry of Public Administration,  
Disaster Management and  
Rural Economic Affairs  
Independence Square  
Colombo 07.

08.07.2019

Secretaries to Ministries  
Chief Secretaries of Provinces  
Heads of Departments

**Payment of the increments of salaries beyond the maximum salary step to the officers reaching the maximum salary step of a transitional Grade in a certain post**

Your attention is drawn to Public Administration Circular 06/2006(III) dated 25.01.2007 and Public Administration Circular 06/2006(V) dated 12.06.2008.

02. Accordingly, it is not possible to pay increments of salaries further to the officers, who have reached the maximum salary step, on granting increments of salaries making salary steps under “Column for not promoted” in transitional Grade applicable except those who have reached the maximum salary step of the highest Grade of the salary scale entitled to a certain service/ post. Even though, National Salaries and Cadres Commission should have examined and ascertained whether such officers can be paid increments of salaries further applying para 4:5, Annex II of Public Administration Circular 06/2006 dated 25.04.2006, Director General of Establishments granted approval to pay increments for such officers on the concurrence of the Commission.

03. It has been decided to entrust the task for granting increments of salary, on the concurrence of National Salaries and Cadres Commission, which is so far performed under the approval of the Director General of Establishments as mentioned in para 02 above, to Secretary of the respective Ministry. Accordingly, if any officer has reached the maximum salary step of the salary scale in a transitional Grade except the maximum salary step of the highest class which falls within the salary scale entitled to such officer, the Secretary of the respective Ministry shall take action to grant approval for salary increments based on the incremental value entitled to the Grade further subject to the following conditions.

- I. Relevant Service Minute/ Scheme of Recruitment shall have been prepared and approved as per Public Administration Circular 06/2006.

- II. A Staff Officer shall certify that all the conversions of salary made up to reaching the maximum salary step have been made accurately in consistent with the provisions of circulars which were effective during the relevant periods.
  - III. The officer shall not have completed the period of service prescribed for the promotion to next Grade as per the Service Minute/ Scheme of Recruitment.
  - IV. The officer shall have satisfied relevant requirements as per Service Minute/ Scheme of Recruitment relevant for earning increment of salary and as per Section 10, Chapter VII of the Establishments Code.
  - V. Approval for granting increments of salary shall strictly be made up to the period of service which is required to complete for promotion to next Grade as per Service Minute/ Scheme of Recruitment.
04. If increments of salary have been granted on the incremental value mentioned under “Column for not promoted” entitled to the relevant Grade or any salary revision has been made in relation to the above and further the officer has not been promoted to a higher Grade/ Class except granting the revised incremental value, the authority shall be satisfied himself that the salary increments applicable to higher Grade / Class are not paid.
05. In case where it is necessary to pay increments of salaries further beyond the maximum salary step of a transitional Grade/ Class of a certain service/ post deviating from these provisions, such cases shall be submitted to the Director General of Establishments along with all relevant information and paying attention to the Public Administration Circular letter 03/2015 dated 20.07.2015
06. This circular is issued with the concurrence of the National Salaries and Cadres Commission.

Sgd/ J.J. Rathnasiri  
Secretary  
Ministry of Public Administration,  
Disaster Management and Rural Economic Affairs