

My No: EST/5/1/3
Ministry of Public Administration
and Home Affairs
Independence Square
Colombo 07

06.05.2014

Secretaries to Ministries
Chief Provincial Secretaries
Heads of Departments

Conversion of Salary at Promotion

When a Public officer is promoted to a certain post, or from a certain class of a post to another class, salary shall be converted in terms of the provisions in Section 5 of Chapter VII of the Establishments Code. It has been decided at the meeting of the Cabinet of Ministers held on 31.10.2013 to remove the salary anomalies occurred in the conversion of salary, due to granting a higher salary step to the officers promoted later on the date of salary increment by earning the salary increment of previous Post/ Class/ Grade comparatively to the officers promoted on a date different to the date of salary increment of previous Post/Class/Grade.

02. Accordingly, the requests for obtaining necessary approval to remove salary anomalies shall be submitted to the Director General of Establishments along with the following particulars in respect of officers subjected to anomalies as mentioned in the Para 01 above.

- i. The post and Class/ Grade the officer held, prior to promotion.
- ii. Salary scale and salary steps to which the officer was entitled, prior to promotion.
- iii. Date of increment, prior to promotion.
- iv. Date of promotion
- v. Post and Class/ Grade, to which the officer was promoted.
- vi. Salary conversion related to the promotion
- vii. Above particulars from i to vi in respect of the officer with whom a comparison is made, in order to prove the occurrence of salary anomaly of officer.

03. The requests for removal of such salary anomalies shall be submitted to the Director General of Establishments along with a certificate of a competent authority to the effect that all the salary conversions made in respect of the relevant officers up to the date of promotion are accurate.

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