

My No: ES/J/05 (II)

Engineering Services Division

Ministry of Public Administration and Home Affairs

Independence Square

Colombo 07

24.12.2013

To: All Secretaries of Ministries, Heads of Departments
And Chief Secretaries of Provincial Councils who are employing
Engineers of Sri Lanka Engineering Service.

**Revision of the Service Minute of Sri Lanka Engineering Service as per P.A.Circular no 06/2006
(Gazette Extra Ordinary no 1836/6 dated 11/11/2013 and no 1840/2 dated 09/12/2013)**

The service minute of Sri Lanka Engineering service published in Government Gazette Extra Ordinary no 1836/6 dated 11/11/2013 and no 1840/2 dated 09/12/ 2013 is effective from 01.01.2006. However the tasks which were to be finished under service minute existed before 01.01.2006 but remaining unfinished should also be completed.

02. Notifying the officers regarding the provisions of the circular.

All the officers in Sri Lanka Engineering Service who are serving at your Ministry /Department/Provincial Council shall be made aware of this circular and they shall be informed to perfect the specimen from attached herewith (Annexe 01) and to submit the same along with the copies of relevant documents. This shall also be informed to the officers who are serving in Sri Lanka Foreign Service, on long term leave to be spent out of the country, who have been released temporarily to other institutions and staying abroad after obtaining leave in proper manner to be spent out of the country and to those interdicted or suspended from service, by registered post sent to the last address informed by them.

03. Absorption

Since the officers appointed to and serving in Sri Lanka Engineering service shall be absorbed into the grades as applicable to them as per the new service minute, they shall be informed to perfect the specimen form attached herewith, affix the signature before the Head of the Institution/Department and submit the same to the respective Head of department. Then the Head of the Department/Secretary of the Ministry/Chief Secretary of the Provincial Council shall take action to

submit the original of the completed form along with his/her recommendation to the Secretary of the Ministry of Public Administration and Home Affairs.

With the filling of part A (Personal Data) of the specimen form and the part relevant to the Class/Grade in which the officer is at present, the officer is considered as having expressed consent to be absorbed in terms of this service minute and hence action will be taken to absorb them into relevant grades as applicable under new service minute. Further, if any officer wishes to retire without expressing consent for absorption, after filling part A of this specimen form, his/her option for retirement may be expressed under item 28 of the same part (item No 28 of A-Personal Data). Action will be taken to allow the officers who expressed option for retirement to retire from service accordingly.

04. Submission of the declaration of preference

- I. When the declaration of preference is submitted by officers as per above specimen form, the Heads of Department shall consider the following matters.

(a) Information included in the declaration form is correct and the officer has signed the declaration in the presence of the attesting officer on the date mentioned in the same.

(b) The attesting officer has attested, dated and signed the form and placed the date /official stamp on the same.

(c) A copy of the declaration form has been included in the personal file of the officer which is kept in his/her Department.

- II. The declaration of preference of the officers who have gone abroad shall be signed in the presence of the Head of the Sri Lankan Embassy in the respective country and then the original of the same shall be attested and submitted to the Secretary of the Ministry of Public Administration and Home Affairs through the Head of the Department.

05. Officers who do not declare the preference

If any officer does not perfect and submit the specimen form even after notifying them in this regard, the Head of the respective Department shall take action to send a list of names of such officers to the Secretary of the Ministry of Public Administration and Home Affairs.

06. Alternative for retirement

An officer who is in service as at the effective date of this Service Minute, but has not reached the optional age of retirement will be given opportunity to express his/her option to retire from service under Section 7 of the Pension Minute on a request made by such officer. He/ she can exercise such option within five years from the date of publishing of the Service Minute if the Public Service Commission is satisfied to the fact that an adverse effect has been caused by the provisions of this Minute, upto the extent such concession should be granted.

