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01. Introduction

The new Public service Commission appointed by the President on the recommendation of the Constitutional Council in terms of the Article 54 (1) of the Constitution as amended by the 19th Amendment commenced its activities with effect from 15.10.2015.

The PSC, in pursuance of the Article 55(5) of the Constitution, submits an Annual Report to the Parliament every year and a Progress Report for each quarter is due to be submitted on the instructions of the Constitutional Council. As it was informed during the month of September 2016 to submit Progress Reports once in each quarter, the progress relating to all three quarters from 01.01.2016 to 30.09.2016 was submitted at one stretch.

In spite of the fact that the Progress Reports should be submitted to the parliament quarterly, the PSC engages itself in supervising its progress having obtain reports on monthly basis. Accordingly, the commission has carried out its activities during the last quarter from 01.04.2017 to 30.06.2017 without any major setbacks.

02. Meetings of the Public Service Commission

Details on meetings held during the period from 01.04.2017 to 30.06.2017

Month	No . of Meetings
April	07
May	07
June	08
Total	22

03. Activities carried out by each Division of the Public Service Commission

Following steps have been taken during the period to effectively and efficiently extend services to clients by the Public service Commission.

i. Establishments Division

The Establishments Division, in accordance with the delegation of power of the Public Service Commission as has been published in the gazette extraordinary No 1941/41 of 20.11.2015, carries out the work including formulation of service minutes (SMM) to each of the approved services in the public service and schemes of recruitment (SSOR) to every post, meeting with approval outside of such services.

In the formulation of such service minutes and schemes of recruitment, method of recruitment that should be followed for recruiting officers to all approved posts, eligibilities of recruitment, salary scale applicable to the post, conditions of services, methods of promotions and all other related particulars are to be incorporated. The Commission, prior to approval of the respective service minute or the scheme of recruitment 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 of Schemes of Recruitment.

Tasks carried out by the Establishments Division

- (i) Formulation of Services Minutes for every service approved in the Public Service.
- (ii) Formulation of Schemes of Recruitment for every post approved outside the above services.
- (iii) Matters relating to delegation of powers within the scope of the Public Service Commission
- (iv) Formulation of guidelines based on the procedural rule of the Public Service Commission.
- (v) Formulation and amendment of the transfer Schemes of all services.
- (vi) In case an approved Service Minute, Schemes of Recruitment or Schemes of Transfer is required to be amended, action to be taken to amend such many or Schemes on the recommendation of secretary concerned.
- (vii) Taking action to provide policy decision on requests received for solutions on problems arised in related to appointments, promotions, made by authorities to whom powers are delegated.
- (viii) Tacking action to solving matters pertaining to Procedural Rules of the Public Service Commission, Service Minutes, Schemas of Recruitment, Schemes of Transfer, and Circulars and instances where actions to be taken outside the orders of the Public Service Commission.

Progress of the Establishments Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	New Schemes of Recruitment	20
02	New Service Minutes	01
03	Schemes of Transfer	02
04	Amendments to Schemes of Recruitment	17
05	Amendments to Service Minutes	11
06	Amendments to Schemes of Transfer	06
07	Circulars	02
08	Request on deviation on Schemes of Recruitment in exceptional cases	04

09	Request on deviation from service minutes in exceptional cases	01
10	Policy matters	33
11	General	43
12	Matters pertaining to SC/AAT/CA	17
	Total	157

Complaints laid before AAT during the period under review

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decision upheld	Number of PSC decision revoked	Number pending as at 30.06.2017
32	04	36	00	00	36

Cases filed in the Supreme Court

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number dismissed and agreed with PSC decision	Number of PSC decision revoked	Number pending as at 30.06.2017
71	06	77	03	00	74

Cases filed in the court of Appeal

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decisions upheld	Number of PSC decisions revoked and granted relief	Number of pending as at 30.06.2017
10	00	10	00	00	10

- No requests have been made to the Parliamentary Commissioner for Administration (Ombudsman), Human Rights Commission and the Public Petition Committee.

ii. 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 Service) in respect of whom the powers of the Public Service Commission have not been

delegated as published in the Gazette Extraordinary No. 1941/41 dated 20.11.2015, No. 1989/29 dated 29.01.2016, No. 1990/24 dated 27.10.2016, No. 1992/7 dated 07.11.2016 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Appointment division of the Public Service Commission. .

Tasks carried out by the Appointments Division

- (i) Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions
- (ii) Conformation in service, Termination of service , Reversion to the former post.
- (iii) Appointment on acting / attending to duties basis

- (iv) Release (outright / temporary).

- (v) Recruitment on contract basis, Resignation from service , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds).
- (vi) Re- employment of retired public officers on contract basis, Appointment to scheduled posts in the Service Minutes (where applicable)
- (vii) 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.

Progress of the Appointments Division (01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	128
02	Confirmation	165
03	Recruitment	14
04	Re – employment on contract basis	213
05	Appointment on contract basis	08
06	Decisions on efficiency bars	170
07	Appointment to act / attend to the duties	178
08	Release	13
09	Resignation	05
10	Absorption	133
	Total	1027

Details of the pending cases and complains for which the division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	31	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	12	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	94	04
Cases filed after 01.04.2017	01	-----

iii. Promotions Division

Following functions relating to the Promotions 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 as published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016 , No. 1990/24 dated 27.10.2016, No. 1989/29 dated 29.01.2016, and the Gazette Extraordinary No. 1441/41 dated 20.11.2015 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Promotions Division of the Public Service Commission.

Tasks carried out by the Promotions Division

- I. Promotions to posts as per approved Service Minutes / Schemes of Recruitment (from grade to grade / Competitive Exams on seniority and merit basis / on the result of structured interviews)
- II. Appointment of Officers to relevant posts on Promotions based on results of structured interviews on seniority basis.
- III. Appointment to a new post giving prior approval thereto in transferring Officers of grade 1 and above belong to all island services from a post to post.
- IV. Producing observations and required reports on court cases filed in the Supreme court/ Court of appeal and appeals laid before Administrative Appeals Tribunal against orders/ decisions made by the Public Service Commission pertaining to matters referred to above.
- V. Dealing with matters pertaining to appeals laid before the Administrative Appeals Tribunal and cases filed in the Supreme Court / Court of appeals against orders / decisions made by the Public Service Commission having regard to above functions and appeared on behalf of the Public Service Commission whenever required.

Progress of the Promotions Division

(01.04.2017 to 30.06.2017)

Srl. No.	Matter	Number
01	Promotion from Grade to Grade	745
02	Promotion on selection	24
03	Appointment to posts	47
	Total	816

Details of the pending cases and complaints for which the Division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017.

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	36	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	05	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	66	-----
Cases filed after 01.04.2017	03	-----

iv. Disciplinary Division

Disciplinary matters of officers coming under the scope of Public Service Commission referred to in the Gazette Extraordinary No. 1941/41 dated 20.11.2015 amended by the Gazette No. 1955/22 dated 25.02.2016 and No. 2016/37 dated 26.04.2016, dealing with delegation of powers of the Public service Commission except officers falling under the Ministry of Education in terms of Gazettes Extraordinary No. 1989/27, 1989/28, 1989/29 dated 19.10.2016 and the Gazette Extraordinary No. 1992/7 dated 07.11.2016 and officers of Ministry of Health Nutrition and Indigenous Medicine in terms of Gazette Extraordinary No.1990/24 , 1990/25 dated 27.10.2016 are handled by the Disciplinary Division of the Public Service Commission in accordance with provisions of Article 57 (1) of the Constitution. Further, the Disciplinary Division, having extensively examined all documents received by the division extends much needed co – operation by way of making observations and recommendations to the Commission in order that it could arrive at decisions when and where necessary.

Role of the Disciplinary Division

Dealing with disciplinary matters of officers referred to in Para/above coming under the purview of the Public Service Commission

1. On disciplinary matters

- i. On receiving a preliminary investigation report conducted by the heads of Departments or secretaries of Ministries to the disciplinary division and following a proper study thereon with appropriately constructed observations, the Public Service Commission 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 Ministry Secretary and Head of Department. Upon consideration of the answers furnished by the accused officers to such charge sheet and the observations and recommendations thereon made by the respective Head of Department and Secretary of the Ministry, a decision will be made as to whether the institution of a formal disciplinary inquiry on the matter is feasible or not.
- iii. Where a 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 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 and Secretary to the Ministry.
- 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 and 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 re – instated in service following his interdiction or he could even been 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. Appeals made against disciplinary orders issued by the Education Service Committee and the Health Service Committee

Appeals made against disciplinary orders issued by the Education Service Committee on officers coming under the scope of the Ministry of Education in accordance with the Extraordinary Gazette Notification No.1989/27 , 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 of 07.11.2016 in terms of provisions in Article 57 (1) of the Constitution and disciplinary orders against officers coming under the scope of the Ministry of Health, Nutrition, and Indigenous Medicine issued by the Health Service Committee in accordance with Extraordinary Gazette Notifications No. 1990/24, 1990/25 of 27.10.2016 and the Gazette Extraordinary No. 2004/49 of 01.02.2017 and the observations and recommendations made by the Appointing Authority of those officers and respective committees on such appeals will be considered by the Commission as to whether to grant reliefs on such officers / dismissal of appeals.

i. Appeals against notices of vacation of post

Except officers fall under the Ministry of Health, Nutrition, and Indigenous Medicine in accordance with Extraordinary Gazette Notice bearing No. 2004/49 dated 01.02.2017 and No. 1990/24 , 1990/25 dated 27.10.2016 and officers coming under the scope of the Ministry of Education as stated in the Gazette Extraordinary No.1989/27, 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 dated 07.11.2016, appeals made against notices of VOP of officers coming under the scope of the Public Service Commission as stated in the Gazette Notification No. 1941/41of 20.11.2015 as amended by the Gazette No. 1955/22 of 25.02.2016 concerning the delegation of powers of the Public Service Commission and the observations and recommendations made by the Administrative Authority of those officers on such appeals will be re-considered by the Commission in deciding whether to appropriately re – instate such officers in service or not.

ii. Appeals laid before the Superior Courts, Administrative Appeals Tribunal, Human Rights Commission and Public Petitions Committee and Ombudsman

Preparation of observations on applications made before the Supreme Court (SC) against the decisions of the Public Service Commission concerning disciplinary orders and decisions on such disciplinary matters and observations on appeals made to the Administrative Appeals Tribunal, Public

Petitions Committee and the Ombudsman and makes its appearance before such institution whenever appeals being summoned and apart from inquires made by the Human Rights Commission would also be appropriately dealt with.

Progress of the Disciplinary Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Issuance of charge sheets	09
02	Amendments to charge sheets	03
03	Exoneration from charges	02
04	Dismissal from service	01
05	Other disciplinary punishments	09
06	Re- instatement in service	01
07	Dismissal of appeals	03
08	Retirement under section 12 of the pension minute	02
09	Compulsory retirement	01
10	Interdiction from Service	02
11	Conversion of retirement under disciplinary grounds to normal retirement	02
12	Retirement from service	01
13	Completion of disciplinary matters	06
14	Other general orders	51
15	Observation on appeals heard in the Administrative Appeals Tribunal	19
16	Observation on court applications	03
	Total	115

Court Cases dealt with during the period under review

	No. of SC Applications	No. of CA Applications	No. of AAT Appeals
Number pending to be appeared as at 01.04.2017	09	09	121
Number of cases finalized as at 01.04.2017 out of pending cases as at 30.06.2017	01	---	05
Number filed afresh from 01.04.2017 to 30.06.2017	00	01	07
Number pending as at 30.06.2017	08	10	123

v. Appeals Division

Appeals Division extends assistance to the commission to arrive at decisions on appeals submitted to the Public Service Commission to arrive at decisions on appeals submitted to the Public Service Commission in writing in terms of Article 58(1) of the Constitution 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.

Role of the appeals divisions

- i. Calling reports contained with observations and recommendations on each appeal from respective Ministry / Department.
- ii. Preparations of detail report on each appeal and forwarding it to the Public Service Commission
- iii. Conveyance the decisions on appeals made by the Public Service Commission to the appellant and other relevant parties.
- iv. Preparations of observations reports on appeals made to the Administrative Appeals Tribunal against the decisions of the Commission and makes its appearance before AAT.
- v. Making observations on petitions referred to it by the Public Petitions Committee regarding decisions of the Public Service Commission.
- vi. Making appearance before Public Petitions committee on petitions heard by the Public Petitions committee itself.

- vii. Making observations on applications laid before the Supreme Court and the Court of appeal against the decisions of the Public Service Commission.
- viii. Making observations relevant to petitions to the Parliamentary Commissioner of Administration (Ombudsman) against decisions of the Public Service Commission.
- ix. Making observations on applications made to the Human Rights Commission regarding decisions of the Public Service Commission.
- x. Forwarding information regarding cases filed in the Supreme Court and Court of Appeal to the Attorney General's Department.

Progress of the Appeals Division (01.04.2017 to 30.06.2017)

Srl.No	Matter	Number
01	Appeals received from 01.04.2017 to 30.06.2017	246
02	Number of Appeals for which reports on observations and recommendations were called by the Authority of power of delegation from 01.04.2017 to 30.06.2017 (Including appeals made during the previous years)	108
03	Number of appeals finalized from 01.04.2017 – 30.06.2017	193
	Details on finalize appeals as follows	
	Appeals on disciplinary matters	37
	Appeals on promotions	19
	Appeals on notices of vacation of post	51
	Appeals on Transfers	48
	Appeals on Appointments	01
	Appeals on interdiction	03
	other	34
	Total	193
04	Number of Supreme Court cases received from 01.04.2017 to 30.06.2017	05
05	Number of AAT cases received from 01.04.2017 to 30.06.2017	19
06	Inquires made by the Public Petitions Committee from 01.04.2017 to 30.06.2017	05

Court cases handle during the period under review

Details	Number as at 01.04.2017	Number received afresh from 01.04.2017 to 30.06.2017	Number of decisions given by the SC/ CA from 01.04.2017 to 30.06.2017	Number pending as at 30.06.2017
Number of Supreme court cases	30	05	06	29
Number of Court of Appeal cases	06	---	----	06

vi. Education Service Committee

In accordance with the delegation of powers by the Public Service Commission in terms of Article 57 (1) of the Constitution, the Gazette No. 1989/29 dated 19.10.2016 has been published for the Education Service Committee and the provisions relevant to delegation of powers in the Schedule “b” therein have been published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016, effective from the date 20.10.2016.

The Gazette Extraordinary No. 2014/03 dated 11.04.2017 has been published relevant to delegation of powers by the Public Service Commission in accordance with the Article 57 (1) of the Constitution.

Role of the Education Service Committee

The following functions relevant to officer with whom the powers have been delegated by the Public Service Commission having published in the Gazette Extraordinary No. 2014/03 dated 11.04.2017 are been dealt by the Education Service Committee.

- i. Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions, Conformation 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 , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds), dealing with appeals made against notices of vacation of posts , Re –appointment to the service/ post, Retirement, Re – employment of retired public officers on contract basis
- ii. Promotion (Grade to Grade/ on seniority and merit basis) in accordance with the approved Service Minutes / Schemas of recruitments / Schemas of promotions.
- iii. Granting relief for efficiency bar exams.
- iv. Disciplinary control and dismissal from service concerning offences set out in first Schedule of Chapter XLVIII of the Establishments Code in relation to offences falling under the scope of the Education Service Committee.

- v. Matters connected to political revenges.(Conveyance of the decision of the Public Service Commission No. PSC/EST/02-03/05/2016 dated 09.12.2016)

Progress of the Education Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number	
01	Retirement	67	
	Confirmation	25	
	Promotions	74	
	Absorptions	679	
	Releases	26	
	Attachments	01	
	Decisions on efficiency bars	22	
	Appointments to posts	06	
	Appeals	06	
	Other orders	15	
	Total		
02	Disciplinary		
	Amendments to Charge Sheets	01	
	Other disciplinary punishments	04	
	Retirement under section 12 of the Pension Minutes	02	
	Appointment of disciplinary inquiry officers	04	
	Other General Orders	11	
	Total		

Court cases relevant to the Education Service Committee

- Appointment to the post of Director Education (Sports and Physical Education)
Case No. SC(FR) 96/2017 - observations sent to the Hon. Attorney – General
- Appointment of Education Director, North Western Province
Case No. SC(FR) 110/2017 - proxy been sent to the Hon. Attorney – General

Health Service Committee

Powers have been delegated by the Public Service Commission to the Health Service Committee with effect from 01.11.2016 by the Gazette Extraordinary No. 1990/24 dated 27.10.2016 amended by the Gazettes Extraordinary No. 2009/18 dated 08.03.2017 and No. 2004/49 dated 10.02.2017. members for such committee have been appointed

with effect from 27.10.2016 by the Gazette Extraordinary bearing No. 1990/25 dated 27.10.2016.

Role of the Health Service Committee

Role of this committee is to making decisions on matters forwarded to the Committee in accordance with delegation of powers referred to above.

Progress of the Health Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	74
02	Confirmation	219
03	Issuance of appointment letters to the medical officers to whom letter of appointments have not so far been issued by the Public Service Commission prior to year 2017	173
04	Recruitment on contract basis	24
05	Promotions	470
06	Releases	14
07	Transfers	3056
08	Decisions on efficiency bars	126
09	Resignations	3
10	Covering of duties	6
11	Appointment to posts	12
12	Other decisions relevant to appointments	5
13	Issuance of charge sheets	5
14	Amendments to charge sheets	3
15	Interdiction	1
16	Exoneration from disciplinary cases	1
17	Other disciplinary punishments	2
18	Retirement under section 12 of Minute on pensions	1
19	Re- instatement in Service	1
20	Appointment of officers for formal disciplinary inquires	13
21	Other Orders relevant to disciplinary matters	13
	Total	4222

Court cases relevant to the Health Service Committee

Re- instatement of Medical Officer Mrs. R.M.P.M. Rathnayaka

Case No. SC(FR) 365/2016 – observations submitted to the Attorney General.

04. Steps taken to streamline activities of the Public Service Commission

Following functions during the period have been carried out by the Public Service Commission in order to contribute efficient and effective service to its clients

Establishments Division

- i. Sending reminders once in every month for making the tasks dealt with the Establishments Division more efficient and effective.
- ii. Summon officers in charge of the subject of the respective Ministry for holding discussions concerning problems relating to task carried out by the Establishment Division.
- iii. Taking actions to make available required facts true faxes by giving reminders over the telephone to Ministries – Departments who were failed in timely actions to send responses.

Appointment Division

- i. Making the path of easily and properly receiving information on appointment of officers to posts on the basis of confirm/acting/attending to duties in issuing the Public Service commission Circular No. 1/2007. Accordingly new format EST 12 has been introduced instead of formats EST 10 and EST 04 used so far. Therefore, appointment division could properly making appointments on acting attending to duties basis.
- ii. Taking prompt action to receive information from Ministries/Departments sending reminders and holding meetings with relevant officers in institution reducing delays presently experiencing in order to reduce documentation with the intention of delivering an expeditious service expected by public officers.
- iii. Implementing appropriate programme to receive and carrying out orders with in a specific time frame from the Public Service Commission giving targets all officers in the division.
- iv. Restructuring activities in the division implementing PRABHADARANI quality circle concurrently to the productivity programme making the functions of the division more effective and efficient.

Promotions Division

- i. Restructuring activities in the division implementing productivity concept within the division using the tool of brainstorming across the “ Abhiman” quality circle
- ii. Taking prompt action to receive information from Ministries / Departments, sending reminders and holding meetings with relevant officers in institutions reducing present delay in order to reduce documentation with the intention of delivering and expeditious service anticipated by public officers.
- iii. Officers attached to the Division are given targets to obtain decisions on each case within a specific time frame from the Public Service Commission and duly implementing functions more efficient and effectively.

Disciplinary Division

- i. Entering data in pending files in to a data base as initiating a project under the concept of “productivity” and successfully complete the project.
- ii. Initiating entering facts to be secured in documents forwarded to the record room having finalized disciplinary procedures and files that have been disposed.
- iii. Identifying and implementing proper procedure enabling to searching of files pending at the moment.

Appeals Division

- i. Sending reminders to get received observations /recommendations from delegated authorities relevant to appeals forwarded to the division and thereby making aware of Ministry Secretaries regarding delays caused thereon.

Education Service Committee

- i. Preparation of data management system.
- ii. Preparation of data management system for disciplinary matters.
- iii. Holding discussions with officers in the division regarding problems faced in dealing with matters in order to making an efficient and effective service.
- iv. Carrying out duties without any delay with the participation of all officers in the division and assuming duties even on holydays and special occasions.

- v. Balancing the tasks carried out by officers exchanging subjects among Public Management Assistant.

Health Service Committee

- i. The present data management system used by the office of the Public Service Commission has no room for a domain reserved for the Health Committee and therefore details relevant to documents being entered through a system (Access) newly being prepared.

