



“ 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-மேயில் / மின்னஞ்சல் / E-mail - chiefsecretary@wpc.gov.lk }
 } பொது දුරකථන }
 } தொகையேசி இலக்கம் }
 } General Telephone } 011 - 2093000



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 பிரதீப 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 : 19/2019

My Number : EST 5/4/24(XXXIII)
Ministry of Public Administration,
Disaster Management and
Rural Economic Affairs
Independence Square
Colombo 07.

09.07.2019

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

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

Your attention is kindly drawn to section 5 and sub section 6:3, Chapter VII, Volume I of the Establishments Code.

02. It has been decided at the meeting of the Cabinet of Ministers held on 28.05.2019 to include as follows a new sub section as 5:8 to the section 5, Chapter VII, Volume I of the Establishments Code, regarding the salary step on which an officer should be placed on promotion on the same date of salary increment and revise in the following manner the sub section 6:3 of the said Chapter regarding the salary step on which an officer should be placed when he is reverted at his own request to the post previously held by him.

“5:8 When the date of salary increment and promotion of a certain officer fall on the same date, salary conversion on promotion of such officer should be made as per the above provisions, based on the salary received by the officer on granting the salary increment entitled to the previous post/ class/ grade on the said date.

6:3 When an officer at his own request has been reverted to a post or grade previously held by him, on the recommendation of the Appointing Authority and the approval of the Cabinet of Ministers / Public Service Commission, it should be treated as a new appointment and the officer should be paid the initial salary entitled to the class/ grade in which he served for the last time, in the salary scale of the post to which he is reverted.”

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