07. Skill development and training for status of Chartered Engineer

As per 12.2 of Sri Lanka Engineering Service Minute, a short term in service training shall be provided to the officers in Sri Lanka Engineering Service. This is a short term training which includes the subjects such as Departmental Procedural, Establishments Regulations and Financial Regulations. The officers in Sri Lanka Engineering Service shall be grouped under each category (Civil 1,2..., Mechanical 1,2..., Electrical 1,2,3... and Chemical 1) based on the fields relevant to them (Civil, Mechanical, Electrical and Chemical) and attached to relevant Department. Accordingly, it is the responsibility of the Head of Department to provide this training for the officers in Sri Lanka Engineering Service who are categorized in the above manner and attached to relevant Ministries/ Departments/Provincial Councils.

Further, maintaining the full professional qualifications (Status of Chartered Engineer) continuously is a compulsory requirement for all the graded promotions in Sri Lanka Engineering Service. In order to obtain full professional qualifications, an Engineer shall have a training from an approved institution under a Chartered Engineer for a period of 12 months (In two terms – a term shall be at least of 6 months) on Engineering design. It is the responsibility of the Head of the Institution to provide opportunity for such training.

08. Implementation of the Official Language Policy

It is also the responsibility of the Head of the Department to provide the facilities to each officer concurrently to the in service training mentioned in 07 above to obtain a training enabling him/ her to acquire the proficiency in other official languages as per Public Administration Circular No. 7/2007 and other circulars issued consequently.

Further, since the officers in Sri Lanka Engineering Service are grouped under each category based on the fields which are applicable to them and attached to relevant Departments, the Heads of Departments when making internal transfers within the Department shall take action to follow a transfer procedure which facilitates all the Engineers to acquire proficiency in official languages.

The extra ordinary Gazettes No. 1836/6 dated 11.11.2013 and No. 1840/2 dated 09.12.2013 mentioned above can be downloaded from the web site www.documents.gov.lk.

R A D Jayanthie
Director Engineering Services

Sgd/ P.B. Abeykoon
Secretary
Ministry of Public Administration and Home Affairs

Annex 01

Application for the absorption/promotion to the Sri Lanka Engineering Service (SLES)
as per the service minute published in the Gazette Extra Ordinary of the Democratic
Socialist Republic of Sri Lanka No. 1836/6 dated 11-11-2013 and
No 1840/2 dated 09-12-2013

A - Personal Data

01. Name in Full (As per the appointment letter):
02. Name with initials (As per the appointment Letter):
03. Name in Full (If the name is changed):
04. Name with initials (If the name is changed) :
05. NIC Number (The copy is attached):
06. Date of Birth:
07. Place of work (Department/Ministry/Provincial council/Province):
08. Official Address:
09. Postal Address:
10. Contact Number Office: Mobile:
11. Date of appointment (In the SLES):
12. Present Class/Grade:
13. Group (Civil 1, Civil 2..., Mechanical 1..., Electric 1 ..., Chemical 1):
14. Date of confirmation:
15. Date in which the full professional qualification was obtained (The copy of the certificate is attached herewith):
16. Date in which the "Fellow" membership of the Institution of Engineers, Sri Lanka (IESL) or Any Institution recognized by the IESL; was obtained:.....
17. Post graduate Degree/ Diploma
 - a. Post graduate degree/ Diploma obtained:
 - b. University/ Institution:
 - c. Effective Date of the Degree/ Diploma:

18. Date of Promotion to Class II Grade I:
19. Date of Promotion to Class I (Supernumerary):
20. Date of Promotion to Class I:
21. Date of Promotion to Special Grade (The certified copy of the letter of appointment is attached):
22. Number of years service at the date of 01-01-2006:
23. No pay leave if any:

| Date | | Period in Yrs/Months/days | | |
|------|----|---------------------------|--------|------|
| From | To | Years | Months | Days |
| | | | | |
| | | | | |

24. Number of salary increment earned in the present Class/ Grade:
25. The current salary level or point:
26. Whether the officer has been subjected to any disciplinary inquiry:
27. Whether there is any disciplinary inquiry pending against the officer:
28. Requests for approval to retire from the Sri Lanka Engineering Service as per the provision given under the Section 18 of Gazette Notification No 1836/6 dated 11-11-2013 (Yes/No) :

B - Absorption and Promotions

1. The following data should be provided by the officers who were in Class II Grade II at the date of 01-01-2006.

1.1. First efficiency bar examinations

| Exam | The date in which the exam was successfully completed |
|--|---|
| Administration | |
| Financial Regulation | |
| Departmental Procedure | |
| 2 nd language Oral test (Tamil/Sinhala) | |

Note: The copies of the result sheets are attached.