Letters received by the committee being updated in accordance with a format from 25.04.2017 in a manner to easily get details of respective letters.

- ii. Taking prompt action regarding letters relevant to the Ministry of Health, Nutrition and Indigenous Medicine.

As soon as found shortcomings in letters received by the committee, such matters being solved by contacting respective officer over the phone and forwarded to the committee and decisions of the committee are also informed to the heads of institutions through faxes.

- iii. Preparation of work manuals enabling to executing duties efficiently on occasions where new entrants being recruited and recruitments being made on transfers.

- iv. Forwarding facts by minutes to the committee and conveyance of orders given by the committee and taking follow up measures.

05. Meetings held with Ministries and Departments

Srl. No.	Date	Matter	Ministry/ Department/ Institution participated
01	06.04.2017	Promotion of Railway Engine Drivers to the Special Grade.	Ministry of Transport and Civil Aviation Services
02	02.05.2017	Requests for reliefs in efficiency bar / language proficiency exams.	Ministry of Agriculture
03	05.05.2017	Filling of vacancies in Sri Lanka Architects Service , Grade 1	Ministry of Public Administration and Management
04	05.05.2017	Matters pertaining to Sri Lanka Medical Service	Ministry of Health Nutrition and Indigenous Medicine.

05	05.5.2017	Problems cropped up in appointments being made in the National Sports Science Institute and Sports Development Department.	Ministry of Sports Department of Sports Development National Sports Science Institute
06	16.05.2017	Sri Lanka Teacher Educationists' Service	Ministry of Education
07	22.05.2017	Promotions of officers in the Sri Lanka Technology Service of Irrigations and Water Resources Management to the Special Grade	Ministry of Irrigation and Water Resources Management Department of Irrigation
08	22.05.2017	Recruitment of officers to the Sri Lanka Engineering Service, Grade 111 Recruitment of officers to the Sri Lanka Accountants Service Recruitment of officers to Sri Lanka Planning Service, Grade 111	Ministry of Public Administration and Management
09	22.05.2017	Salary anomalies of Senior Officers in the unified postal service	Ministry of Posts, Postal Services and Muslim Religious affairs
10	23.05.2017	Matters pertaining to Development Officers Service	Ministry of Public Administration and Management
11	24.05.2017	Granting relief for completion of efficiency bars	Department of Social Services
12	25.05.2017	Problems on Scheme of Recruitment, MN – 5, Archeology Department	Ministry of Education Archeology Department
13	26.05.2017	Problems occurred in appointment of officers with qualification in Community Medicine to the Medical Administration Grade.	Sri Lanka Community Medicine Training School
14	30.05.2017	Further clarification on foreign leave obtained by State Counsels during the period of probation.	Ministry of Justice
15	02.06.2017	Problems cropped up in promotion of officers with medical administration qualifications to the medical administration grade	Sri Lanka Medical Administration School
16	02.06.2017	Problems occurred in recruiting senior lectures and principals to the training schools of medicine for Supplementary Professional Service and Para Medical Service	Ministry of Health Nutrition and Indigenous Medicine

17	12.06.2017	Granting Promotions to the special grade of Railway Engine Drivers' Service	Ministry of Transport and Civil Aviation Services Department of Railways
18	20.06.2017	Promotions of officers holding the post of Assistant Editor in the Office of Sinhala Dictionary to the Grade 11	Ministry of Internal Affairs, Wayamba Development and Cultural Affairs
19	29.06.2017	Schemes of Recruitment in the Department of Railways and Other matters	Department of Railways
20	29.06.2017	Promotion to the special grade of Railway Engine Drivers	Ministry of Transport and Civil Aviation Services Department of Railways
21	29.06.2017	On appointment of posts in grade 1 and special grade of Sri Lanka Agricultural Services	Ministry of Agriculture Department of Agriculture

06. Appearing in the Public Petitions Committee

Number of Inquires of Public Petitions Committee appeared from 01.04.2017 to 30.06.2017 is ten (10).

07. Withdrawing of cases filed in the Courts against the Government

Two (02) cases have been withdrawn filed in the court against the government during the prescribed period.

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01. Introduction

The new Public service Commission appointed by the President on the recommendation of the Constitutional Council in terms of the Article 54 (1) of the Constitution as amended by the 19th Amendment commenced its activities with effect from 15.10.2015.

The PSC, in pursuance of the Article 55(5) of the Constitution, submits an Annual Report to the Parliament every year and a Progress Report for each quarter is due to be submitted on the instructions of the Constitutional Council. As it was informed during the month of September 2016 to submit Progress Reports once in each quarter, the progress relating to all three quarters from 01.01.2016 to 30.09.2016 was submitted at one stretch.

In spite of the fact that the Progress Reports should be submitted to the parliament quarterly, the PSC engages itself in supervising its progress having obtain reports on monthly basis. Accordingly, the commission has carried out its activities during the last quarter from 01.04.2017 to 30.06.2017 without any major setbacks.

02. Meetings of the Public Service Commission

Details on meetings held during the period from 01.04.2017 to 30.06.2017

Month	No . of Meetings
April	07
May	07
June	08
Total	22

03. Activities carried out by each Division of the Public Service Commission

Following steps have been taken during the period to effectively and efficiently extend services to clients by the Public service Commission.

i. Establishments Division

The Establishments Division, in accordance with the delegation of power of the Public Service Commission as has been published in the gazette extraordinary No 1941/41 of 20.11.2015, carries out the work including formulation of service minutes (SMM) to each of the approved services in the public service and schemes of recruitment (SSOR) to every post, meeting with approval outside of such services.

In the formulation of such service minutes and schemes of recruitment, method of recruitment that should be followed for recruiting officers to all approved posts, eligibilities of recruitment, salary scale applicable to the post, conditions of services, methods of promotions and all other related particulars are to be incorporated. The Commission, prior to approval of the respective service minute or the scheme of recruitment 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 of Schemes of Recruitment.

Tasks carried out by the Establishments Division

- (i) Formulation of Services Minutes for every service approved in the Public Service.
- (ii) Formulation of Schemes of Recruitment for every post approved outside the above services.
- (iii) Matters relating to delegation of powers within the scope of the Public Service Commission
- (iv) Formulation of guidelines based on the procedural rule of the Public Service Commission.
- (v) Formulation and amendment of the transfer Schemes of all services.
- (vi) In case an approved Service Minute, Schemes of Recruitment or Schemes of Transfer is required to be amended, action to be taken to amend such many or Schemes on the recommendation of secretary concerned.
- (vii) Taking action to provide policy decision on requests received for solutions on problems arised in related to appointments, promotions, made by authorities to whom powers are delegated.
- (viii) Tacking action to solving matters pertaining to Procedural Rules of the Public Service Commission, Service Minutes, Schemas of Recruitment, Schemes of Transfer, and Circulars and instances where actions to be taken outside the orders of the Public Service Commission.

Progress of the Establishments Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	New Schemes of Recruitment	20
02	New Service Minutes	01
03	Schemes of Transfer	02
04	Amendments to Schemes of Recruitment	17
05	Amendments to Service Minutes	11
06	Amendments to Schemes of Transfer	06
07	Circulars	02
08	Request on deviation on Schemes of Recruitment in exceptional cases	04

09	Request on deviation from service minutes in exceptional cases	01
10	Policy matters	33
11	General	43
12	Matters pertaining to SC/AAT/CA	17
	Total	157

Complaints laid before AAT during the period under review

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decision upheld	Number of PSC decision revoked	Number pending as at 30.06.2017
32	04	36	00	00	36

Cases filed in the Supreme Court

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number dismissed and agreed with PSC decision	Number of PSC decision revoked	Number pending as at 30.06.2017
71	06	77	03	00	74

Cases filed in the court of Appeal

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decisions upheld	Number of PSC decisions revoked and granted relief	Number of pending as at 30.06.2017
10	00	10	00	00	10

- No requests have been made to the Parliamentary Commissioner for Administration (Ombudsman), Human Rights Commission and the Public Petition Committee.

ii. 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 Service) in respect of whom the powers of the Public Service Commission have not been

delegated as published in the Gazette Extraordinary No. 1941/41 dated 20.11.2015, No. 1989/29 dated 29.01.2016, No. 1990/24 dated 27.10.2016, No. 1992/7 dated 07.11.2016 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Appointment division of the Public Service Commission. .

Tasks carried out by the Appointments Division

- (i) Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions
- (ii) Conformation in service, Termination of service , Reversion to the former post.
- (iii) Appointment on acting / attending to duties basis

- (iv) Release (outright / temporary).

- (v) Recruitment on contract basis, Resignation from service , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds).
- (vi) Re- employment of retired public officers on contract basis, Appointment to scheduled posts in the Service Minutes (where applicable)
- (vii) 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.

Progress of the Appointments Division (01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	128
02	Confirmation	165
03	Recruitment	14
04	Re – employment on contract basis	213
05	Appointment on contract basis	08
06	Decisions on efficiency bars	170
07	Appointment to act / attend to the duties	178
08	Release	13
09	Resignation	05
10	Absorption	133
	Total	1027

Details of the pending cases and complains for which the division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	31	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	12	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	94	04
Cases filed after 01.04.2017	01	-----

iii. Promotions Division

Following functions relating to the Promotions 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 as published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016 , No. 1990/24 dated 27.10.2016, No. 1989/29 dated 29.01.2016, and the Gazette Extraordinary No. 1441/41 dated 20.11.2015 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Promotions Division of the Public Service Commission.

Tasks carried out by the Promotions Division

- I. Promotions to posts as per approved Service Minutes / Schemes of Recruitment (from grade to grade / Competitive Exams on seniority and merit basis / on the result of structured interviews)
- II. Appointment of Officers to relevant posts on Promotions based on results of structured interviews on seniority basis.
- III. Appointment to a new post giving prior approval thereto in transferring Officers of grade 1 and above belong to all island services from a post to post.
- IV. Producing observations and required reports on court cases filed in the Supreme court/ Court of appeal and appeals laid before Administrative Appeals Tribunal against orders/ decisions made by the Public Service Commission pertaining to matters referred to above.
- V. Dealing with matters pertaining to appeals laid before the Administrative Appeals Tribunal and cases filed in the Supreme Court / Court of appeals against orders / decisions made by the Public Service Commission having regard to above functions and appeared on behalf of the Public Service Commission whenever required.

Progress of the Promotions Division

(01.04.2017 to 30.06.2017)

Srl. No.	Matter	Number
01	Promotion from Grade to Grade	745
02	Promotion on selection	24
03	Appointment to posts	47
	Total	816

Details of the pending cases and complaints for which the Division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017.

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	36	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	05	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	66	-----
Cases filed after 01.04.2017	03	-----

iv. Disciplinary Division

Disciplinary matters of officers coming under the scope of Public Service Commission referred to in the Gazette Extraordinary No. 1941/41 dated 20.11.2015 amended by the Gazette No. 1955/22 dated 25.02.2016 and No. 2016/37 dated 26.04.2016, dealing with delegation of powers of the Public service Commission except officers falling under the Ministry of Education in terms of Gazettes Extraordinary No. 1989/27, 1989/28, 1989/29 dated 19.10.2016 and the Gazette Extraordinary No. 1992/7 dated 07.11.2016 and officers of Ministry of Health Nutrition and Indigenous Medicine in terms of Gazette Extraordinary No.1990/24 , 1990/25 dated 27.10.2016 are handled by the Disciplinary Division of the Public Service Commission in accordance with provisions of Article 57 (1) of the Constitution. Further, the Disciplinary Division, having extensively examined all documents received by the division extends much needed co – operation by way of making observations and recommendations to the Commission in order that it could arrive at decisions when and where necessary.

Role of the Disciplinary Division

Dealing with disciplinary matters of officers referred to in Para/above coming under the purview of the Public Service Commission

1. On disciplinary matters

- i. On receiving a preliminary investigation report conducted by the heads of Departments or secretaries of Ministries to the disciplinary division and following a proper study thereon with appropriately constructed observations, the Public Service Commission 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 Ministry Secretary and Head of Department. Upon consideration of the answers furnished by the accused officers to such charge sheet and the observations and recommendations thereon made by the respective Head of Department and Secretary of the Ministry, a decision will be made as to whether the institution of a formal disciplinary inquiry on the matter is feasible or not.
- iii. Where a 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 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 and Secretary to the Ministry.
- 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 and 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 re – instated in service following his interdiction or he could even been 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. Appeals made against disciplinary orders issued by the Education Service Committee and the Health Service Committee

Appeals made against disciplinary orders issued by the Education Service Committee on officers coming under the scope of the Ministry of Education in accordance with the Extraordinary Gazette Notification No.1989/27 , 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 of 07.11.2016 in terms of provisions in Article 57 (1) of the Constitution and disciplinary orders against officers coming under the scope of the Ministry of Health, Nutrition, and Indigenous Medicine issued by the Health Service Committee in accordance with Extraordinary Gazette Notifications No. 1990/24, 1990/25 of 27.10.2016 and the Gazette Extraordinary No. 2004/49 of 01.02.2017 and the observations and recommendations made by the Appointing Authority of those officers and respective committees on such appeals will be considered by the Commission as to whether to grant reliefs on such officers / dismissal of appeals.

i. Appeals against notices of vacation of post

Except officers fall under the Ministry of Health, Nutrition, and Indigenous Medicine in accordance with Extraordinary Gazette Notice bearing No. 2004/49 dated 01.02.2017 and No. 1990/24 , 1990/25 dated 27.10.2016 and officers coming under the scope of the Ministry of Education as stated in the Gazette Extraordinary No.1989/27, 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 dated 07.11.2016, appeals made against notices of VOP of officers coming under the scope of the Public Service Commission as stated in the Gazette Notification No. 1941/41of 20.11.2015 as amended by the Gazette No. 1955/22 of 25.02.2016 concerning the delegation of powers of the Public Service Commission and the observations and recommendations made by the Administrative Authority of those officers on such appeals will be re-considered by the Commission in deciding whether to appropriately re – instate such officers in service or not.

ii. Appeals laid before the Superior Courts, Administrative Appeals Tribunal, Human Rights Commission and Public Petitions Committee and Ombudsman

Preparation of observations on applications made before the Supreme Court (SC) against the decisions of the Public Service Commission concerning disciplinary orders and decisions on such disciplinary matters and observations on appeals made to the Administrative Appeals Tribunal, Public

Petitions Committee and the Ombudsman and makes its appearance before such institution whenever appeals being summoned and apart from inquires made by the Human Rights Commission would also be appropriately dealt with.

Progress of the Disciplinary Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Issuance of charge sheets	09
02	Amendments to charge sheets	03
03	Exoneration from charges	02
04	Dismissal from service	01
05	Other disciplinary punishments	09
06	Re- instatement in service	01
07	Dismissal of appeals	03
08	Retirement under section 12 of the pension minute	02
09	Compulsory retirement	01
10	Interdiction from Service	02
11	Conversion of retirement under disciplinary grounds to normal retirement	02
12	Retirement from service	01
13	Completion of disciplinary matters	06
14	Other general orders	51
15	Observation on appeals heard in the Administrative Appeals Tribunal	19
16	Observation on court applications	03
	Total	115

Court Cases dealt with during the period under review

	No. of SC Applications	No. of CA Applications	No. of AAT Appeals
Number pending to be appeared as at 01.04.2017	09	09	121
Number of cases finalized as at 01.04.2017 out of pending cases as at 30.06.2017	01	---	05
Number filed afresh from 01.04.2017 to 30.06.2017	00	01	07
Number pending as at 30.06.2017	08	10	123

v. Appeals Division

Appeals Division extends assistance to the commission to arrive at decisions on appeals submitted to the Public Service Commission to arrive at decisions on appeals submitted to the Public Service Commission in writing in terms of Article 58(1) of the Constitution 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.

Role of the appeals divisions

- i. Calling reports contained with observations and recommendations on each appeal from respective Ministry / Department.
- ii. Preparations of detail report on each appeal and forwarding it to the Public Service Commission
- iii. Conveyance the decisions on appeals made by the Public Service Commission to the appellant and other relevant parties.
- iv. Preparations of observations reports on appeals made to the Administrative Appeals Tribunal against the decisions of the Commission and makes its appearance before AAT.
- v. Making observations on petitions referred to it by the Public Petitions Committee regarding decisions of the Public Service Commission.
- vi. Making appearance before Public Petitions committee on petitions heard by the Public Petitions committee itself.

- vii. Making observations on applications laid before the Supreme Court and the Court of appeal against the decisions of the Public Service Commission.
- viii. Making observations relevant to petitions to the Parliamentary Commissioner of Administration (Ombudsman) against decisions of the Public Service Commission.
- ix. Making observations on applications made to the Human Rights Commission regarding decisions of the Public Service Commission.
- x. Forwarding information regarding cases filed in the Supreme Court and Court of Appeal to the Attorney General's Department.

Progress of the Appeals Division (01.04.2017 to 30.06.2017)

Srl.No	Matter	Number
01	Appeals received from 01.04.2017 to 30.06.2017	246
02	Number of Appeals for which reports on observations and recommendations were called by the Authority of power of delegation from 01.04.2017 to 30.06.2017 (Including appeals made during the previous years)	108
03	Number of appeals finalized from 01.04.2017 – 30.06.2017	193
	Details on finalize appeals as follows	
	Appeals on disciplinary matters	37
	Appeals on promotions	19
	Appeals on notices of vacation of post	51
	Appeals on Transfers	48
	Appeals on Appointments	01
	Appeals on interdiction	03
	other	34
	Total	193
04	Number of Supreme Court cases received from 01.04.2017 to 30.06.2017	05
05	Number of AAT cases received from 01.04.2017 to 30.06.2017	19
06	Inquires made by the Public Petitions Committee from 01.04.2017 to 30.06.2017	05

Court cases handle during the period under review

Details	Number as at 01.04.2017	Number received afresh from 01.04.2017 to 30.06.2017	Number of decisions given by the SC/ CA from 01.04.2017 to 30.06.2017	Number pending as at 30.06.2017
Number of Supreme court cases	30	05	06	29
Number of Court of Appeal cases	06	---	----	06

vi. Education Service Committee

In accordance with the delegation of powers by the Public Service Commission in terms of Article 57 (1) of the Constitution, the Gazette No. 1989/29 dated 19.10.2016 has been published for the Education Service Committee and the provisions relevant to delegation of powers in the Schedule “b” therein have been published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016, effective from the date 20.10.2016.

The Gazette Extraordinary No. 2014/03 dated 11.04.2017 has been published relevant to delegation of powers by the Public Service Commission in accordance with the Article 57 (1) of the Constitution.

Role of the Education Service Committee

The following functions relevant to officer with whom the powers have been delegated by the Public Service Commission having published in the Gazette Extraordinary No. 2014/03 dated 11.04.2017 are been dealt by the Education Service Committee.

- i. Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions, Conformation 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 , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds), dealing with appeals made against notices of vacation of posts , Re –appointment to the service/ post, Retirement, Re – employment of retired public officers on contract basis
- ii. Promotion (Grade to Grade/ on seniority and merit basis) in accordance with the approved Service Minutes / Schemas of recruitments / Schemas of promotions.
- iii. Granting relief for efficiency bar exams.
- iv. Disciplinary control and dismissal from service concerning offences set out in first Schedule of Chapter XLVIII of the Establishments Code in relation to offences falling under the scope of the Education Service Committee.

- v. Matters connected to political revenges.(Conveyance of the decision of the Public Service Commission No. PSC/EST/02-03/05/2016 dated 09.12.2016)

Progress of the Education Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number	
01	Retirement	67	
	Confirmation	25	
	Promotions	74	
	Absorptions	679	
	Releases	26	
	Attachments	01	
	Decisions on efficiency bars	22	
	Appointments to posts	06	
	Appeals	06	
	Other orders	15	
	Total		
02	Disciplinary		
	Amendments to Charge Sheets	01	
	Other disciplinary punishments	04	
	Retirement under section 12 of the Pension Minutes	02	
	Appointment of disciplinary inquiry officers	04	
	Other General Orders	11	
	Total		

Court cases relevant to the Education Service Committee

- Appointment to the post of Director Education (Sports and Physical Education)
Case No. SC(FR) 96/2017 - observations sent to the Hon. Attorney – General
- Appointment of Education Director, North Western Province
Case No. SC(FR) 110/2017 - proxy been sent to the Hon. Attorney – General

Health Service Committee

Powers have been delegated by the Public Service Commission to the Health Service Committee with effect from 01.11.2016 by the Gazette Extraordinary No. 1990/24 dated 27.10.2016 amended by the Gazettes Extraordinary No. 2009/18 dated 08.03.2017 and No. 2004/49 dated 10.02.2017. members for such committee have been appointed

with effect from 27.10.2016 by the Gazette Extraordinary bearing No. 1990/25 dated 27.10.2016.

Role of the Health Service Committee

Role of this committee is to making decisions on matters forwarded to the Committee in accordance with delegation of powers referred to above.

Progress of the Health Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	74
02	Confirmation	219
03	Issuance of appointment letters to the medical officers to whom letter of appointments have not so far been issued by the Public Service Commission prior to year 2017	173
04	Recruitment on contract basis	24
05	Promotions	470
06	Releases	14
07	Transfers	3056
08	Decisions on efficiency bars	126
09	Resignations	3
10	Covering of duties	6
11	Appointment to posts	12
12	Other decisions relevant to appointments	5
13	Issuance of charge sheets	5
14	Amendments to charge sheets	3
15	Interdiction	1
16	Exoneration from disciplinary cases	1
17	Other disciplinary punishments	2
18	Retirement under section 12 of Minute on pensions	1
19	Re- instatement in Service	1
20	Appointment of officers for formal disciplinary inquires	13
21	Other Orders relevant to disciplinary matters	13
	Total	4222

Court cases relevant to the Health Service Committee

Re- instatement of Medical Officer Mrs. R.M.P.M. Rathnayaka

Case No. SC(FR) 365/2016 – observations submitted to the Attorney General.

04. Steps taken to streamline activities of the Public Service Commission

Following functions during the period have been carried out by the Public Service Commission in order to contribute efficient and effective service to its clients

Establishments Division

- i. Sending reminders once in every month for making the tasks dealt with the Establishments Division more efficient and effective.
- ii. Summon officers in charge of the subject of the respective Ministry for holding discussions concerning problems relating to task carried out by the Establishment Division.
- iii. Taking actions to make available required facts true faxes by giving reminders over the telephone to Ministries – Departments who were failed in timely actions to send responses.

Appointment Division

- i. Making the path of easily and properly receiving information on appointment of officers to posts on the basis of confirm/acting/attending to duties in issuing the Public Service commission Circular No. 1/2007. Accordingly new format EST 12 has been introduced instead of formats EST 10 and EST 04 used so far. Therefore, appointment division could properly making appointments on acting attending to duties basis.
- ii. Taking prompt action to receive information from Ministries/Departments sending reminders and holding meetings with relevant officers in institution reducing delays presently experiencing in order to reduce documentation with the intention of delivering an expeditious service expected by public officers.
- iii. Implementing appropriate programme to receive and carrying out orders with in a specific time frame from the Public Service Commission giving targets all officers in the division.
- iv. Restructuring activities in the division implementing PRABHADARANI quality circle concurrently to the productivity programme making the functions of the division more effective and efficient.

Promotions Division

- i. Restructuring activities in the division implementing productivity concept within the division using the tool of brainstorming across the “ Abhiman” quality circle
- ii. Taking prompt action to receive information from Ministries / Departments, sending reminders and holding meetings with relevant officers in institutions reducing present delay in order to reduce documentation with the intention of delivering and expeditious service anticipated by public officers.
- iii. Officers attached to the Division are given targets to obtain decisions on each case within a specific time frame from the Public Service Commission and duly implementing functions more efficient and effectively.

Disciplinary Division

- i. Entering data in pending files in to a data base as initiating a project under the concept of “productivity” and successfully complete the project.
- ii. Initiating entering facts to be secured in documents forwarded to the record room having finalized disciplinary procedures and files that have been disposed.
- iii. Identifying and implementing proper procedure enabling to searching of files pending at the moment.

Appeals Division

- i. Sending reminders to get received observations /recommendations from delegated authorities relevant to appeals forwarded to the division and thereby making aware of Ministry Secretaries regarding delays caused thereon.

Education Service Committee

- i. Preparation of data management system.
- ii. Preparation of data management system for disciplinary matters.
- iii. Holding discussions with officers in the division regarding problems faced in dealing with matters in order to making an efficient and effective service.
- iv. Carrying out duties without any delay with the participation of all officers in the division and assuming duties even on holydays and special occasions.

- v. Balancing the tasks carried out by officers exchanging subjects among Public Management Assistant.

Health Service Committee

- i. The present data management system used by the office of the Public Service Commission has no room for a domain reserved for the Health Committee and therefore details relevant to documents being entered through a system (Access) newly being prepared.

Letters received by the committee being updated in accordance with a format from 25.04.2017 in a manner to easily get details of respective letters.

- ii. Taking prompt action regarding letters relevant to the Ministry of Health, Nutrition and Indigenous Medicine.

As soon as found shortcomings in letters received by the committee, such matters being solved by contacting respective officer over the phone and forwarded to the committee and decisions of the committee are also informed to the heads of institutions through faxes.

- iii. Preparation of work manuals enabling to executing duties efficiently on occasions where new entrants being recruited and recruitments being made on transfers.

- iv. Forwarding facts by minutes to the committee and conveyance of orders given by the committee and taking follow up measures.

05. Meetings held with Ministries and Departments

Srl. No.	Date	Matter	Ministry/ Department/ Institution participated
01	06.04.2017	Promotion of Railway Engine Drivers to the Special Grade.	Ministry of Transport and Civil Aviation Services
02	02.05.2017	Requests for reliefs in efficiency bar / language proficiency exams.	Ministry of Agriculture
03	05.05.2017	Filling of vacancies in Sri Lanka Architects Service , Grade 1	Ministry of Public Administration and Management
04	05.05.2017	Matters pertaining to Sri Lanka Medical Service	Ministry of Health Nutrition and Indigenous Medicine.

05	05.5.2017	Problems cropped up in appointments being made in the National Sports Science Institute and Sports Development Department.	Ministry of Sports Department of Sports Development National Sports Science Institute
06	16.05.2017	Sri Lanka Teacher Educationists' Service	Ministry of Education
07	22.05.2017	Promotions of officers in the Sri Lanka Technology Service of Irrigations and Water Resources Management to the Special Grade	Ministry of Irrigation and Water Resources Management Department of Irrigation
08	22.05.2017	Recruitment of officers to the Sri Lanka Engineering Service, Grade 111 Recruitment of officers to the Sri Lanka Accountants Service Recruitment of officers to Sri Lanka Planning Service, Grade 111	Ministry of Public Administration and Management
09	22.05.2017	Salary anomalies of Senior Officers in the unified postal service	Ministry of Posts, Postal Services and Muslim Religious affairs
10	23.05.2017	Matters pertaining to Development Officers Service	Ministry of Public Administration and Management
11	24.05.2017	Granting relief for completion of efficiency bars	Department of Social Services
12	25.05.2017	Problems on Scheme of Recruitment, MN – 5, Archeology Department	Ministry of Education Archeology Department
13	26.05.2017	Problems occurred in appointment of officers with qualification in Community Medicine to the Medical Administration Grade.	Sri Lanka Community Medicine Training School
14	30.05.2017	Further clarification on foreign leave obtained by State Counsels during the period of probation.	Ministry of Justice
15	02.06.2017	Problems cropped up in promotion of officers with medical administration qualifications to the medical administration grade	Sri Lanka Medical Administration School
16	02.06.2017	Problems occurred in recruiting senior lectures and principals to the training schools of medicine for Supplementary Professional Service and Para Medical Service	Ministry of Health Nutrition and Indigenous Medicine

17	12.06.2017	Granting Promotions to the special grade of Railway Engine Drivers' Service	Ministry of Transport and Civil Aviation Services Department of Railways
18	20.06.2017	Promotions of officers holding the post of Assistant Editor in the Office of Sinhala Dictionary to the Grade 11	Ministry of Internal Affairs, Wayamba Development and Cultural Affairs
19	29.06.2017	Schemes of Recruitment in the Department of Railways and Other matters	Department of Railways
20	29.06.2017	Promotion to the special grade of Railway Engine Drivers	Ministry of Transport and Civil Aviation Services Department of Railways
21	29.06.2017	On appointment of posts in grade 1 and special grade of Sri Lanka Agricultural Services	Ministry of Agriculture Department of Agriculture

06. Appearing in the Public Petitions Committee

Number of Inquires of Public Petitions Committee appeared from 01.04.2017 to 30.06.2017 is ten (10).

07. Withdrawing of cases filed in the Courts against the Government

Two (02) cases have been withdrawn filed in the court against the government during the prescribed period.

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01. Introduction

The new Public service Commission appointed by the President on the recommendation of the Constitutional Council in terms of the Article 54 (1) of the Constitution as amended by the 19th Amendment commenced its activities with effect from 15.10.2015.

The PSC, in pursuance of the Article 55(5) of the Constitution, submits an Annual Report to the Parliament every year and a Progress Report for each quarter is due to be submitted on the instructions of the Constitutional Council. As it was informed during the month of September 2016 to submit Progress Reports once in each quarter, the progress relating to all three quarters from 01.01.2016 to 30.09.2016 was submitted at one stretch.

In spite of the fact that the Progress Reports should be submitted to the parliament quarterly, the PSC engages itself in supervising its progress having obtain reports on monthly basis. Accordingly, the commission has carried out its activities during the last quarter from 01.04.2017 to 30.06.2017 without any major setbacks.

02. Meetings of the Public Service Commission

Details on meetings held during the period from 01.04.2017 to 30.06.2017

Month	No . of Meetings
April	07
May	07
June	08
Total	22

03. Activities carried out by each Division of the Public Service Commission

Following steps have been taken during the period to effectively and efficiently extend services to clients by the Public service Commission.

i. Establishments Division

The Establishments Division, in accordance with the delegation of power of the Public Service Commission as has been published in the gazette extraordinary No 1941/41 of 20.11.2015, carries out the work including formulation of service minutes (SMM) to each of the approved services in the public service and schemes of recruitment (SSOR) to every post, meeting with approval outside of such services.

In the formulation of such service minutes and schemes of recruitment, method of recruitment that should be followed for recruiting officers to all approved posts, eligibilities of recruitment, salary scale applicable to the post, conditions of services, methods of promotions and all other related particulars are to be incorporated. The Commission, prior to approval of the respective service minute or the scheme of recruitment 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 of Schemes of Recruitment.

Tasks carried out by the Establishments Division

- (i) Formulation of Services Minutes for every service approved in the Public Service.
- (ii) Formulation of Schemes of Recruitment for every post approved outside the above services.
- (iii) Matters relating to delegation of powers within the scope of the Public Service Commission
- (iv) Formulation of guidelines based on the procedural rule of the Public Service Commission.
- (v) Formulation and amendment of the transfer Schemes of all services.
- (vi) In case an approved Service Minute, Schemes of Recruitment or Schemes of Transfer is required to be amended, action to be taken to amend such many or Schemes on the recommendation of secretary concerned.
- (vii) Taking action to provide policy decision on requests received for solutions on problems arised in related to appointments, promotions, made by authorities to whom powers are delegated.
- (viii) Tacking action to solving matters pertaining to Procedural Rules of the Public Service Commission, Service Minutes, Schemas of Recruitment, Schemes of Transfer, and Circulars and instances where actions to be taken outside the orders of the Public Service Commission.

Progress of the Establishments Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	New Schemes of Recruitment	20
02	New Service Minutes	01
03	Schemes of Transfer	02
04	Amendments to Schemes of Recruitment	17
05	Amendments to Service Minutes	11
06	Amendments to Schemes of Transfer	06
07	Circulars	02
08	Request on deviation on Schemes of Recruitment in exceptional cases	04

09	Request on deviation from service minutes in exceptional cases	01
10	Policy matters	33
11	General	43
12	Matters pertaining to SC/AAT/CA	17
	Total	157

Complaints laid before AAT during the period under review

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decision upheld	Number of PSC decision revoked	Number pending as at 30.06.2017
32	04	36	00	00	36

Cases filed in the Supreme Court

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number dismissed and agreed with PSC decision	Number of PSC decision revoked	Number pending as at 30.06.2017
71	06	77	03	00	74

Cases filed in the court of Appeal

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decisions upheld	Number of PSC decisions revoked and granted relief	Number of pending as at 30.06.2017
10	00	10	00	00	10

- No requests have been made to the Parliamentary Commissioner for Administration (Ombudsman), Human Rights Commission and the Public Petition Committee.

ii. 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 Service) in respect of whom the powers of the Public Service Commission have not been

delegated as published in the Gazette Extraordinary No. 1941/41 dated 20.11.2015, No. 1989/29 dated 29.01.2016, No. 1990/24 dated 27.10.2016, No. 1992/7 dated 07.11.2016 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Appointment division of the Public Service Commission. .

Tasks carried out by the Appointments Division

- (i) Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions
- (ii) Conformation in service, Termination of service , Reversion to the former post.
- (iii) Appointment on acting / attending to duties basis

- (iv) Release (outright / temporary).

- (v) Recruitment on contract basis, Resignation from service , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds).
- (vi) Re- employment of retired public officers on contract basis, Appointment to scheduled posts in the Service Minutes (where applicable)
- (vii) 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.

Progress of the Appointments Division (01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	128
02	Confirmation	165
03	Recruitment	14
04	Re – employment on contract basis	213
05	Appointment on contract basis	08
06	Decisions on efficiency bars	170
07	Appointment to act / attend to the duties	178
08	Release	13
09	Resignation	05
10	Absorption	133
	Total	1027

Details of the pending cases and complains for which the division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	31	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	12	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	94	04
Cases filed after 01.04.2017	01	-----

iii. Promotions Division

Following functions relating to the Promotions 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 as published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016 , No. 1990/24 dated 27.10.2016, No. 1989/29 dated 29.01.2016, and the Gazette Extraordinary No. 1441/41 dated 20.11.2015 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Promotions Division of the Public Service Commission.

Tasks carried out by the Promotions Division

- I. Promotions to posts as per approved Service Minutes / Schemes of Recruitment (from grade to grade / Competitive Exams on seniority and merit basis / on the result of structured interviews)
- II. Appointment of Officers to relevant posts on Promotions based on results of structured interviews on seniority basis.
- III. Appointment to a new post giving prior approval thereto in transferring Officers of grade 1 and above belong to all island services from a post to post.
- IV. Producing observations and required reports on court cases filed in the Supreme court/ Court of appeal and appeals laid before Administrative Appeals Tribunal against orders/ decisions made by the Public Service Commission pertaining to matters referred to above.
- V. Dealing with matters pertaining to appeals laid before the Administrative Appeals Tribunal and cases filed in the Supreme Court / Court of appeals against orders / decisions made by the Public Service Commission having regard to above functions and appeared on behalf of the Public Service Commission whenever required.

Progress of the Promotions Division

(01.04.2017 to 30.06.2017)

Srl. No.	Matter	Number
01	Promotion from Grade to Grade	745
02	Promotion on selection	24
03	Appointment to posts	47
	Total	816

Details of the pending cases and complaints for which the Division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017.

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	36	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	05	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	66	-----
Cases filed after 01.04.2017	03	-----

iv. Disciplinary Division

Disciplinary matters of officers coming under the scope of Public Service Commission referred to in the Gazette Extraordinary No. 1941/41 dated 20.11.2015 amended by the Gazette No. 1955/22 dated 25.02.2016 and No. 2016/37 dated 26.04.2016, dealing with delegation of powers of the Public service Commission except officers falling under the Ministry of Education in terms of Gazettes Extraordinary No. 1989/27, 1989/28, 1989/29 dated 19.10.2016 and the Gazette Extraordinary No. 1992/7 dated 07.11.2016 and officers of Ministry of Health Nutrition and Indigenous Medicine in terms of Gazette Extraordinary No.1990/24 , 1990/25 dated 27.10.2016 are handled by the Disciplinary Division of the Public Service Commission in accordance with provisions of Article 57 (1) of the Constitution. Further, the Disciplinary Division, having extensively examined all documents received by the division extends much needed co – operation by way of making observations and recommendations to the Commission in order that it could arrive at decisions when and where necessary.

Role of the Disciplinary Division

Dealing with disciplinary matters of officers referred to in Para/above coming under the purview of the Public Service Commission

1. On disciplinary matters

- i. On receiving a preliminary investigation report conducted by the heads of Departments or secretaries of Ministries to the disciplinary division and following a proper study thereon with appropriately constructed observations, the Public Service Commission 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 Ministry Secretary and Head of Department. Upon consideration of the answers furnished by the accused officers to such charge sheet and the observations and recommendations thereon made by the respective Head of Department and Secretary of the Ministry, a decision will be made as to whether the institution of a formal disciplinary inquiry on the matter is feasible or not.
- iii. Where a 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 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 and Secretary to the Ministry.
- 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 and 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 re – instated 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. Appeals made against disciplinary orders issued by the Education Service Committee and the Health Service Committee

Appeals made against disciplinary orders issued by the Education Service Committee on officers coming under the scope of the Ministry of Education in accordance with the Extraordinary Gazette Notification No.1989/27 , 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 of 07.11.2016 in terms of provisions in Article 57 (1) of the Constitution and disciplinary orders against officers coming under the scope of the Ministry of Health, Nutrition, and Indigenous Medicine issued by the Health Service Committee in accordance with Extraordinary Gazette Notifications No. 1990/24, 1990/25 of 27.10.2016 and the Gazette Extraordinary No. 2004/49 of 01.02.2017 and the observations and recommendations made by the Appointing Authority of those officers and respective committees on such appeals will be considered by the Commission as to whether to grant reliefs on such officers / dismissal of appeals.

i. Appeals against notices of vacation of post

Except officers fall under the Ministry of Health, Nutrition, and Indigenous Medicine in accordance with Extraordinary Gazette Notice bearing No. 2004/49 dated 01.02.2017 and No. 1990/24 , 1990/25 dated 27.10.2016 and officers coming under the scope of the Ministry of Education as stated in the Gazette Extraordinary No.1989/27, 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 dated 07.11.2016, appeals made against notices of VOP of officers coming under the scope of the Public Service Commission as stated in the Gazette Notification No. 1941/41of 20.11.2015 as amended by the Gazette No. 1955/22 of 25.02.2016 concerning the delegation of powers of the Public Service Commission and the observations and recommendations made by the Administrative Authority of those officers on such appeals will be re-considered by the Commission in deciding whether to appropriately re – instate such officers in service or not.

ii. Appeals laid before the Superior Courts, Administrative Appeals Tribunal, Human Rights Commission and Public Petitions Committee and Ombudsman

Preparation of observations on applications made before the Supreme Court (SC) against the decisions of the Public Service Commission concerning disciplinary orders and decisions on such disciplinary matters and observations on appeals made to the Administrative Appeals Tribunal, Public

Petitions Committee and the Ombudsman and makes its appearance before such institution whenever appeals being summoned and apart from inquires made by the Human Rights Commission would also be appropriately dealt with.

Progress of the Disciplinary Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Issuance of charge sheets	09
02	Amendments to charge sheets	03
03	Exoneration from charges	02
04	Dismissal from service	01
05	Other disciplinary punishments	09
06	Re- instatement in service	01
07	Dismissal of appeals	03
08	Retirement under section 12 of the pension minute	02
09	Compulsory retirement	01
10	Interdiction from Service	02
11	Conversion of retirement under disciplinary grounds to normal retirement	02
12	Retirement from service	01
13	Completion of disciplinary matters	06
14	Other general orders	51
15	Observation on appeals heard in the Administrative Appeals Tribunal	19
16	Observation on court applications	03
	Total	115

Court Cases dealt with during the period under review

	No. of SC Applications	No. of CA Applications	No. of AAT Appeals
Number pending to be appeared as at 01.04.2017	09	09	121
Number of cases finalized as at 01.04.2017 out of pending cases as at 30.06.2017	01	---	05
Number filed afresh from 01.04.2017 to 30.06.2017	00	01	07
Number pending as at 30.06.2017	08	10	123

v. Appeals Division

Appeals Division extends assistance to the commission to arrive at decisions on appeals submitted to the Public Service Commission to arrive at decisions on appeals submitted to the Public Service Commission in writing in terms of Article 58(1) of the Constitution 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.

Role of the appeals divisions

- i. Calling reports contained with observations and recommendations on each appeal from respective Ministry / Department.
- ii. Preparations of detail report on each appeal and forwarding it to the Public Service Commission
- iii. Conveyance the decisions on appeals made by the Public Service Commission to the appellant and other relevant parties.
- iv. Preparations of observations reports on appeals made to the Administrative Appeals Tribunal against the decisions of the Commission and makes its appearance before AAT.
- v. Making observations on petitions referred to it by the Public Petitions Committee regarding decisions of the Public Service Commission.
- vi. Making appearance before Public Petitions committee on petitions heard by the Public Petitions committee itself.

- vii. Making observations on applications laid before the Supreme Court and the Court of appeal against the decisions of the Public Service Commission.
- viii. Making observations relevant to petitions to the Parliamentary Commissioner of Administration (Ombudsman) against decisions of the Public Service Commission.
- ix. Making observations on applications made to the Human Rights Commission regarding decisions of the Public Service Commission.
- x. Forwarding information regarding cases filed in the Supreme Court and Court of Appeal to the Attorney General's Department.