- 1.2. The date in which the satisfactory service of 10 years was completed:

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- 1.3. Whether the officer has earned salary increments during 5 years immediately prior to the effective date of promotion to the Class II Grade I (The officers who are recruited 22-07-2004) :
- 1.4. Whether the officer has been subjected to any punishment under any disciplinary inquiry during the 5 years prior to the effective date of promotion to the Class II Grade I:
- 1.5. Whether the officer is maintaining the “Corporate” or “Fellow” membership of IESL as a chartered Engineer (The letter issued by the Institution is attached):
- 2. The following data should be provided by the officers who were in Class II Grade I at the date of 01-01-2006.**
- 2.1. Salary Increments
- 2.1.1. Whether the officer has earned salary increments during the 5 years immediately prior to the date of 01-01-2006 (Date of promotion to Class II Grade I is before 01-01-2006):
- 2.1.2. Whether the officer has earned salary increments during the 5 years immediately prior to the date of promotion to the Class II Grade I (Date of promotion to Class II Grade I is after 01-01-2006):
- 2.2. Disciplinary Inquiry
- 2.2.1. Whether the officer has been subjected to any punishment under any disciplinary inquiry during the 5 years prior to the date of 2006-01-01 (Date of promotion to Class II Grade I is before 01-01-2006):
- 2.2.2. Whether the officer has been subjected to any punishment under any disciplinary inquiry during the 5 years prior to the date of promotion to the Class II Grade I (Date of promotion to Class II Grade I is after 01-01-2006):
- 2.3. Whether the officer is maintaining the “Corporate” or “Fellow” membership of IESL as a chartered Engineer from the date of promotion to the Class II Grade I (The letter issued by the Institution is attached):
- 3. The following data should be provided by the officers who were in Class I at the date of 01-01-2006.**
- 3.1. Whether the officer has completed active and satisfactory service of 05 years in Class I of SLES:
- 3.2. Whether the officer has earned 05 salary increments after being promoted to Class I of SLES:
- 3.3. Date in which the officer has completed 18 years of active period of service:

- 3.4. Whether the officer has proved annual performance at satisfactory or above level during the period of 05 years immediately preceding the date of full filling the requirements for the promotion to the Special Grade:
- 3.5. Whether the officer has completed a satisfactory service of 05 years immediately preceding the date of full filling the requirement for the promotion to the Special Grade and not being subjected to any Disciplinary punishment:
- 3.6. Please specify the qualification obtained to fulfill the requirement stated under the clause 10.3.1(v) of the service Minutes of SLES (The certified copy of the certificate is attached):
- 3.7. Whether the officer is maintaining the “Corporate” or “Fellow” membership of IESL as a chartered Engineer (The letter issued by the Institution is attached):

I hereby certify that the particulars furnished by me in this application are true and accurate to the best of my knowledge. I also aware that if any of the particulars furnished by me in this application is found to be false or incorrect, I am liable to be disqualified if detected before granting absorption/promotion to the next Grade or subject to disciplinary actions if detected after the absorption/ promotion.

.....
Date

.....
Signature of the applicant

Recommendation of the Head of the Department

This is to certify that the details and information furnished by Eng (Mr/Mrs./Miss)in this application are true and accurate in accordance with data available in the personal file maintained by the organization. Therefore absorption/promotion to Grade III/Grade II/Grade I/Special Grade of the Sri Lanka Engineering Service is recommended.

Date:

.....
Signature of Head of the Organization

Official stamp

** Note: In case of officers attach to Provincial Councils/ Local Authorities; signature of the Chief Secretary is required*