Progress of the Appeals Division (01.04.2017 to 30.06.2017)

Srl.No	Matter	Number
01	Appeals received from 01.04.2017 to 30.06.2017	246
02	Number of Appeals for which reports on observations and recommendations were called by the Authority of power of delegation from 01.04.2017 to 30.06.2017 (Including appeals made during the previous years)	108
03	Number of appeals finalized from 01.04.2017 – 30.06.2017	193
	Details on finalize appeals as follows	
	Appeals on disciplinary matters	37
	Appeals on promotions	19
	Appeals on notices of vacation of post	51
	Appeals on Transfers	48
	Appeals on Appointments	01
	Appeals on interdiction	03
	other	34
	Total	193
04	Number of Supreme Court cases received from 01.04.2017 to 30.06.2017	05
05	Number of AAT cases received from 01.04.2017 to 30.06.2017	19
06	Inquires made by the Public Petitions Committee from 01.04.2017 to 30.06.2017	05

Court cases handle during the period under review

Details	Number as at 01.04.2017	Number received afresh from 01.04.2017 to 30.06.2017	Number of decisions given by the SC/ CA from 01.04.2017 to 30.06.2017	Number pending as at 30.06.2017
Number of Supreme court cases	30	05	06	29
Number of Court of Appeal cases	06	---	----	06

vi. Education Service Committee

In accordance with the delegation of powers by the Public Service Commission in terms of Article 57 (1) of the Constitution, the Gazette No. 1989/29 dated 19.10.2016 has been published for the Education Service Committee and the provisions relevant to delegation of powers in the Schedule “b” therein have been published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016, effective from the date 20.10.2016.

The Gazette Extraordinary No. 2014/03 dated 11.04.2017 has been published relevant to delegation of powers by the Public Service Commission in accordance with the Article 57 (1) of the Constitution.

Role of the Education Service Committee

The following functions relevant to officer with whom the powers have been delegated by the Public Service Commission having published in the Gazette Extraordinary No. 2014/03 dated 11.04.2017 are been dealt by the Education Service Committee.

- i. Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions, Conformation 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 , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds), dealing with appeals made against notices of vacation of posts , Re –appointment to the service/ post, Retirement, Re – employment of retired public officers on contract basis
- ii. Promotion (Grade to Grade/ on seniority and merit basis) in accordance with the approved Service Minutes / Schemas of recruitments / Schemas of promotions.
- iii. Granting relief for efficiency bar exams.
- iv. Disciplinary control and dismissal from service concerning offences set out in first Schedule of Chapter XLVIII of the Establishments Code in relation to offences falling under the scope of the Education Service Committee.

- v. Matters connected to political revenges.(Conveyance of the decision of the Public Service Commission No. PSC/EST/02-03/05/2016 dated 09.12.2016)

Progress of the Education Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number	
01	Retirement	67	
	Confirmation	25	
	Promotions	74	
	Absorptions	679	
	Releases	26	
	Attachments	01	
	Decisions on efficiency bars	22	
	Appointments to posts	06	
	Appeals	06	
	Other orders	15	
	Total		
02	Disciplinary		
	Amendments to Charge Sheets	01	
	Other disciplinary punishments	04	
	Retirement under section 12 of the Pension Minutes	02	
	Appointment of disciplinary inquiry officers	04	
	Other General Orders	11	
	Total		

Court cases relevant to the Education Service Committee

- Appointment to the post of Director Education (Sports and Physical Education)
Case No. SC(FR) 96/2017 - observations sent to the Hon. Attorney – General
- Appointment of Education Director, North Western Province
Case No. SC(FR) 110/2017 - proxy been sent to the Hon. Attorney – General

Health Service Committee

Powers have been delegated by the Public Service Commission to the Health Service Committee with effect from 01.11.2016 by the Gazette Extraordinary No. 1990/24 dated 27.10.2016 amended by the Gazettes Extraordinary No. 2009/18 dated 08.03.2017 and No. 2004/49 dated 10.02.2017. members for such committee have been appointed

with effect from 27.10.2016 by the Gazette Extraordinary bearing No. 1990/25 dated 27.10.2016.

Role of the Health Service Committee

Role of this committee is to making decisions on matters forwarded to the Committee in accordance with delegation of powers referred to above.

Progress of the Health Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	74
02	Confirmation	219
03	Issuance of appointment letters to the medical officers to whom letter of appointments have not so far been issued by the Public Service Commission prior to year 2017	173
04	Recruitment on contract basis	24
05	Promotions	470
06	Releases	14
07	Transfers	3056
08	Decisions on efficiency bars	126
09	Resignations	3
10	Covering of duties	6
11	Appointment to posts	12
12	Other decisions relevant to appointments	5
13	Issuance of charge sheets	5
14	Amendments to charge sheets	3
15	Interdiction	1
16	Exoneration from disciplinary cases	1
17	Other disciplinary punishments	2
18	Retirement under section 12 of Minute on pensions	1
19	Re- instatement in Service	1
20	Appointment of officers for formal disciplinary inquires	13
21	Other Orders relevant to disciplinary matters	13
	Total	4222

Court cases relevant to the Health Service Committee

Re- instatement of Medical Officer Mrs. R.M.P.M. Rathnayaka

Case No. SC(FR) 365/2016 – observations submitted to the Attorney General.

04. Steps taken to streamline activities of the Public Service Commission

Following functions during the period have been carried out by the Public Service Commission in order to contribute efficient and effective service to its clients

Establishments Division

- i. Sending reminders once in every month for making the tasks dealt with the Establishments Division more efficient and effective.
- ii. Summon officers in charge of the subject of the respective Ministry for holding discussions concerning problems relating to task carried out by the Establishment Division.
- iii. Taking actions to make available required facts true faxes by giving reminders over the telephone to Ministries – Departments who were failed in timely actions to send responses.

Appointment Division

- i. Making the path of easily and properly receiving information on appointment of officers to posts on the basis of confirm/acting/attending to duties in issuing the Public Service commission Circular No. 1/2007. Accordingly new format EST 12 has been introduced instead of formats EST 10 and EST 04 used so far. Therefore, appointment division could properly making appointments on acting attending to duties basis.
- ii. Taking prompt action to receive information from Ministries/Departments sending reminders and holding meetings with relevant officers in institution reducing delays presently experiencing in order to reduce documentation with the intention of delivering an expeditious service expected by public officers.
- iii. Implementing appropriate programme to receive and carrying out orders with in a specific time frame from the Public Service Commission giving targets all officers in the division.
- iv. Restructuring activities in the division implementing PRABHADARANI quality circle concurrently to the productivity programme making the functions of the division more effective and efficient.

Promotions Division

- i. Restructuring activities in the division implementing productivity concept within the division using the tool of brainstorming across the “ Abhiman” quality circle
- ii. Taking prompt action to receive information from Ministries / Departments, sending reminders and holding meetings with relevant officers in institutions reducing present delay in order to reduce documentation with the intention of delivering and expeditious service anticipated by public officers.
- iii. Officers attached to the Division are given targets to obtain decisions on each case within a specific time frame from the Public Service Commission and duly implementing functions more efficient and effectively.

Disciplinary Division

- i. Entering data in pending files in to a data base as initiating a project under the concept of “productivity” and successfully complete the project.
- ii. Initiating entering facts to be secured in documents forwarded to the record room having finalized disciplinary procedures and files that have been disposed.
- iii. Identifying and implementing proper procedure enabling to searching of files pending at the moment.

Appeals Division

- i. Sending reminders to get received observations /recommendations from delegated authorities relevant to appeals forwarded to the division and thereby making aware of Ministry Secretaries regarding delays caused thereon.

Education Service Committee

- i. Preparation of data management system.
- ii. Preparation of data management system for disciplinary matters.
- iii. Holding discussions with officers in the division regarding problems faced in dealing with matters in order to making an efficient and effective service.
- iv. Carrying out duties without any delay with the participation of all officers in the division and assuming duties even on holydays and special occasions.

- v. Balancing the tasks carried out by officers exchanging subjects among Public Management Assistant.

Health Service Committee

- i. The present data management system used by the office of the Public Service Commission has no room for a domain reserved for the Health Committee and therefore details relevant to documents being entered through a system (Access) newly being prepared.

Letters received by the committee being updated in accordance with a format from 25.04.2017 in a manner to easily get details of respective letters.

- ii. Taking prompt action regarding letters relevant to the Ministry of Health, Nutrition and Indigenous Medicine.

As soon as found shortcomings in letters received by the committee, such matters being solved by contacting respective officer over the phone and forwarded to the committee and decisions of the committee are also informed to the heads of institutions through faxes.

- iii. Preparation of work manuals enabling to executing duties efficiently on occasions where new entrants being recruited and recruitments being made on transfers.

- iv. Forwarding facts by minutes to the committee and conveyance of orders given by the committee and taking follow up measures.

05. Meetings held with Ministries and Departments

Srl. No.	Date	Matter	Ministry/ Department/ Institution participated
01	06.04.2017	Promotion of Railway Engine Drivers to the Special Grade.	Ministry of Transport and Civil Aviation Services
02	02.05.2017	Requests for reliefs in efficiency bar / language proficiency exams.	Ministry of Agriculture
03	05.05.2017	Filling of vacancies in Sri Lanka Architects Service , Grade 1	Ministry of Public Administration and Management
04	05.05.2017	Matters pertaining to Sri Lanka Medical Service	Ministry of Health Nutrition and Indigenous Medicine.

05	05.5.2017	Problems cropped up in appointments being made in the National Sports Science Institute and Sports Development Department.	Ministry of Sports Department of Sports Development National Sports Science Institute
06	16.05.2017	Sri Lanka Teacher Educationists' Service	Ministry of Education
07	22.05.2017	Promotions of officers in the Sri Lanka Technology Service of Irrigations and Water Resources Management to the Special Grade	Ministry of Irrigation and Water Resources Management Department of Irrigation
08	22.05.2017	Recruitment of officers to the Sri Lanka Engineering Service, Grade 111 Recruitment of officers to the Sri Lanka Accountants Service Recruitment of officers to Sri Lanka Planning Service, Grade 111	Ministry of Public Administration and Management
09	22.05.2017	Salary anomalies of Senior Officers in the unified postal service	Ministry of Posts, Postal Services and Muslim Religious affairs
10	23.05.2017	Matters pertaining to Development Officers Service	Ministry of Public Administration and Management
11	24.05.2017	Granting relief for completion of efficiency bars	Department of Social Services
12	25.05.2017	Problems on Scheme of Recruitment, MN – 5, Archeology Department	Ministry of Education Archeology Department
13	26.05.2017	Problems occurred in appointment of officers with qualification in Community Medicine to the Medical Administration Grade.	Sri Lanka Community Medicine Training School
14	30.05.2017	Further clarification on foreign leave obtained by State Counsels during the period of probation.	Ministry of Justice
15	02.06.2017	Problems cropped up in promotion of officers with medical administration qualifications to the medical administration grade	Sri Lanka Medical Administration School
16	02.06.2017	Problems occurred in recruiting senior lectures and principals to the training schools of medicine for Supplementary Professional Service and Para Medical Service	Ministry of Health Nutrition and Indigenous Medicine

17	12.06.2017	Granting Promotions to the special grade of Railway Engine Drivers' Service	Ministry of Transport and Civil Aviation Services Department of Railways
18	20.06.2017	Promotions of officers holding the post of Assistant Editor in the Office of Sinhala Dictionary to the Grade 11	Ministry of Internal Affairs, Wayamba Development and Cultural Affairs
19	29.06.2017	Schemes of Recruitment in the Department of Railways and Other matters	Department of Railways
20	29.06.2017	Promotion to the special grade of Railway Engine Drivers	Ministry of Transport and Civil Aviation Services Department of Railways
21	29.06.2017	On appointment of posts in grade 1 and special grade of Sri Lanka Agricultural Services	Ministry of Agriculture Department of Agriculture

06. Appearing in the Public Petitions Committee

Number of Inquires of Public Petitions Committee appeared from 01.04.2017 to 30.06.2017 is ten (10).

07. Withdrawing of cases filed in the Courts against the Government

Two (02) cases have been withdrawn filed in the court against the government during the prescribed period.

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01. Introduction

The new Public service Commission appointed by the President on the recommendation of the Constitutional Council in terms of the Article 54 (1) of the Constitution as amended by the 19th Amendment commenced its activities with effect from 15.10.2015.

The PSC, in pursuance of the Article 55(5) of the Constitution, submits an Annual Report to the Parliament every year and a Progress Report for each quarter is due to be submitted on the instructions of the Constitutional Council. As it was informed during the month of September 2016 to submit Progress Reports once in each quarter, the progress relating to all three quarters from 01.01.2016 to 30.09.2016 was submitted at one stretch.

In spite of the fact that the Progress Reports should be submitted to the parliament quarterly, the PSC engages itself in supervising its progress having obtain reports on monthly basis. Accordingly, the commission has carried out its activities during the last quarter from 01.04.2017 to 30.06.2017 without any major setbacks.

02. Meetings of the Public Service Commission

Details on meetings held during the period from 01.04.2017 to 30.06.2017

Month	No . of Meetings
April	07
May	07
June	08
Total	22

03. Activities carried out by each Division of the Public Service Commission

Following steps have been taken during the period to effectively and efficiently extend services to clients by the Public service Commission.

i. Establishments Division

The Establishments Division, in accordance with the delegation of power of the Public Service Commission as has been published in the gazette extraordinary No 1941/41 of 20.11.2015, carries out the work including formulation of service minutes (SMM) to each of the approved services in the public service and schemes of recruitment (SSOR) to every post, meeting with approval outside of such services.

In the formulation of such service minutes and schemes of recruitment, method of recruitment that should be followed for recruiting officers to all approved posts, eligibilities of recruitment, salary scale applicable to the post, conditions of services, methods of promotions and all other related particulars are to be incorporated. The Commission, prior to approval of the respective service minute or the scheme of recruitment 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 of Schemes of Recruitment.

Tasks carried out by the Establishments Division

- (i) Formulation of Services Minutes for every service approved in the Public Service.
- (ii) Formulation of Schemes of Recruitment for every post approved outside the above services.
- (iii) Matters relating to delegation of powers within the scope of the Public Service Commission
- (iv) Formulation of guidelines based on the procedural rule of the Public Service Commission.
- (v) Formulation and amendment of the transfer Schemes of all services.
- (vi) In case an approved Service Minute, Schemes of Recruitment or Schemes of Transfer is required to be amended, action to be taken to amend such many or Schemes on the recommendation of secretary concerned.
- (vii) Taking action to provide policy decision on requests received for solutions on problems arised in related to appointments, promotions, made by authorities to whom powers are delegated.
- (viii) Tacking action to solving matters pertaining to Procedural Rules of the Public Service Commission, Service Minutes, Schemas of Recruitment, Schemes of Transfer, and Circulars and instances where actions to be taken outside the orders of the Public Service Commission.

Progress of the Establishments Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	New Schemes of Recruitment	20
02	New Service Minutes	01
03	Schemes of Transfer	02
04	Amendments to Schemes of Recruitment	17
05	Amendments to Service Minutes	11
06	Amendments to Schemes of Transfer	06
07	Circulars	02
08	Request on deviation on Schemes of Recruitment in exceptional cases	04

09	Request on deviation from service minutes in exceptional cases	01
10	Policy matters	33
11	General	43
12	Matters pertaining to SC/AAT/CA	17
	Total	157

Complaints laid before AAT during the period under review

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decision upheld	Number of PSC decision revoked	Number pending as at 30.06.2017
32	04	36	00	00	36

Cases filed in the Supreme Court

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number dismissed and agreed with PSC decision	Number of PSC decision revoked	Number pending as at 30.06.2017
71	06	77	03	00	74

Cases filed in the court of Appeal

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decisions upheld	Number of PSC decisions revoked and granted relief	Number of pending as at 30.06.2017
10	00	10	00	00	10

- No requests have been made to the Parliamentary Commissioner for Administration (Ombudsman), Human Rights Commission and the Public Petition Committee.

ii. 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 Service) in respect of whom the powers of the Public Service Commission have not been

delegated as published in the Gazette Extraordinary No. 1941/41 dated 20.11.2015, No. 1989/29 dated 29.01.2016, No. 1990/24 dated 27.10.2016, No. 1992/7 dated 07.11.2016 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Appointment division of the Public Service Commission. .

Tasks carried out by the Appointments Division

- (i) Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions
- (ii) Conformation in service, Termination of service , Reversion to the former post.
- (iii) Appointment on acting / attending to duties basis

- (iv) Release (outright / temporary).

- (v) Recruitment on contract basis, Resignation from service , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds).
- (vi) Re- employment of retired public officers on contract basis, Appointment to scheduled posts in the Service Minutes (where applicable)
- (vii) 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.

Progress of the Appointments Division (01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	128
02	Confirmation	165
03	Recruitment	14
04	Re – employment on contract basis	213
05	Appointment on contract basis	08
06	Decisions on efficiency bars	170
07	Appointment to act / attend to the duties	178
08	Release	13
09	Resignation	05
10	Absorption	133
	Total	1027

Details of the pending cases and complains for which the division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	31	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	12	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	94	04
Cases filed after 01.04.2017	01	-----

iii. Promotions Division

Following functions relating to the Promotions 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 as published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016 , No. 1990/24 dated 27.10.2016, No. 1989/29 dated 29.01.2016, and the Gazette Extraordinary No. 1441/41 dated 20.11.2015 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Promotions Division of the Public Service Commission.

Tasks carried out by the Promotions Division

- I. Promotions to posts as per approved Service Minutes / Schemes of Recruitment (from grade to grade / Competitive Exams on seniority and merit basis / on the result of structured interviews)
- II. Appointment of Officers to relevant posts on Promotions based on results of structured interviews on seniority basis.
- III. Appointment to a new post giving prior approval thereto in transferring Officers of grade 1 and above belong to all island services from a post to post.
- IV. Producing observations and required reports on court cases filed in the Supreme court/ Court of appeal and appeals laid before Administrative Appeals Tribunal against orders/ decisions made by the Public Service Commission pertaining to matters referred to above.
- V. Dealing with matters pertaining to appeals laid before the Administrative Appeals Tribunal and cases filed in the Supreme Court / Court of appeals against orders / decisions made by the Public Service Commission having regard to above functions and appeared on behalf of the Public Service Commission whenever required.

Progress of the Promotions Division

(01.04.2017 to 30.06.2017)

Srl. No.	Matter	Number
01	Promotion from Grade to Grade	745
02	Promotion on selection	24
03	Appointment to posts	47
	Total	816

Details of the pending cases and complaints for which the Division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017.

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	36	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	05	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	66	-----
Cases filed after 01.04.2017	03	-----

iv. Disciplinary Division

Disciplinary matters of officers coming under the scope of Public Service Commission referred to in the Gazette Extraordinary No. 1941/41 dated 20.11.2015 amended by the Gazette No. 1955/22 dated 25.02.2016 and No. 2016/37 dated 26.04.2016, dealing with delegation of powers of the Public service Commission except officers falling under the Ministry of Education in terms of Gazettes Extraordinary No. 1989/27, 1989/28, 1989/29 dated 19.10.2016 and the Gazette Extraordinary No. 1992/7 dated 07.11.2016 and officers of Ministry of Health Nutrition and Indigenous Medicine in terms of Gazette Extraordinary No.1990/24 , 1990/25 dated 27.10.2016 are handled by the Disciplinary Division of the Public Service Commission in accordance with provisions of Article 57 (1) of the Constitution. Further, the Disciplinary Division, having extensively examined all documents received by the division extends much needed co – operation by way of making observations and recommendations to the Commission in order that it could arrive at decisions when and where necessary.

Role of the Disciplinary Division

Dealing with disciplinary matters of officers referred to in Para/above coming under the purview of the Public Service Commission

1. On disciplinary matters

- i. On receiving a preliminary investigation report conducted by the heads of Departments or secretaries of Ministries to the disciplinary division and following a proper study thereon with appropriately constructed observations, the Public Service Commission 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 Ministry Secretary and Head of Department. Upon consideration of the answers furnished by the accused officers to such charge sheet and the observations and recommendations thereon made by the respective Head of Department and Secretary of the Ministry, a decision will be made as to whether the institution of a formal disciplinary inquiry on the matter is feasible or not.
- iii. Where a 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 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 and Secretary to the Ministry.
- 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 and 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 re – instated in service following his interdiction or he could even been 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. Appeals made against disciplinary orders issued by the Education Service Committee and the Health Service Committee

Appeals made against disciplinary orders issued by the Education Service Committee on officers coming under the scope of the Ministry of Education in accordance with the Extraordinary Gazette Notification No.1989/27 , 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 of 07.11.2016 in terms of provisions in Article 57 (1) of the Constitution and disciplinary orders against officers coming under the scope of the Ministry of Health, Nutrition, and Indigenous Medicine issued by the Health Service Committee in accordance with Extraordinary Gazette Notifications No. 1990/24, 1990/25 of 27.10.2016 and the Gazette Extraordinary No. 2004/49 of 01.02.2017 and the observations and recommendations made by the Appointing Authority of those officers and respective committees on such appeals will be considered by the Commission as to whether to grant reliefs on such officers / dismissal of appeals.

i. Appeals against notices of vacation of post

Except officers fall under the Ministry of Health, Nutrition, and Indigenous Medicine in accordance with Extraordinary Gazette Notice bearing No. 2004/49 dated 01.02.2017 and No. 1990/24 , 1990/25 dated 27.10.2016 and officers coming under the scope of the Ministry of Education as stated in the Gazette Extraordinary No.1989/27, 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 dated 07.11.2016, appeals made against notices of VOP of officers coming under the scope of the Public Service Commission as stated in the Gazette Notification No. 1941/41of 20.11.2015 as amended by the Gazette No. 1955/22 of 25.02.2016 concerning the delegation of powers of the Public Service Commission and the observations and recommendations made by the Administrative Authority of those officers on such appeals will be re-considered by the Commission in deciding whether to appropriately re – instate such officers in service or not.

ii. Appeals laid before the Superior Courts, Administrative Appeals Tribunal, Human Rights Commission and Public Petitions Committee and Ombudsman

Preparation of observations on applications made before the Supreme Court (SC) against the decisions of the Public Service Commission concerning disciplinary orders and decisions on such disciplinary matters and observations on appeals made to the Administrative Appeals Tribunal, Public

Petitions Committee and the Ombudsman and makes its appearance before such institution whenever appeals being summoned and apart from inquires made by the Human Rights Commission would also be appropriately dealt with.

Progress of the Disciplinary Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Issuance of charge sheets	09
02	Amendments to charge sheets	03
03	Exoneration from charges	02
04	Dismissal from service	01
05	Other disciplinary punishments	09
06	Re- instatement in service	01
07	Dismissal of appeals	03
08	Retirement under section 12 of the pension minute	02
09	Compulsory retirement	01
10	Interdiction from Service	02
11	Conversion of retirement under disciplinary grounds to normal retirement	02
12	Retirement from service	01
13	Completion of disciplinary matters	06
14	Other general orders	51
15	Observation on appeals heard in the Administrative Appeals Tribunal	19
16	Observation on court applications	03
	Total	115

Court Cases dealt with during the period under review

	No. of SC Applications	No. of CA Applications	No. of AAT Appeals
Number pending to be appeared as at 01.04.2017	09	09	121
Number of cases finalized as at 01.04.2017 out of pending cases as at 30.06.2017	01	---	05
Number filed afresh from 01.04.2017 to 30.06.2017	00	01	07
Number pending as at 30.06.2017	08	10	123

v. Appeals Division

Appeals Division extends assistance to the commission to arrive at decisions on appeals submitted to the Public Service Commission to arrive at decisions on appeals submitted to the Public Service Commission in writing in terms of Article 58(1) of the Constitution 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.

Role of the appeals divisions

- i. Calling reports contained with observations and recommendations on each appeal from respective Ministry / Department.
- ii. Preparations of detail report on each appeal and forwarding it to the Public Service Commission
- iii. Conveyance the decisions on appeals made by the Public Service Commission to the appellant and other relevant parties.
- iv. Preparations of observations reports on appeals made to the Administrative Appeals Tribunal against the decisions of the Commission and makes its appearance before AAT.
- v. Making observations on petitions referred to it by the Public Petitions Committee regarding decisions of the Public Service Commission.
- vi. Making appearance before Public Petitions committee on petitions heard by the Public Petitions committee itself.

- vii. Making observations on applications laid before the Supreme Court and the Court of appeal against the decisions of the Public Service Commission.
- viii. Making observations relevant to petitions to the Parliamentary Commissioner of Administration (Ombudsman) against decisions of the Public Service Commission.
- ix. Making observations on applications made to the Human Rights Commission regarding decisions of the Public Service Commission.
- x. Forwarding information regarding cases filed in the Supreme Court and Court of Appeal to the Attorney General's Department.

Progress of the Appeals Division (01.04.2017 to 30.06.2017)

Srl.No	Matter	Number
01	Appeals received from 01.04.2017 to 30.06.2017	246
02	Number of Appeals for which reports on observations and recommendations were called by the Authority of power of delegation from 01.04.2017 to 30.06.2017 (Including appeals made during the previous years)	108
03	Number of appeals finalized from 01.04.2017 – 30.06.2017	193
	Details on finalize appeals as follows	
	Appeals on disciplinary matters	37
	Appeals on promotions	19
	Appeals on notices of vacation of post	51
	Appeals on Transfers	48
	Appeals on Appointments	01
	Appeals on interdiction	03
	other	34
	Total	193
04	Number of Supreme Court cases received from 01.04.2017 to 30.06.2017	05
05	Number of AAT cases received from 01.04.2017 to 30.06.2017	19
06	Inquires made by the Public Petitions Committee from 01.04.2017 to 30.06.2017	05

Court cases handle during the period under review

Details	Number as at 01.04.2017	Number received afresh from 01.04.2017 to 30.06.2017	Number of decisions given by the SC/ CA from 01.04.2017 to 30.06.2017	Number pending as at 30.06.2017
Number of Supreme court cases	30	05	06	29
Number of Court of Appeal cases	06	---	----	06

vi. Education Service Committee

In accordance with the delegation of powers by the Public Service Commission in terms of Article 57 (1) of the Constitution, the Gazette No. 1989/29 dated 19.10.2016 has been published for the Education Service Committee and the provisions relevant to delegation of powers in the Schedule “b” therein have been published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016, effective from the date 20.10.2016.

The Gazette Extraordinary No. 2014/03 dated 11.04.2017 has been published relevant to delegation of powers by the Public Service Commission in accordance with the Article 57 (1) of the Constitution.

Role of the Education Service Committee

The following functions relevant to officer with whom the powers have been delegated by the Public Service Commission having published in the Gazette Extraordinary No. 2014/03 dated 11.04.2017 are been dealt by the Education Service Committee.

- i. Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions, Conformation 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 , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds), dealing with appeals made against notices of vacation of posts , Re –appointment to the service/ post, Retirement, Re – employment of retired public officers on contract basis
- ii. Promotion (Grade to Grade/ on seniority and merit basis) in accordance with the approved Service Minutes / Schemas of recruitments / Schemas of promotions.
- iii. Granting relief for efficiency bar exams.
- iv. Disciplinary control and dismissal from service concerning offences set out in first Schedule of Chapter XLVIII of the Establishments Code in relation to offences falling under the scope of the Education Service Committee.

- v. Matters connected to political revenges.(Conveyance of the decision of the Public Service Commission No. PSC/EST/02-03/05/2016 dated 09.12.2016)

Progress of the Education Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number	
01	Retirement	67	
	Confirmation	25	
	Promotions	74	
	Absorptions	679	
	Releases	26	
	Attachments	01	
	Decisions on efficiency bars	22	
	Appointments to posts	06	
	Appeals	06	
	Other orders	15	
	Total		
02	Disciplinary		
	Amendments to Charge Sheets	01	
	Other disciplinary punishments	04	
	Retirement under section 12 of the Pension Minutes	02	
	Appointment of disciplinary inquiry officers	04	
	Other General Orders	11	
	Total		

Court cases relevant to the Education Service Committee

- Appointment to the post of Director Education (Sports and Physical Education)
Case No. SC(FR) 96/2017 - observations sent to the Hon. Attorney – General
- Appointment of Education Director, North Western Province
Case No. SC(FR) 110/2017 - proxy been sent to the Hon. Attorney – General

Health Service Committee

Powers have been delegated by the Public Service Commission to the Health Service Committee with effect from 01.11.2016 by the Gazette Extraordinary No. 1990/24 dated 27.10.2016 amended by the Gazettes Extraordinary No. 2009/18 dated 08.03.2017 and No. 2004/49 dated 10.02.2017. members for such committee have been appointed

with effect from 27.10.2016 by the Gazette Extraordinary bearing No. 1990/25 dated 27.10.2016.

Role of the Health Service Committee

Role of this committee is to making decisions on matters forwarded to the Committee in accordance with delegation of powers referred to above.

Progress of the Health Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	74
02	Confirmation	219
03	Issuance of appointment letters to the medical officers to whom letter of appointments have not so far been issued by the Public Service Commission prior to year 2017	173
04	Recruitment on contract basis	24
05	Promotions	470
06	Releases	14
07	Transfers	3056
08	Decisions on efficiency bars	126
09	Resignations	3
10	Covering of duties	6
11	Appointment to posts	12
12	Other decisions relevant to appointments	5
13	Issuance of charge sheets	5
14	Amendments to charge sheets	3
15	Interdiction	1
16	Exoneration from disciplinary cases	1
17	Other disciplinary punishments	2
18	Retirement under section 12 of Minute on pensions	1
19	Re- instatement in Service	1
20	Appointment of officers for formal disciplinary inquires	13
21	Other Orders relevant to disciplinary matters	13
	Total	4222

Court cases relevant to the Health Service Committee

Re- instatement of Medical Officer Mrs. R.M.P.M. Rathnayaka

Case No. SC(FR) 365/2016 – observations submitted to the Attorney General.

04. Steps taken to streamline activities of the Public Service Commission

Following functions during the period have been carried out by the Public Service Commission in order to contribute efficient and effective service to its clients

Establishments Division

- i. Sending reminders once in every month for making the tasks dealt with the Establishments Division more efficient and effective.
- ii. Summon officers in charge of the subject of the respective Ministry for holding discussions concerning problems relating to task carried out by the Establishment Division.
- iii. Taking actions to make available required facts true faxes by giving reminders over the telephone to Ministries – Departments who were failed in timely actions to send responses.

Appointment Division

- i. Making the path of easily and properly receiving information on appointment of officers to posts on the basis of confirm/acting/attending to duties in issuing the Public Service commission Circular No. 1/2007. Accordingly new format EST 12 has been introduced instead of formats EST 10 and EST 04 used so far. Therefore, appointment division could properly making appointments on acting attending to duties basis.
- ii. Taking prompt action to receive information from Ministries/Departments sending reminders and holding meetings with relevant officers in institution reducing delays presently experiencing in order to reduce documentation with the intention of delivering an expeditious service expected by public officers.
- iii. Implementing appropriate programme to receive and carrying out orders with in a specific time frame from the Public Service Commission giving targets all officers in the division.
- iv. Restructuring activities in the division implementing PRABHADARANI quality circle concurrently to the productivity programme making the functions of the division more effective and efficient.

Promotions Division

- i. Restructuring activities in the division implementing productivity concept within the division using the tool of brainstorming across the “ Abhiman” quality circle
- ii. Taking prompt action to receive information from Ministries / Departments, sending reminders and holding meetings with relevant officers in institutions reducing present delay in order to reduce documentation with the intention of delivering and expeditious service anticipated by public officers.
- iii. Officers attached to the Division are given targets to obtain decisions on each case within a specific time frame from the Public Service Commission and duly implementing functions more efficient and effectively.

Disciplinary Division

- i. Entering data in pending files in to a data base as initiating a project under the concept of “productivity” and successfully complete the project.
- ii. Initiating entering facts to be secured in documents forwarded to the record room having finalized disciplinary procedures and files that have been disposed.
- iii. Identifying and implementing proper procedure enabling to searching of files pending at the moment.

Appeals Division

- i. Sending reminders to get received observations /recommendations from delegated authorities relevant to appeals forwarded to the division and thereby making aware of Ministry Secretaries regarding delays caused thereon.

Education Service Committee

- i. Preparation of data management system.
- ii. Preparation of data management system for disciplinary matters.
- iii. Holding discussions with officers in the division regarding problems faced in dealing with matters in order to making an efficient and effective service.
- iv. Carrying out duties without any delay with the participation of all officers in the division and assuming duties even on holydays and special occasions.

- v. Balancing the tasks carried out by officers exchanging subjects among Public Management Assistant.

Health Service Committee

- i. The present data management system used by the office of the Public Service Commission has no room for a domain reserved for the Health Committee and therefore details relevant to documents being entered through a system (Access) newly being prepared.

Letters received by the committee being updated in accordance with a format from 25.04.2017 in a manner to easily get details of respective letters.

- ii. Taking prompt action regarding letters relevant to the Ministry of Health, Nutrition and Indigenous Medicine.

As soon as found shortcomings in letters received by the committee, such matters being solved by contacting respective officer over the phone and forwarded to the committee and decisions of the committee are also informed to the heads of institutions through faxes.

- iii. Preparation of work manuals enabling to executing duties efficiently on occasions where new entrants being recruited and recruitments being made on transfers.

- iv. Forwarding facts by minutes to the committee and conveyance of orders given by the committee and taking follow up measures.

05. Meetings held with Ministries and Departments

Srl. No.	Date	Matter	Ministry/ Department/ Institution participated
01	06.04.2017	Promotion of Railway Engine Drivers to the Special Grade.	Ministry of Transport and Civil Aviation Services
02	02.05.2017	Requests for reliefs in efficiency bar / language proficiency exams.	Ministry of Agriculture
03	05.05.2017	Filling of vacancies in Sri Lanka Architects Service , Grade 1	Ministry of Public Administration and Management
04	05.05.2017	Matters pertaining to Sri Lanka Medical Service	Ministry of Health Nutrition and Indigenous Medicine.

05	05.5.2017	Problems cropped up in appointments being made in the National Sports Science Institute and Sports Development Department.	Ministry of Sports Department of Sports Development National Sports Science Institute
06	16.05.2017	Sri Lanka Teacher Educationists' Service	Ministry of Education
07	22.05.2017	Promotions of officers in the Sri Lanka Technology Service of Irrigations and Water Resources Management to the Special Grade	Ministry of Irrigation and Water Resources Management Department of Irrigation
08	22.05.2017	Recruitment of officers to the Sri Lanka Engineering Service, Grade 111 Recruitment of officers to the Sri Lanka Accountants Service Recruitment of officers to Sri Lanka Planning Service, Grade 111	Ministry of Public Administration and Management
09	22.05.2017	Salary anomalies of Senior Officers in the unified postal service	Ministry of Posts, Postal Services and Muslim Religious affairs
10	23.05.2017	Matters pertaining to Development Officers Service	Ministry of Public Administration and Management
11	24.05.2017	Granting relief for completion of efficiency bars	Department of Social Services
12	25.05.2017	Problems on Scheme of Recruitment, MN – 5, Archeology Department	Ministry of Education Archeology Department
13	26.05.2017	Problems occurred in appointment of officers with qualification in Community Medicine to the Medical Administration Grade.	Sri Lanka Community Medicine Training School
14	30.05.2017	Further clarification on foreign leave obtained by State Counsels during the period of probation.	Ministry of Justice
15	02.06.2017	Problems cropped up in promotion of officers with medical administration qualifications to the medical administration grade	Sri Lanka Medical Administration School
16	02.06.2017	Problems occurred in recruiting senior lectures and principals to the training schools of medicine for Supplementary Professional Service and Para Medical Service	Ministry of Health Nutrition and Indigenous Medicine

17	12.06.2017	Granting Promotions to the special grade of Railway Engine Drivers' Service	Ministry of Transport and Civil Aviation Services Department of Railways
18	20.06.2017	Promotions of officers holding the post of Assistant Editor in the Office of Sinhala Dictionary to the Grade 11	Ministry of Internal Affairs, Wayamba Development and Cultural Affairs
19	29.06.2017	Schemes of Recruitment in the Department of Railways and Other matters	Department of Railways
20	29.06.2017	Promotion to the special grade of Railway Engine Drivers	Ministry of Transport and Civil Aviation Services Department of Railways
21	29.06.2017	On appointment of posts in grade 1 and special grade of Sri Lanka Agricultural Services	Ministry of Agriculture Department of Agriculture

06. Appearing in the Public Petitions Committee

Number of Inquires of Public Petitions Committee appeared from 01.04.2017 to 30.06.2017 is ten (10).

07. Withdrawing of cases filed in the Courts against the Government

Two (02) cases have been withdrawn filed in the court against the government during the prescribed period.

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01. Introduction

The new Public service Commission appointed by the President on the recommendation of the Constitutional Council in terms of the Article 54 (1) of the Constitution as amended by the 19th Amendment commenced its activities with effect from 15.10.2015.

The PSC, in pursuance of the Article 55(5) of the Constitution, submits an Annual Report to the Parliament every year and a Progress Report for each quarter is due to be submitted on the instructions of the Constitutional Council. As it was informed during the month of September 2016 to submit Progress Reports once in each quarter, the progress relating to all three quarters from 01.01.2016 to 30.09.2016 was submitted at one stretch.

In spite of the fact that the Progress Reports should be submitted to the parliament quarterly, the PSC engages itself in supervising its progress having obtain reports on monthly basis. Accordingly, the commission has carried out its activities during the last quarter from 01.04.2017 to 30.06.2017 without any major setbacks.

02. Meetings of the Public Service Commission

Details on meetings held during the period from 01.04.2017 to 30.06.2017

Month	No . of Meetings
April	07
May	07
June	08
Total	22

03. Activities carried out by each Division of the Public Service Commission

Following steps have been taken during the period to effectively and efficiently extend services to clients by the Public service Commission.

i. Establishments Division

The Establishments Division, in accordance with the delegation of power of the Public Service Commission as has been published in the gazette extraordinary No 1941/41 of 20.11.2015, carries out the work including formulation of service minutes (SMM) to each of the approved services in the public service and schemes of recruitment (SSOR) to every post, meeting with approval outside of such services.

In the formulation of such service minutes and schemes of recruitment, method of recruitment that should be followed for recruiting officers to all approved posts, eligibilities of recruitment, salary scale applicable to the post, conditions of services, methods of promotions and all other related particulars are to be incorporated. The Commission, prior to approval of the respective service minute or the scheme of recruitment 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 of Schemes of Recruitment.

Tasks carried out by the Establishments Division

- (i) Formulation of Services Minutes for every service approved in the Public Service.
- (ii) Formulation of Schemes of Recruitment for every post approved outside the above services.
- (iii) Matters relating to delegation of powers within the scope of the Public Service Commission
- (iv) Formulation of guidelines based on the procedural rule of the Public Service Commission.
- (v) Formulation and amendment of the transfer Schemes of all services.
- (vi) In case an approved Service Minute, Schemes of Recruitment or Schemes of Transfer is required to be amended, action to be taken to amend such many or Schemes on the recommendation of secretary concerned.
- (vii) Taking action to provide policy decision on requests received for solutions on problems arised in related to appointments, promotions, made by authorities to whom powers are delegated.
- (viii) Tacking action to solving matters pertaining to Procedural Rules of the Public Service Commission, Service Minutes, Schemas of Recruitment, Schemes of Transfer, and Circulars and instances where actions to be taken outside the orders of the Public Service Commission.

Progress of the Establishments Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	New Schemes of Recruitment	20
02	New Service Minutes	01
03	Schemes of Transfer	02
04	Amendments to Schemes of Recruitment	17
05	Amendments to Service Minutes	11
06	Amendments to Schemes of Transfer	06
07	Circulars	02
08	Request on deviation on Schemes of Recruitment in exceptional cases	04

09	Request on deviation from service minutes in exceptional cases	01
10	Policy matters	33
11	General	43
12	Matters pertaining to SC/AAT/CA	17
	Total	157

Complaints laid before AAT during the period under review

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decision upheld	Number of PSC decision revoked	Number pending as at 30.06.2017
32	04	36	00	00	36

Cases filed in the Supreme Court

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number dismissed and agreed with PSC decision	Number of PSC decision revoked	Number pending as at 30.06.2017
71	06	77	03	00	74

Cases filed in the court of Appeal

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decisions upheld	Number of PSC decisions revoked and granted relief	Number of pending as at 30.06.2017
10	00	10	00	00	10

- No requests have been made to the Parliamentary Commissioner for Administration (Ombudsman), Human Rights Commission and the Public Petition Committee.

ii. 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 Service) in respect of whom the powers of the Public Service Commission have not been

delegated as published in the Gazette Extraordinary No. 1941/41 dated 20.11.2015, No. 1989/29 dated 29.01.2016, No. 1990/24 dated 27.10.2016, No. 1992/7 dated 07.11.2016 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Appointment division of the Public Service Commission. .

Tasks carried out by the Appointments Division

- (i) Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions
- (ii) Conformation in service, Termination of service , Reversion to the former post.
- (iii) Appointment on acting / attending to duties basis

- (iv) Release (outright / temporary).

- (v) Recruitment on contract basis, Resignation from service , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds).
- (vi) Re- employment of retired public officers on contract basis, Appointment to scheduled posts in the Service Minutes (where applicable)
- (vii) 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.

Progress of the Appointments Division (01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	128
02	Confirmation	165
03	Recruitment	14
04	Re – employment on contract basis	213
05	Appointment on contract basis	08
06	Decisions on efficiency bars	170
07	Appointment to act / attend to the duties	178
08	Release	13
09	Resignation	05
10	Absorption	133
	Total	1027

Details of the pending cases and complains for which the division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	31	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	12	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	94	04
Cases filed after 01.04.2017	01	-----

iii. Promotions Division

Following functions relating to the Promotions 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 as published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016 , No. 1990/24 dated 27.10.2016, No. 1989/29 dated 29.01.2016, and the Gazette Extraordinary No. 1441/41 dated 20.11.2015 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Promotions Division of the Public Service Commission.

Tasks carried out by the Promotions Division

- I. Promotions to posts as per approved Service Minutes / Schemes of Recruitment (from grade to grade / Competitive Exams on seniority and merit basis / on the result of structured interviews)
- II. Appointment of Officers to relevant posts on Promotions based on results of structured interviews on seniority basis.
- III. Appointment to a new post giving prior approval thereto in transferring Officers of grade 1 and above belong to all island services from a post to post.
- IV. Producing observations and required reports on court cases filed in the Supreme court/ Court of appeal and appeals laid before Administrative Appeals Tribunal against orders/ decisions made by the Public Service Commission pertaining to matters referred to above.
- V. Dealing with matters pertaining to appeals laid before the Administrative Appeals Tribunal and cases filed in the Supreme Court / Court of appeals against orders / decisions made by the Public Service Commission having regard to above functions and appeared on behalf of the Public Service Commission whenever required.

Progress of the Promotions Division

(01.04.2017 to 30.06.2017)

Srl. No.	Matter	Number
01	Promotion from Grade to Grade	745
02	Promotion on selection	24
03	Appointment to posts	47
	Total	816

Details of the pending cases and complaints for which the Division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017.

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	36	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	05	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	66	-----
Cases filed after 01.04.2017	03	-----

iv. Disciplinary Division

Disciplinary matters of officers coming under the scope of Public Service Commission referred to in the Gazette Extraordinary No. 1941/41 dated 20.11.2015 amended by the Gazette No. 1955/22 dated 25.02.2016 and No. 2016/37 dated 26.04.2016, dealing with delegation of powers of the Public service Commission except officers falling under the Ministry of Education in terms of Gazettes Extraordinary No. 1989/27, 1989/28, 1989/29 dated 19.10.2016 and the Gazette Extraordinary No. 1992/7 dated 07.11.2016 and officers of Ministry of Health Nutrition and Indigenous Medicine in terms of Gazette Extraordinary No.1990/24 , 1990/25 dated 27.10.2016 are handled by the Disciplinary Division of the Public Service Commission in accordance with provisions of Article 57 (1) of the Constitution. Further, the Disciplinary Division, having extensively examined all documents received by the division extends much needed co – operation by way of making observations and recommendations to the Commission in order that it could arrive at decisions when and where necessary.

Role of the Disciplinary Division

Dealing with disciplinary matters of officers referred to in Para/above coming under the purview of the Public Service Commission

1. On disciplinary matters

- i. On receiving a preliminary investigation report conducted by the heads of Departments or secretaries of Ministries to the disciplinary division and following a proper study thereon with appropriately constructed observations, the Public Service Commission 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 Ministry Secretary and Head of Department. Upon consideration of the answers furnished by the accused officers to such charge sheet and the observations and recommendations thereon made by the respective Head of Department and Secretary of the Ministry, a decision will be made as to whether the institution of a formal disciplinary inquiry on the matter is feasible or not.
- iii. Where a 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 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 and Secretary to the Ministry.
- 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 and 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 re – instated in service following his interdiction or he could even been 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. Appeals made against disciplinary orders issued by the Education Service Committee and the Health Service Committee

Appeals made against disciplinary orders issued by the Education Service Committee on officers coming under the scope of the Ministry of Education in accordance with the Extraordinary Gazette Notification No.1989/27 , 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 of 07.11.2016 in terms of provisions in Article 57 (1) of the Constitution and disciplinary orders against officers coming under the scope of the Ministry of Health, Nutrition, and Indigenous Medicine issued by the Health Service Committee in accordance with Extraordinary Gazette Notifications No. 1990/24, 1990/25 of 27.10.2016 and the Gazette Extraordinary No. 2004/49 of 01.02.2017 and the observations and recommendations made by the Appointing Authority of those officers and respective committees on such appeals will be considered by the Commission as to whether to grant reliefs on such officers / dismissal of appeals.

i. Appeals against notices of vacation of post

Except officers fall under the Ministry of Health, Nutrition, and Indigenous Medicine in accordance with Extraordinary Gazette Notice bearing No. 2004/49 dated 01.02.2017 and No. 1990/24 , 1990/25 dated 27.10.2016 and officers coming under the scope of the Ministry of Education as stated in the Gazette Extraordinary No.1989/27, 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 dated 07.11.2016, appeals made against notices of VOP of officers coming under the scope of the Public Service Commission as stated in the Gazette Notification No. 1941/41of 20.11.2015 as amended by the Gazette No. 1955/22 of 25.02.2016 concerning the delegation of powers of the Public Service Commission and the observations and recommendations made by the Administrative Authority of those officers on such appeals will be re-considered by the Commission in deciding whether to appropriately re – instate such officers in service or not.

ii. Appeals laid before the Superior Courts, Administrative Appeals Tribunal, Human Rights Commission and Public Petitions Committee and Ombudsman

Preparation of observations on applications made before the Supreme Court (SC) against the decisions of the Public Service Commission concerning disciplinary orders and decisions on such disciplinary matters and observations on appeals made to the Administrative Appeals Tribunal, Public

Petitions Committee and the Ombudsman and makes its appearance before such institution whenever appeals being summoned and apart from inquires made by the Human Rights Commission would also be appropriately dealt with.

Progress of the Disciplinary Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Issuance of charge sheets	09
02	Amendments to charge sheets	03
03	Exoneration from charges	02
04	Dismissal from service	01
05	Other disciplinary punishments	09
06	Re- instatement in service	01
07	Dismissal of appeals	03
08	Retirement under section 12 of the pension minute	02
09	Compulsory retirement	01
10	Interdiction from Service	02
11	Conversion of retirement under disciplinary grounds to normal retirement	02
12	Retirement from service	01
13	Completion of disciplinary matters	06
14	Other general orders	51
15	Observation on appeals heard in the Administrative Appeals Tribunal	19
16	Observation on court applications	03
	Total	115

Court Cases dealt with during the period under review

	No. of SC Applications	No. of CA Applications	No. of AAT Appeals
Number pending to be appeared as at 01.04.2017	09	09	121
Number of cases finalized as at 01.04.2017 out of pending cases as at 30.06.2017	01	---	05
Number filed afresh from 01.04.2017 to 30.06.2017	00	01	07
Number pending as at 30.06.2017	08	10	123

v. Appeals Division

Appeals Division extends assistance to the commission to arrive at decisions on appeals submitted to the Public Service Commission to arrive at decisions on appeals submitted to the Public Service Commission in writing in terms of Article 58(1) of the Constitution 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.

Role of the appeals divisions

- i. Calling reports contained with observations and recommendations on each appeal from respective Ministry / Department.
- ii. Preparations of detail report on each appeal and forwarding it to the Public Service Commission
- iii. Conveyance the decisions on appeals made by the Public Service Commission to the appellant and other relevant parties.
- iv. Preparations of observations reports on appeals made to the Administrative Appeals Tribunal against the decisions of the Commission and makes its appearance before AAT.
- v. Making observations on petitions referred to it by the Public Petitions Committee regarding decisions of the Public Service Commission.
- vi. Making appearance before Public Petitions committee on petitions heard by the Public Petitions committee itself.

- vii. Making observations on applications laid before the Supreme Court and the Court of appeal against the decisions of the Public Service Commission.
- viii. Making observations relevant to petitions to the Parliamentary Commissioner of Administration (Ombudsman) against decisions of the Public Service Commission.
- ix. Making observations on applications made to the Human Rights Commission regarding decisions of the Public Service Commission.
- x. Forwarding information regarding cases filed in the Supreme Court and Court of Appeal to the Attorney General's Department.

Progress of the Appeals Division (01.04.2017 to 30.06.2017)

Srl.No	Matter	Number
01	Appeals received from 01.04.2017 to 30.06.2017	246
02	Number of Appeals for which reports on observations and recommendations were called by the Authority of power of delegation from 01.04.2017 to 30.06.2017 (Including appeals made during the previous years)	108
03	Number of appeals finalized from 01.04.2017 – 30.06.2017	193
	Details on finalize appeals as follows	
	Appeals on disciplinary matters	37
	Appeals on promotions	19
	Appeals on notices of vacation of post	51
	Appeals on Transfers	48
	Appeals on Appointments	01
	Appeals on interdiction	03
	other	34
	Total	193
04	Number of Supreme Court cases received from 01.04.2017 to 30.06.2017	05
05	Number of AAT cases received from 01.04.2017 to 30.06.2017	19
06	Inquires made by the Public Petitions Committee from 01.04.2017 to 30.06.2017	05

Court cases handle during the period under review

Details	Number as at 01.04.2017	Number received afresh from 01.04.2017 to 30.06.2017	Number of decisions given by the SC/ CA from 01.04.2017 to 30.06.2017	Number pending as at 30.06.2017
Number of Supreme court cases	30	05	06	29
Number of Court of Appeal cases	06	---	----	06

vi. Education Service Committee

In accordance with the delegation of powers by the Public Service Commission in terms of Article 57 (1) of the Constitution, the Gazette No. 1989/29 dated 19.10.2016 has been published for the Education Service Committee and the provisions relevant to delegation of powers in the Schedule “b” therein have been published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016, effective from the date 20.10.2016.

The Gazette Extraordinary No. 2014/03 dated 11.04.2017 has been published relevant to delegation of powers by the Public Service Commission in accordance with the Article 57 (1) of the Constitution.

Role of the Education Service Committee

The following functions relevant to officer with whom the powers have been delegated by the Public Service Commission having published in the Gazette Extraordinary No. 2014/03 dated 11.04.2017 are been dealt by the Education Service Committee.

- i. Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions, Conformation 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 , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds), dealing with appeals made against notices of vacation of posts , Re –appointment to the service/ post, Retirement, Re – employment of retired public officers on contract basis
- ii. Promotion (Grade to Grade/ on seniority and merit basis) in accordance with the approved Service Minutes / Schemas of recruitments / Schemas of promotions.
- iii. Granting relief for efficiency bar exams.
- iv. Disciplinary control and dismissal from service concerning offences set out in first Schedule of Chapter XLVIII of the Establishments Code in relation to offences falling under the scope of the Education Service Committee.

- v. Matters connected to political revenges.(Conveyance of the decision of the Public Service Commission No. PSC/EST/02-03/05/2016 dated 09.12.2016)

Progress of the Education Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number	
01	Retirement	67	
	Confirmation	25	
	Promotions	74	
	Absorptions	679	
	Releases	26	
	Attachments	01	
	Decisions on efficiency bars	22	
	Appointments to posts	06	
	Appeals	06	
	Other orders	15	
	Total		
02	Disciplinary		
	Amendments to Charge Sheets	01	
	Other disciplinary punishments	04	
	Retirement under section 12 of the Pension Minutes	02	
	Appointment of disciplinary inquiry officers	04	
	Other General Orders	11	
	Total		

Court cases relevant to the Education Service Committee

- Appointment to the post of Director Education (Sports and Physical Education)
Case No. SC(FR) 96/2017 - observations sent to the Hon. Attorney – General
- Appointment of Education Director, North Western Province
Case No. SC(FR) 110/2017 - proxy been sent to the Hon. Attorney – General

Health Service Committee

Powers have been delegated by the Public Service Commission to the Health Service Committee with effect from 01.11.2016 by the Gazette Extraordinary No. 1990/24 dated 27.10.2016 amended by the Gazettes Extraordinary No. 2009/18 dated 08.03.2017 and No. 2004/49 dated 10.02.2017. members for such committee have been appointed

with effect from 27.10.2016 by the Gazette Extraordinary bearing No. 1990/25 dated 27.10.2016.

Role of the Health Service Committee

Role of this committee is to making decisions on matters forwarded to the Committee in accordance with delegation of powers referred to above.

Progress of the Health Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	74
02	Confirmation	219
03	Issuance of appointment letters to the medical officers to whom letter of appointments have not so far been issued by the Public Service Commission prior to year 2017	173
04	Recruitment on contract basis	24
05	Promotions	470
06	Releases	14
07	Transfers	3056
08	Decisions on efficiency bars	126
09	Resignations	3
10	Covering of duties	6
11	Appointment to posts	12
12	Other decisions relevant to appointments	5
13	Issuance of charge sheets	5
14	Amendments to charge sheets	3
15	Interdiction	1
16	Exoneration from disciplinary cases	1
17	Other disciplinary punishments	2
18	Retirement under section 12 of Minute on pensions	1
19	Re- instatement in Service	1
20	Appointment of officers for formal disciplinary inquires	13
21	Other Orders relevant to disciplinary matters	13
	Total	4222

Court cases relevant to the Health Service Committee

Re- instatement of Medical Officer Mrs. R.M.P.M. Rathnayaka

Case No. SC(FR) 365/2016 – observations submitted to the Attorney General.

04. Steps taken to streamline activities of the Public Service Commission

Following functions during the period have been carried out by the Public Service Commission in order to contribute efficient and effective service to its clients

Establishments Division

- i. Sending reminders once in every month for making the tasks dealt with the Establishments Division more efficient and effective.
- ii. Summon officers in charge of the subject of the respective Ministry for holding discussions concerning problems relating to task carried out by the Establishment Division.
- iii. Taking actions to make available required facts true faxes by giving reminders over the telephone to Ministries – Departments who were failed in timely actions to send responses.

Appointment Division

- i. Making the path of easily and properly receiving information on appointment of officers to posts on the basis of confirm/acting/attending to duties in issuing the Public Service commission Circular No. 1/2007. Accordingly new format EST 12 has been introduced instead of formats EST 10 and EST 04 used so far. Therefore, appointment division could properly making appointments on acting attending to duties basis.
- ii. Taking prompt action to receive information from Ministries/Departments sending reminders and holding meetings with relevant officers in institution reducing delays presently experiencing in order to reduce documentation with the intention of delivering an expeditious service expected by public officers.
- iii. Implementing appropriate programme to receive and carrying out orders with in a specific time frame from the Public Service Commission giving targets all officers in the division.
- iv. Restructuring activities in the division implementing PRABHADARANI quality circle concurrently to the productivity programme making the functions of the division more effective and efficient.

Promotions Division

- i. Restructuring activities in the division implementing productivity concept within the division using the tool of brainstorming across the “ Abhiman” quality circle
- ii. Taking prompt action to receive information from Ministries / Departments, sending reminders and holding meetings with relevant officers in institutions reducing present delay in order to reduce documentation with the intention of delivering and expeditious service anticipated by public officers.
- iii. Officers attached to the Division are given targets to obtain decisions on each case within a specific time frame from the Public Service Commission and duly implementing functions more efficient and effectively.

Disciplinary Division

- i. Entering data in pending files in to a data base as initiating a project under the concept of “productivity” and successfully complete the project.
- ii. Initiating entering facts to be secured in documents forwarded to the record room having finalized disciplinary procedures and files that have been disposed.
- iii. Identifying and implementing proper procedure enabling to searching of files pending at the moment.

Appeals Division

- i. Sending reminders to get received observations /recommendations from delegated authorities relevant to appeals forwarded to the division and thereby making aware of Ministry Secretaries regarding delays caused thereon.

Education Service Committee

- i. Preparation of data management system.
- ii. Preparation of data management system for disciplinary matters.
- iii. Holding discussions with officers in the division regarding problems faced in dealing with matters in order to making an efficient and effective service.
- iv. Carrying out duties without any delay with the participation of all officers in the division and assuming duties even on holydays and special occasions.

- v. Balancing the tasks carried out by officers exchanging subjects among Public Management Assistant.

Health Service Committee

- i. The present data management system used by the office of the Public Service Commission has no room for a domain reserved for the Health Committee and therefore details relevant to documents being entered through a system (Access) newly being prepared.

Letters received by the committee being updated in accordance with a format from 25.04.2017 in a manner to easily get details of respective letters.

- ii. Taking prompt action regarding letters relevant to the Ministry of Health, Nutrition and Indigenous Medicine.

As soon as found shortcomings in letters received by the committee, such matters being solved by contacting respective officer over the phone and forwarded to the committee and decisions of the committee are also informed to the heads of institutions through faxes.

- iii. Preparation of work manuals enabling to executing duties efficiently on occasions where new entrants being recruited and recruitments being made on transfers.

- iv. Forwarding facts by minutes to the committee and conveyance of orders given by the committee and taking follow up measures.

05. Meetings held with Ministries and Departments

Srl. No.	Date	Matter	Ministry/ Department/ Institution participated
01	06.04.2017	Promotion of Railway Engine Drivers to the Special Grade.	Ministry of Transport and Civil Aviation Services
02	02.05.2017	Requests for reliefs in efficiency bar / language proficiency exams.	Ministry of Agriculture
03	05.05.2017	Filling of vacancies in Sri Lanka Architects Service , Grade 1	Ministry of Public Administration and Management
04	05.05.2017	Matters pertaining to Sri Lanka Medical Service	Ministry of Health Nutrition and Indigenous Medicine.

05	05.5.2017	Problems cropped up in appointments being made in the National Sports Science Institute and Sports Development Department.	Ministry of Sports Department of Sports Development National Sports Science Institute
06	16.05.2017	Sri Lanka Teacher Educationists' Service	Ministry of Education
07	22.05.2017	Promotions of officers in the Sri Lanka Technology Service of Irrigations and Water Resources Management to the Special Grade	Ministry of Irrigation and Water Resources Management Department of Irrigation
08	22.05.2017	Recruitment of officers to the Sri Lanka Engineering Service, Grade 111 Recruitment of officers to the Sri Lanka Accountants Service Recruitment of officers to Sri Lanka Planning Service, Grade 111	Ministry of Public Administration and Management
09	22.05.2017	Salary anomalies of Senior Officers in the unified postal service	Ministry of Posts, Postal Services and Muslim Religious affairs
10	23.05.2017	Matters pertaining to Development Officers Service	Ministry of Public Administration and Management
11	24.05.2017	Granting relief for completion of efficiency bars	Department of Social Services
12	25.05.2017	Problems on Scheme of Recruitment, MN – 5, Archeology Department	Ministry of Education Archeology Department
13	26.05.2017	Problems occurred in appointment of officers with qualification in Community Medicine to the Medical Administration Grade.	Sri Lanka Community Medicine Training School
14	30.05.2017	Further clarification on foreign leave obtained by State Counsels during the period of probation.	Ministry of Justice
15	02.06.2017	Problems cropped up in promotion of officers with medical administration qualifications to the medical administration grade	Sri Lanka Medical Administration School
16	02.06.2017	Problems occurred in recruiting senior lectures and principals to the training schools of medicine for Supplementary Professional Service and Para Medical Service	Ministry of Health Nutrition and Indigenous Medicine

17	12.06.2017	Granting Promotions to the special grade of Railway Engine Drivers' Service	Ministry of Transport and Civil Aviation Services Department of Railways
18	20.06.2017	Promotions of officers holding the post of Assistant Editor in the Office of Sinhala Dictionary to the Grade 11	Ministry of Internal Affairs, Wayamba Development and Cultural Affairs
19	29.06.2017	Schemes of Recruitment in the Department of Railways and Other matters	Department of Railways
20	29.06.2017	Promotion to the special grade of Railway Engine Drivers	Ministry of Transport and Civil Aviation Services Department of Railways
21	29.06.2017	On appointment of posts in grade 1 and special grade of Sri Lanka Agricultural Services	Ministry of Agriculture Department of Agriculture

06. Appearing in the Public Petitions Committee

Number of Inquires of Public Petitions Committee appeared from 01.04.2017 to 30.06.2017 is ten (10).

07. Withdrawing of cases filed in the Courts against the Government

Two (02) cases have been withdrawn filed in the court against the government during the prescribed period.

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01. Introduction

The new Public service Commission appointed by the President on the recommendation of the Constitutional Council in terms of the Article 54 (1) of the Constitution as amended by the 19th Amendment commenced its activities with effect from 15.10.2015.

The PSC, in pursuance of the Article 55(5) of the Constitution, submits an Annual Report to the Parliament every year and a Progress Report for each quarter is due to be submitted on the instructions of the Constitutional Council. As it was informed during the month of September 2016 to submit Progress Reports once in each quarter, the progress relating to all three quarters from 01.01.2016 to 30.09.2016 was submitted at one stretch.

In spite of the fact that the Progress Reports should be submitted to the parliament quarterly, the PSC engages itself in supervising its progress having obtain reports on monthly basis. Accordingly, the commission has carried out its activities during the last quarter from 01.04.2017 to 30.06.2017 without any major setbacks.

02. Meetings of the Public Service Commission

Details on meetings held during the period from 01.04.2017 to 30.06.2017

Month	No . of Meetings
April	07
May	07
June	08
Total	22

03. Activities carried out by each Division of the Public Service Commission

Following steps have been taken during the period to effectively and efficiently extend services to clients by the Public service Commission.

i. Establishments Division

The Establishments Division, in accordance with the delegation of power of the Public Service Commission as has been published in the gazette extraordinary No 1941/41 of 20.11.2015, carries out the work including formulation of service minutes (SMM) to each of the approved services in the public service and schemes of recruitment (SSOR) to every post, meeting with approval outside of such services.

In the formulation of such service minutes and schemes of recruitment, method of recruitment that should be followed for recruiting officers to all approved posts, eligibilities of recruitment, salary scale applicable to the post, conditions of services, methods of promotions and all other related particulars are to be incorporated. The Commission, prior to approval of the respective service minute or the scheme of recruitment 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 of Schemes of Recruitment.

Tasks carried out by the Establishments Division

- (i) Formulation of Services Minutes for every service approved in the Public Service.
- (ii) Formulation of Schemes of Recruitment for every post approved outside the above services.
- (iii) Matters relating to delegation of powers within the scope of the Public Service Commission
- (iv) Formulation of guidelines based on the procedural rule of the Public Service Commission.
- (v) Formulation and amendment of the transfer Schemes of all services.
- (vi) In case an approved Service Minute, Schemes of Recruitment or Schemes of Transfer is required to be amended, action to be taken to amend such many or Schemes on the recommendation of secretary concerned.
- (vii) Taking action to provide policy decision on requests received for solutions on problems arised in related to appointments, promotions, made by authorities to whom powers are delegated.
- (viii) Tacking action to solving matters pertaining to Procedural Rules of the Public Service Commission, Service Minutes, Schemas of Recruitment, Schemes of Transfer, and Circulars and instances where actions to be taken outside the orders of the Public Service Commission.

Progress of the Establishments Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	New Schemes of Recruitment	20
02	New Service Minutes	01
03	Schemes of Transfer	02
04	Amendments to Schemes of Recruitment	17
05	Amendments to Service Minutes	11
06	Amendments to Schemes of Transfer	06
07	Circulars	02
08	Request on deviation on Schemes of Recruitment in exceptional cases	04

09	Request on deviation from service minutes in exceptional cases	01
10	Policy matters	33
11	General	43
12	Matters pertaining to SC/AAT/CA	17
	Total	157

Complaints laid before AAT during the period under review

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decision upheld	Number of PSC decision revoked	Number pending as at 30.06.2017
32	04	36	00	00	36

Cases filed in the Supreme Court

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number dismissed and agreed with PSC decision	Number of PSC decision revoked	Number pending as at 30.06.2017
71	06	77	03	00	74

Cases filed in the court of Appeal

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decisions upheld	Number of PSC decisions revoked and granted relief	Number of pending as at 30.06.2017
10	00	10	00	00	10

- No requests have been made to the Parliamentary Commissioner for Administration (Ombudsman), Human Rights Commission and the Public Petition Committee.

ii. 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 Service) in respect of whom the powers of the Public Service Commission have not been

delegated as published in the Gazette Extraordinary No. 1941/41 dated 20.11.2015, No. 1989/29 dated 29.01.2016, No. 1990/24 dated 27.10.2016, No. 1992/7 dated 07.11.2016 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Appointment division of the Public Service Commission. .

Tasks carried out by the Appointments Division

- (i) Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions
- (ii) Conformation in service, Termination of service , Reversion to the former post.
- (iii) Appointment on acting / attending to duties basis

- (iv) Release (outright / temporary).

- (v) Recruitment on contract basis, Resignation from service , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds).
- (vi) Re- employment of retired public officers on contract basis, Appointment to scheduled posts in the Service Minutes (where applicable)
- (vii) 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.

Progress of the Appointments Division (01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	128
02	Confirmation	165
03	Recruitment	14
04	Re – employment on contract basis	213
05	Appointment on contract basis	08
06	Decisions on efficiency bars	170
07	Appointment to act / attend to the duties	178
08	Release	13
09	Resignation	05
10	Absorption	133
	Total	1027

Details of the pending cases and complains for which the division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	31	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	12	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	94	04
Cases filed after 01.04.2017	01	-----

iii. Promotions Division

Following functions relating to the Promotions 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 as published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016 , No. 1990/24 dated 27.10.2016, No. 1989/29 dated 29.01.2016, and the Gazette Extraordinary No. 1441/41 dated 20.11.2015 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Promotions Division of the Public Service Commission.

Tasks carried out by the Promotions Division

- I. Promotions to posts as per approved Service Minutes / Schemes of Recruitment (from grade to grade / Competitive Exams on seniority and merit basis / on the result of structured interviews)
- II. Appointment of Officers to relevant posts on Promotions based on results of structured interviews on seniority basis.
- III. Appointment to a new post giving prior approval thereto in transferring Officers of grade 1 and above belong to all island services from a post to post.
- IV. Producing observations and required reports on court cases filed in the Supreme court/ Court of appeal and appeals laid before Administrative Appeals Tribunal against orders/ decisions made by the Public Service Commission pertaining to matters referred to above.
- V. Dealing with matters pertaining to appeals laid before the Administrative Appeals Tribunal and cases filed in the Supreme Court / Court of appeals against orders / decisions made by the Public Service Commission having regard to above functions and appeared on behalf of the Public Service Commission whenever required.

Progress of the Promotions Division

(01.04.2017 to 30.06.2017)

Srl. No.	Matter	Number
01	Promotion from Grade to Grade	745
02	Promotion on selection	24
03	Appointment to posts	47
	Total	816

Details of the pending cases and complaints for which the Division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017.

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	36	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	05	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	66	-----
Cases filed after 01.04.2017	03	-----

iv. Disciplinary Division

Disciplinary matters of officers coming under the scope of Public Service Commission referred to in the Gazette Extraordinary No. 1941/41 dated 20.11.2015 amended by the Gazette No. 1955/22 dated 25.02.2016 and No. 2016/37 dated 26.04.2016, dealing with delegation of powers of the Public service Commission except officers falling under the Ministry of Education in terms of Gazettes Extraordinary No. 1989/27, 1989/28, 1989/29 dated 19.10.2016 and the Gazette Extraordinary No. 1992/7 dated 07.11.2016 and officers of Ministry of Health Nutrition and Indigenous Medicine in terms of Gazette Extraordinary No.1990/24 , 1990/25 dated 27.10.2016 are handled by the Disciplinary Division of the Public Service Commission in accordance with provisions of Article 57 (1) of the Constitution. Further, the Disciplinary Division, having extensively examined all documents received by the division extends much needed co – operation by way of making observations and recommendations to the Commission in order that it could arrive at decisions when and where necessary.

Role of the Disciplinary Division

Dealing with disciplinary matters of officers referred to in Para/above coming under the purview of the Public Service Commission

1. On disciplinary matters

- i. On receiving a preliminary investigation report conducted by the heads of Departments or secretaries of Ministries to the disciplinary division and following a proper study thereon with appropriately constructed observations, the Public Service Commission 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 Ministry Secretary and Head of Department. Upon consideration of the answers furnished by the accused officers to such charge sheet and the observations and recommendations thereon made by the respective Head of Department and Secretary of the Ministry, a decision will be made as to whether the institution of a formal disciplinary inquiry on the matter is feasible or not.
- iii. Where a 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 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 and Secretary to the Ministry.
- 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 and 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 re – instated in service following his interdiction or he could even been 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. Appeals made against disciplinary orders issued by the Education Service Committee and the Health Service Committee

Appeals made against disciplinary orders issued by the Education Service Committee on officers coming under the scope of the Ministry of Education in accordance with the Extraordinary Gazette Notification No.1989/27 , 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 of 07.11.2016 in terms of provisions in Article 57 (1) of the Constitution and disciplinary orders against officers coming under the scope of the Ministry of Health, Nutrition, and Indigenous Medicine issued by the Health Service Committee in accordance with Extraordinary Gazette Notifications No. 1990/24, 1990/25 of 27.10.2016 and the Gazette Extraordinary No. 2004/49 of 01.02.2017 and the observations and recommendations made by the Appointing Authority of those officers and respective committees on such appeals will be considered by the Commission as to whether to grant reliefs on such officers / dismissal of appeals.

i. Appeals against notices of vacation of post

Except officers fall under the Ministry of Health, Nutrition, and Indigenous Medicine in accordance with Extraordinary Gazette Notice bearing No. 2004/49 dated 01.02.2017 and No. 1990/24 , 1990/25 dated 27.10.2016 and officers coming under the scope of the Ministry of Education as stated in the Gazette Extraordinary No.1989/27, 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 dated 07.11.2016, appeals made against notices of VOP of officers coming under the scope of the Public Service Commission as stated in the Gazette Notification No. 1941/41of 20.11.2015 as amended by the Gazette No. 1955/22 of 25.02.2016 concerning the delegation of powers of the Public Service Commission and the observations and recommendations made by the Administrative Authority of those officers on such appeals will be re-considered by the Commission in deciding whether to appropriately re – instate such officers in service or not.

ii. Appeals laid before the Superior Courts, Administrative Appeals Tribunal, Human Rights Commission and Public Petitions Committee and Ombudsman

Preparation of observations on applications made before the Supreme Court (SC) against the decisions of the Public Service Commission concerning disciplinary orders and decisions on such disciplinary matters and observations on appeals made to the Administrative Appeals Tribunal, Public

Petitions Committee and the Ombudsman and makes its appearance before such institution whenever appeals being summoned and apart from inquires made by the Human Rights Commission would also be appropriately dealt with.

Progress of the Disciplinary Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Issuance of charge sheets	09
02	Amendments to charge sheets	03
03	Exoneration from charges	02
04	Dismissal from service	01
05	Other disciplinary punishments	09
06	Re- instatement in service	01
07	Dismissal of appeals	03
08	Retirement under section 12 of the pension minute	02
09	Compulsory retirement	01
10	Interdiction from Service	02
11	Conversion of retirement under disciplinary grounds to normal retirement	02
12	Retirement from service	01
13	Completion of disciplinary matters	06
14	Other general orders	51
15	Observation on appeals heard in the Administrative Appeals Tribunal	19
16	Observation on court applications	03
	Total	115

Court Cases dealt with during the period under review

	No. of SC Applications	No. of CA Applications	No. of AAT Appeals
Number pending to be appeared as at 01.04.2017	09	09	121
Number of cases finalized as at 01.04.2017 out of pending cases as at 30.06.2017	01	---	05
Number filed afresh from 01.04.2017 to 30.06.2017	00	01	07
Number pending as at 30.06.2017	08	10	123

v. Appeals Division

Appeals Division extends assistance to the commission to arrive at decisions on appeals submitted to the Public Service Commission to arrive at decisions on appeals submitted to the Public Service Commission in writing in terms of Article 58(1) of the Constitution 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.

Role of the appeals divisions

- i. Calling reports contained with observations and recommendations on each appeal from respective Ministry / Department.
- ii. Preparations of detail report on each appeal and forwarding it to the Public Service Commission
- iii. Conveyance the decisions on appeals made by the Public Service Commission to the appellant and other relevant parties.
- iv. Preparations of observations reports on appeals made to the Administrative Appeals Tribunal against the decisions of the Commission and makes its appearance before AAT.
- v. Making observations on petitions referred to it by the Public Petitions Committee regarding decisions of the Public Service Commission.
- vi. Making appearance before Public Petitions committee on petitions heard by the Public Petitions committee itself.

- vii. Making observations on applications laid before the Supreme Court and the Court of appeal against the decisions of the Public Service Commission.
- viii. Making observations relevant to petitions to the Parliamentary Commissioner of Administration (Ombudsman) against decisions of the Public Service Commission.
- ix. Making observations on applications made to the Human Rights Commission regarding decisions of the Public Service Commission.
- x. Forwarding information regarding cases filed in the Supreme Court and Court of Appeal to the Attorney General's Department.

Progress of the Appeals Division (01.04.2017 to 30.06.2017)

Srl.No	Matter	Number
01	Appeals received from 01.04.2017 to 30.06.2017	246
02	Number of Appeals for which reports on observations and recommendations were called by the Authority of power of delegation from 01.04.2017 to 30.06.2017 (Including appeals made during the previous years)	108
03	Number of appeals finalized from 01.04.2017 – 30.06.2017	193
	Details on finalize appeals as follows	
	Appeals on disciplinary matters	37
	Appeals on promotions	19
	Appeals on notices of vacation of post	51
	Appeals on Transfers	48
	Appeals on Appointments	01
	Appeals on interdiction	03
	other	34
	Total	193
04	Number of Supreme Court cases received from 01.04.2017 to 30.06.2017	05
05	Number of AAT cases received from 01.04.2017 to 30.06.2017	19
06	Inquires made by the Public Petitions Committee from 01.04.2017 to 30.06.2017	05

Court cases handle during the period under review

Details	Number as at 01.04.2017	Number received afresh from 01.04.2017 to 30.06.2017	Number of decisions given by the SC/ CA from 01.04.2017 to 30.06.2017	Number pending as at 30.06.2017
Number of Supreme court cases	30	05	06	29
Number of Court of Appeal cases	06	---	----	06

vi. Education Service Committee

In accordance with the delegation of powers by the Public Service Commission in terms of Article 57 (1) of the Constitution, the Gazette No. 1989/29 dated 19.10.2016 has been published for the Education Service Committee and the provisions relevant to delegation of powers in the Schedule “b” therein have been published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016, effective from the date 20.10.2016.

The Gazette Extraordinary No. 2014/03 dated 11.04.2017 has been published relevant to delegation of powers by the Public Service Commission in accordance with the Article 57 (1) of the Constitution.

Role of the Education Service Committee

The following functions relevant to officer with whom the powers have been delegated by the Public Service Commission having published in the Gazette Extraordinary No. 2014/03 dated 11.04.2017 are been dealt by the Education Service Committee.

- i. Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions, Conformation 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 , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds), dealing with appeals made against notices of vacation of posts , Re –appointment to the service/ post, Retirement, Re – employment of retired public officers on contract basis
- ii. Promotion (Grade to Grade/ on seniority and merit basis) in accordance with the approved Service Minutes / Schemas of recruitments / Schemas of promotions.
- iii. Granting relief for efficiency bar exams.
- iv. Disciplinary control and dismissal from service concerning offences set out in first Schedule of Chapter XLVIII of the Establishments Code in relation to offences falling under the scope of the Education Service Committee.

- v. Matters connected to political revenges.(Conveyance of the decision of the Public Service Commission No. PSC/EST/02-03/05/2016 dated 09.12.2016)

Progress of the Education Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number	
01	Retirement	67	
	Confirmation	25	
	Promotions	74	
	Absorptions	679	
	Releases	26	
	Attachments	01	
	Decisions on efficiency bars	22	
	Appointments to posts	06	
	Appeals	06	
	Other orders	15	
	Total		
02	Disciplinary		
	Amendments to Charge Sheets	01	
	Other disciplinary punishments	04	
	Retirement under section 12 of the Pension Minutes	02	
	Appointment of disciplinary inquiry officers	04	
	Other General Orders	11	
	Total		

Court cases relevant to the Education Service Committee

- Appointment to the post of Director Education (Sports and Physical Education)
Case No. SC(FR) 96/2017 - observations sent to the Hon. Attorney – General
- Appointment of Education Director, North Western Province
Case No. SC(FR) 110/2017 - proxy been sent to the Hon. Attorney – General

Health Service Committee

Powers have been delegated by the Public Service Commission to the Health Service Committee with effect from 01.11.2016 by the Gazette Extraordinary No. 1990/24 dated 27.10.2016 amended by the Gazettes Extraordinary No. 2009/18 dated 08.03.2017 and No. 2004/49 dated 10.02.2017. members for such committee have been appointed

with effect from 27.10.2016 by the Gazette Extraordinary bearing No. 1990/25 dated 27.10.2016.

Role of the Health Service Committee

Role of this committee is to making decisions on matters forwarded to the Committee in accordance with delegation of powers referred to above.

Progress of the Health Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	74
02	Confirmation	219
03	Issuance of appointment letters to the medical officers to whom letter of appointments have not so far been issued by the Public Service Commission prior to year 2017	173
04	Recruitment on contract basis	24
05	Promotions	470
06	Releases	14
07	Transfers	3056
08	Decisions on efficiency bars	126
09	Resignations	3
10	Covering of duties	6
11	Appointment to posts	12
12	Other decisions relevant to appointments	5
13	Issuance of charge sheets	5
14	Amendments to charge sheets	3
15	Interdiction	1
16	Exoneration from disciplinary cases	1
17	Other disciplinary punishments	2
18	Retirement under section 12 of Minute on pensions	1
19	Re- instatement in Service	1
20	Appointment of officers for formal disciplinary inquires	13
21	Other Orders relevant to disciplinary matters	13
	Total	4222

Court cases relevant to the Health Service Committee

Re- instatement of Medical Officer Mrs. R.M.P.M. Rathnayaka

Case No. SC(FR) 365/2016 – observations submitted to the Attorney General.

04. Steps taken to streamline activities of the Public Service Commission

Following functions during the period have been carried out by the Public Service Commission in order to contribute efficient and effective service to its clients

Establishments Division

- i. Sending reminders once in every month for making the tasks dealt with the Establishments Division more efficient and effective.
- ii. Summon officers in charge of the subject of the respective Ministry for holding discussions concerning problems relating to task carried out by the Establishment Division.
- iii. Taking actions to make available required facts true faxes by giving reminders over the telephone to Ministries – Departments who were failed in timely actions to send responses.

Appointment Division

- i. Making the path of easily and properly receiving information on appointment of officers to posts on the basis of confirm/acting/attending to duties in issuing the Public Service commission Circular No. 1/2007. Accordingly new format EST 12 has been introduced instead of formats EST 10 and EST 04 used so far. Therefore, appointment division could properly making appointments on acting attending to duties basis.
- ii. Taking prompt action to receive information from Ministries/Departments sending reminders and holding meetings with relevant officers in institution reducing delays presently experiencing in order to reduce documentation with the intention of delivering an expeditious service expected by public officers.
- iii. Implementing appropriate programme to receive and carrying out orders with in a specific time frame from the Public Service Commission giving targets all officers in the division.
- iv. Restructuring activities in the division implementing PRABHADARANI quality circle concurrently to the productivity programme making the functions of the division more effective and efficient.

Promotions Division

- i. Restructuring activities in the division implementing productivity concept within the division using the tool of brainstorming across the “ Abhiman” quality circle
- ii. Taking prompt action to receive information from Ministries / Departments, sending reminders and holding meetings with relevant officers in institutions reducing present delay in order to reduce documentation with the intention of delivering and expeditious service anticipated by public officers.
- iii. Officers attached to the Division are given targets to obtain decisions on each case within a specific time frame from the Public Service Commission and duly implementing functions more efficient and effectively.

Disciplinary Division

- i. Entering data in pending files in to a data base as initiating a project under the concept of “productivity” and successfully complete the project.
- ii. Initiating entering facts to be secured in documents forwarded to the record room having finalized disciplinary procedures and files that have been disposed.
- iii. Identifying and implementing proper procedure enabling to searching of files pending at the moment.

Appeals Division

- i. Sending reminders to get received observations /recommendations from delegated authorities relevant to appeals forwarded to the division and thereby making aware of Ministry Secretaries regarding delays caused thereon.

Education Service Committee

- i. Preparation of data management system.
- ii. Preparation of data management system for disciplinary matters.
- iii. Holding discussions with officers in the division regarding problems faced in dealing with matters in order to making an efficient and effective service.
- iv. Carrying out duties without any delay with the participation of all officers in the division and assuming duties even on holydays and special occasions.

- v. Balancing the tasks carried out by officers exchanging subjects among Public Management Assistant.

Health Service Committee

- i. The present data management system used by the office of the Public Service Commission has no room for a domain reserved for the Health Committee and therefore details relevant to documents being entered through a system (Access) newly being prepared.

Letters received by the committee being updated in accordance with a format from 25.04.2017 in a manner to easily get details of respective letters.

- ii. Taking prompt action regarding letters relevant to the Ministry of Health, Nutrition and Indigenous Medicine.

As soon as found shortcomings in letters received by the committee, such matters being solved by contacting respective officer over the phone and forwarded to the committee and decisions of the committee are also informed to the heads of institutions through faxes.

- iii. Preparation of work manuals enabling to executing duties efficiently on occasions where new entrants being recruited and recruitments being made on transfers.

- iv. Forwarding facts by minutes to the committee and conveyance of orders given by the committee and taking follow up measures.

05. Meetings held with Ministries and Departments

Srl. No.	Date	Matter	Ministry/ Department/ Institution participated
01	06.04.2017	Promotion of Railway Engine Drivers to the Special Grade.	Ministry of Transport and Civil Aviation Services
02	02.05.2017	Requests for reliefs in efficiency bar / language proficiency exams.	Ministry of Agriculture
03	05.05.2017	Filling of vacancies in Sri Lanka Architects Service , Grade 1	Ministry of Public Administration and Management
04	05.05.2017	Matters pertaining to Sri Lanka Medical Service	Ministry of Health Nutrition and Indigenous Medicine.

05	05.5.2017	Problems cropped up in appointments being made in the National Sports Science Institute and Sports Development Department.	Ministry of Sports Department of Sports Development National Sports Science Institute
06	16.05.2017	Sri Lanka Teacher Educationists' Service	Ministry of Education
07	22.05.2017	Promotions of officers in the Sri Lanka Technology Service of Irrigations and Water Resources Management to the Special Grade	Ministry of Irrigation and Water Resources Management Department of Irrigation
08	22.05.2017	Recruitment of officers to the Sri Lanka Engineering Service, Grade 111 Recruitment of officers to the Sri Lanka Accountants Service Recruitment of officers to Sri Lanka Planning Service, Grade 111	Ministry of Public Administration and Management
09	22.05.2017	Salary anomalies of Senior Officers in the unified postal service	Ministry of Posts, Postal Services and Muslim Religious affairs
10	23.05.2017	Matters pertaining to Development Officers Service	Ministry of Public Administration and Management
11	24.05.2017	Granting relief for completion of efficiency bars	Department of Social Services
12	25.05.2017	Problems on Scheme of Recruitment, MN – 5, Archeology Department	Ministry of Education Archeology Department
13	26.05.2017	Problems occurred in appointment of officers with qualification in Community Medicine to the Medical Administration Grade.	Sri Lanka Community Medicine Training School
14	30.05.2017	Further clarification on foreign leave obtained by State Counsels during the period of probation.	Ministry of Justice
15	02.06.2017	Problems cropped up in promotion of officers with medical administration qualifications to the medical administration grade	Sri Lanka Medical Administration School
16	02.06.2017	Problems occurred in recruiting senior lectures and principals to the training schools of medicine for Supplementary Professional Service and Para Medical Service	Ministry of Health Nutrition and Indigenous Medicine

17	12.06.2017	Granting Promotions to the special grade of Railway Engine Drivers' Service	Ministry of Transport and Civil Aviation Services Department of Railways
18	20.06.2017	Promotions of officers holding the post of Assistant Editor in the Office of Sinhala Dictionary to the Grade 11	Ministry of Internal Affairs, Wayamba Development and Cultural Affairs
19	29.06.2017	Schemes of Recruitment in the Department of Railways and Other matters	Department of Railways
20	29.06.2017	Promotion to the special grade of Railway Engine Drivers	Ministry of Transport and Civil Aviation Services Department of Railways
21	29.06.2017	On appointment of posts in grade 1 and special grade of Sri Lanka Agricultural Services	Ministry of Agriculture Department of Agriculture

06. Appearing in the Public Petitions Committee

Number of Inquires of Public Petitions Committee appeared from 01.04.2017 to 30.06.2017 is ten (10).

07. Withdrawing of cases filed in the Courts against the Government

Two (02) cases have been withdrawn filed in the court against the government during the prescribed period.

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01. Introduction

The new Public service Commission appointed by the President on the recommendation of the Constitutional Council in terms of the Article 54 (1) of the Constitution as amended by the 19th Amendment commenced its activities with effect from 15.10.2015.

The PSC, in pursuance of the Article 55(5) of the Constitution, submits an Annual Report to the Parliament every year and a Progress Report for each quarter is due to be submitted on the instructions of the Constitutional Council. As it was informed during the month of September 2016 to submit Progress Reports once in each quarter, the progress relating to all three quarters from 01.01.2016 to 30.09.2016 was submitted at one stretch.

In spite of the fact that the Progress Reports should be submitted to the parliament quarterly, the PSC engages itself in supervising its progress having obtain reports on monthly basis. Accordingly, the commission has carried out its activities during the last quarter from 01.04.2017 to 30.06.2017 without any major setbacks.

02. Meetings of the Public Service Commission

Details on meetings held during the period from 01.04.2017 to 30.06.2017

Month	No . of Meetings
April	07
May	07
June	08
Total	22

03. Activities carried out by each Division of the Public Service Commission

Following steps have been taken during the period to effectively and efficiently extend services to clients by the Public service Commission.

i. Establishments Division

The Establishments Division, in accordance with the delegation of power of the Public Service Commission as has been published in the gazette extraordinary No 1941/41 of 20.11.2015, carries out the work including formulation of service minutes (SMM) to each of the approved services in the public service and schemes of recruitment (SSOR) to every post, meeting with approval outside of such services.

In the formulation of such service minutes and schemes of recruitment, method of recruitment that should be followed for recruiting officers to all approved posts, eligibilities of recruitment, salary scale applicable to the post, conditions of services, methods of promotions and all other related particulars are to be incorporated. The Commission, prior to approval of the respective service minute or the scheme of recruitment 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 of Schemes of Recruitment.

Tasks carried out by the Establishments Division

- (i) Formulation of Services Minutes for every service approved in the Public Service.
- (ii) Formulation of Schemes of Recruitment for every post approved outside the above services.
- (iii) Matters relating to delegation of powers within the scope of the Public Service Commission
- (iv) Formulation of guidelines based on the procedural rule of the Public Service Commission.
- (v) Formulation and amendment of the transfer Schemes of all services.
- (vi) In case an approved Service Minute, Schemes of Recruitment or Schemes of Transfer is required to be amended, action to be taken to amend such many or Schemes on the recommendation of secretary concerned.
- (vii) Taking action to provide policy decision on requests received for solutions on problems arised in related to appointments, promotions, made by authorities to whom powers are delegated.
- (viii) Tacking action to solving matters pertaining to Procedural Rules of the Public Service Commission, Service Minutes, Schemas of Recruitment, Schemes of Transfer, and Circulars and instances where actions to be taken outside the orders of the Public Service Commission.

Progress of the Establishments Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	New Schemes of Recruitment	20
02	New Service Minutes	01
03	Schemes of Transfer	02
04	Amendments to Schemes of Recruitment	17
05	Amendments to Service Minutes	11
06	Amendments to Schemes of Transfer	06
07	Circulars	02
08	Request on deviation on Schemes of Recruitment in exceptional cases	04

09	Request on deviation from service minutes in exceptional cases	01
10	Policy matters	33
11	General	43
12	Matters pertaining to SC/AAT/CA	17
	Total	157

Complaints laid before AAT during the period under review

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decision upheld	Number of PSC decision revoked	Number pending as at 30.06.2017
32	04	36	00	00	36

Cases filed in the Supreme Court

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number dismissed and agreed with PSC decision	Number of PSC decision revoked	Number pending as at 30.06.2017
71	06	77	03	00	74

Cases filed in the court of Appeal

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decisions upheld	Number of PSC decisions revoked and granted relief	Number of pending as at 30.06.2017
10	00	10	00	00	10

- No requests have been made to the Parliamentary Commissioner for Administration (Ombudsman), Human Rights Commission and the Public Petition Committee.

ii. 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 Service) in respect of whom the powers of the Public Service Commission have not been

delegated as published in the Gazette Extraordinary No. 1941/41 dated 20.11.2015, No. 1989/29 dated 29.01.2016, No. 1990/24 dated 27.10.2016, No. 1992/7 dated 07.11.2016 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Appointment division of the Public Service Commission. .

Tasks carried out by the Appointments Division

- (i) Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions
- (ii) Conformation in service, Termination of service , Reversion to the former post.
- (iii) Appointment on acting / attending to duties basis

- (iv) Release (outright / temporary).

- (v) Recruitment on contract basis, Resignation from service , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds).
- (vi) Re- employment of retired public officers on contract basis, Appointment to scheduled posts in the Service Minutes (where applicable)
- (vii) 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.

Progress of the Appointments Division (01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	128
02	Confirmation	165
03	Recruitment	14
04	Re – employment on contract basis	213
05	Appointment on contract basis	08
06	Decisions on efficiency bars	170
07	Appointment to act / attend to the duties	178
08	Release	13
09	Resignation	05
10	Absorption	133
	Total	1027

Details of the pending cases and complains for which the division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	31	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	12	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	94	04
Cases filed after 01.04.2017	01	-----

iii. Promotions Division

Following functions relating to the Promotions 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 as published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016 , No. 1990/24 dated 27.10.2016, No. 1989/29 dated 29.01.2016, and the Gazette Extraordinary No. 1441/41 dated 20.11.2015 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Promotions Division of the Public Service Commission.

Tasks carried out by the Promotions Division

- I. Promotions to posts as per approved Service Minutes / Schemes of Recruitment (from grade to grade / Competitive Exams on seniority and merit basis / on the result of structured interviews)
- II. Appointment of Officers to relevant posts on Promotions based on results of structured interviews on seniority basis.
- III. Appointment to a new post giving prior approval thereto in transferring Officers of grade 1 and above belong to all island services from a post to post.
- IV. Producing observations and required reports on court cases filed in the Supreme court/ Court of appeal and appeals laid before Administrative Appeals Tribunal against orders/ decisions made by the Public Service Commission pertaining to matters referred to above.
- V. Dealing with matters pertaining to appeals laid before the Administrative Appeals Tribunal and cases filed in the Supreme Court / Court of appeals against orders / decisions made by the Public Service Commission having regard to above functions and appeared on behalf of the Public Service Commission whenever required.

Progress of the Promotions Division

(01.04.2017 to 30.06.2017)

Srl. No.	Matter	Number
01	Promotion from Grade to Grade	745
02	Promotion on selection	24
03	Appointment to posts	47
	Total	816

Details of the pending cases and complaints for which the Division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017.

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	36	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	05	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	66	-----
Cases filed after 01.04.2017	03	-----

iv. Disciplinary Division

Disciplinary matters of officers coming under the scope of Public Service Commission referred to in the Gazette Extraordinary No. 1941/41 dated 20.11.2015 amended by the Gazette No. 1955/22 dated 25.02.2016 and No. 2016/37 dated 26.04.2016, dealing with delegation of powers of the Public service Commission except officers falling under the Ministry of Education in terms of Gazettes Extraordinary No. 1989/27, 1989/28, 1989/29 dated 19.10.2016 and the Gazette Extraordinary No. 1992/7 dated 07.11.2016 and officers of Ministry of Health Nutrition and Indigenous Medicine in terms of Gazette Extraordinary No.1990/24 , 1990/25 dated 27.10.2016 are handled by the Disciplinary Division of the Public Service Commission in accordance with provisions of Article 57 (1) of the Constitution. Further, the Disciplinary Division, having extensively examined all documents received by the division extends much needed co – operation by way of making observations and recommendations to the Commission in order that it could arrive at decisions when and where necessary.

Role of the Disciplinary Division

Dealing with disciplinary matters of officers referred to in Para/above coming under the purview of the Public Service Commission

1. On disciplinary matters

- i. On receiving a preliminary investigation report conducted by the heads of Departments or secretaries of Ministries to the disciplinary division and following a proper study thereon with appropriately constructed observations, the Public Service Commission 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 Ministry Secretary and Head of Department. Upon consideration of the answers furnished by the accused officers to such charge sheet and the observations and recommendations thereon made by the respective Head of Department and Secretary of the Ministry, a decision will be made as to whether the institution of a formal disciplinary inquiry on the matter is feasible or not.
- iii. Where a 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 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 and Secretary to the Ministry.
- 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 and 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 re – instated 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. Appeals made against disciplinary orders issued by the Education Service Committee and the Health Service Committee

Appeals made against disciplinary orders issued by the Education Service Committee on officers coming under the scope of the Ministry of Education in accordance with the Extraordinary Gazette Notification No.1989/27 , 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 of 07.11.2016 in terms of provisions in Article 57 (1) of the Constitution and disciplinary orders against officers coming under the scope of the Ministry of Health, Nutrition, and Indigenous Medicine issued by the Health Service Committee in accordance with Extraordinary Gazette Notifications No. 1990/24, 1990/25 of 27.10.2016 and the Gazette Extraordinary No. 2004/49 of 01.02.2017 and the observations and recommendations made by the Appointing Authority of those officers and respective committees on such appeals will be considered by the Commission as to whether to grant reliefs on such officers / dismissal of appeals.

i. Appeals against notices of vacation of post

Except officers fall under the Ministry of Health, Nutrition, and Indigenous Medicine in accordance with Extraordinary Gazette Notice bearing No. 2004/49 dated 01.02.2017 and No. 1990/24 , 1990/25 dated 27.10.2016 and officers coming under the scope of the Ministry of Education as stated in the Gazette Extraordinary No.1989/27, 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 dated 07.11.2016, appeals made against notices of VOP of officers coming under the scope of the Public Service Commission as stated in the Gazette Notification No. 1941/41of 20.11.2015 as amended by the Gazette No. 1955/22 of 25.02.2016 concerning the delegation of powers of the Public Service Commission and the observations and recommendations made by the Administrative Authority of those officers on such appeals will be re-considered by the Commission in deciding whether to appropriately re – instate such officers in service or not.

ii. Appeals laid before the Superior Courts, Administrative Appeals Tribunal, Human Rights Commission and Public Petitions Committee and Ombudsman

Preparation of observations on applications made before the Supreme Court (SC) against the decisions of the Public Service Commission concerning disciplinary orders and decisions on such disciplinary matters and observations on appeals made to the Administrative Appeals Tribunal, Public

Petitions Committee and the Ombudsman and makes its appearance before such institution whenever appeals being summoned and apart from inquires made by the Human Rights Commission would also be appropriately dealt with.

Progress of the Disciplinary Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Issuance of charge sheets	09
02	Amendments to charge sheets	03
03	Exoneration from charges	02
04	Dismissal from service	01
05	Other disciplinary punishments	09
06	Re- instatement in service	01
07	Dismissal of appeals	03
08	Retirement under section 12 of the pension minute	02
09	Compulsory retirement	01
10	Interdiction from Service	02
11	Conversion of retirement under disciplinary grounds to normal retirement	02
12	Retirement from service	01
13	Completion of disciplinary matters	06
14	Other general orders	51
15	Observation on appeals heard in the Administrative Appeals Tribunal	19
16	Observation on court applications	03
	Total	115

Court Cases dealt with during the period under review

	No. of SC Applications	No. of CA Applications	No. of AAT Appeals
Number pending to be appeared as at 01.04.2017	09	09	121
Number of cases finalized as at 01.04.2017 out of pending cases as at 30.06.2017	01	---	05
Number filed afresh from 01.04.2017 to 30.06.2017	00	01	07
Number pending as at 30.06.2017	08	10	123

v. Appeals Division

Appeals Division extends assistance to the commission to arrive at decisions on appeals submitted to the Public Service Commission to arrive at decisions on appeals submitted to the Public Service Commission in writing in terms of Article 58(1) of the Constitution 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.

Role of the appeals divisions

- i. Calling reports contained with observations and recommendations on each appeal from respective Ministry / Department.
- ii. Preparations of detail report on each appeal and forwarding it to the Public Service Commission
- iii. Conveyance the decisions on appeals made by the Public Service Commission to the appellant and other relevant parties.
- iv. Preparations of observations reports on appeals made to the Administrative Appeals Tribunal against the decisions of the Commission and makes its appearance before AAT.
- v. Making observations on petitions referred to it by the Public Petitions Committee regarding decisions of the Public Service Commission.
- vi. Making appearance before Public Petitions committee on petitions heard by the Public Petitions committee itself.

- vii. Making observations on applications laid before the Supreme Court and the Court of appeal against the decisions of the Public Service Commission.
- viii. Making observations relevant to petitions to the Parliamentary Commissioner of Administration (Ombudsman) against decisions of the Public Service Commission.
- ix. Making observations on applications made to the Human Rights Commission regarding decisions of the Public Service Commission.
- x. Forwarding information regarding cases filed in the Supreme Court and Court of Appeal to the Attorney General's Department.

Progress of the Appeals Division (01.04.2017 to 30.06.2017)

Srl.No	Matter	Number
01	Appeals received from 01.04.2017 to 30.06.2017	246
02	Number of Appeals for which reports on observations and recommendations were called by the Authority of power of delegation from 01.04.2017 to 30.06.2017 (Including appeals made during the previous years)	108
03	Number of appeals finalized from 01.04.2017 – 30.06.2017	193
	Details on finalize appeals as follows	
	Appeals on disciplinary matters	37
	Appeals on promotions	19
	Appeals on notices of vacation of post	51
	Appeals on Transfers	48
	Appeals on Appointments	01
	Appeals on interdiction	03
	other	34
	Total	193
04	Number of Supreme Court cases received from 01.04.2017 to 30.06.2017	05
05	Number of AAT cases received from 01.04.2017 to 30.06.2017	19
06	Inquires made by the Public Petitions Committee from 01.04.2017 to 30.06.2017	05

Court cases handle during the period under review

Details	Number as at 01.04.2017	Number received afresh from 01.04.2017 to 30.06.2017	Number of decisions given by the SC/ CA from 01.04.2017 to 30.06.2017	Number pending as at 30.06.2017
Number of Supreme court cases	30	05	06	29
Number of Court of Appeal cases	06	---	----	06

vi. Education Service Committee

In accordance with the delegation of powers by the Public Service Commission in terms of Article 57 (1) of the Constitution, the Gazette No. 1989/29 dated 19.10.2016 has been published for the Education Service Committee and the provisions relevant to delegation of powers in the Schedule “b” therein have been published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016, effective from the date 20.10.2016.

The Gazette Extraordinary No. 2014/03 dated 11.04.2017 has been published relevant to delegation of powers by the Public Service Commission in accordance with the Article 57 (1) of the Constitution.

Role of the Education Service Committee

The following functions relevant to officer with whom the powers have been delegated by the Public Service Commission having published in the Gazette Extraordinary No. 2014/03 dated 11.04.2017 are been dealt by the Education Service Committee.

- i. Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions, Conformation 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 , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds), dealing with appeals made against notices of vacation of posts , Re –appointment to the service/ post, Retirement, Re – employment of retired public officers on contract basis
- ii. Promotion (Grade to Grade/ on seniority and merit basis) in accordance with the approved Service Minutes / Schemas of recruitments / Schemas of promotions.
- iii. Granting relief for efficiency bar exams.
- iv. Disciplinary control and dismissal from service concerning offences set out in first Schedule of Chapter XLVIII of the Establishments Code in relation to offences falling under the scope of the Education Service Committee.

- v. Matters connected to political revenges.(Conveyance of the decision of the Public Service Commission No. PSC/EST/02-03/05/2016 dated 09.12.2016)

Progress of the Education Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number	
01	Retirement	67	
	Confirmation	25	
	Promotions	74	
	Absorptions	679	
	Releases	26	
	Attachments	01	
	Decisions on efficiency bars	22	
	Appointments to posts	06	
	Appeals	06	
	Other orders	15	
	Total		
02	Disciplinary		
	Amendments to Charge Sheets	01	
	Other disciplinary punishments	04	
	Retirement under section 12 of the Pension Minutes	02	
	Appointment of disciplinary inquiry officers	04	
	Other General Orders	11	
	Total		

Court cases relevant to the Education Service Committee

- Appointment to the post of Director Education (Sports and Physical Education)
Case No. SC(FR) 96/2017 - observations sent to the Hon. Attorney – General
- Appointment of Education Director, North Western Province
Case No. SC(FR) 110/2017 - proxy been sent to the Hon. Attorney – General

Health Service Committee

Powers have been delegated by the Public Service Commission to the Health Service Committee with effect from 01.11.2016 by the Gazette Extraordinary No. 1990/24 dated 27.10.2016 amended by the Gazettes Extraordinary No. 2009/18 dated 08.03.2017 and No. 2004/49 dated 10.02.2017. members for such committee have been appointed

with effect from 27.10.2016 by the Gazette Extraordinary bearing No. 1990/25 dated 27.10.2016.

Role of the Health Service Committee

Role of this committee is to making decisions on matters forwarded to the Committee in accordance with delegation of powers referred to above.

Progress of the Health Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	74
02	Confirmation	219
03	Issuance of appointment letters to the medical officers to whom letter of appointments have not so far been issued by the Public Service Commission prior to year 2017	173
04	Recruitment on contract basis	24
05	Promotions	470
06	Releases	14
07	Transfers	3056
08	Decisions on efficiency bars	126
09	Resignations	3
10	Covering of duties	6
11	Appointment to posts	12
12	Other decisions relevant to appointments	5
13	Issuance of charge sheets	5
14	Amendments to charge sheets	3
15	Interdiction	1
16	Exoneration from disciplinary cases	1
17	Other disciplinary punishments	2
18	Retirement under section 12 of Minute on pensions	1
19	Re- instatement in Service	1
20	Appointment of officers for formal disciplinary inquires	13
21	Other Orders relevant to disciplinary matters	13
	Total	4222

Court cases relevant to the Health Service Committee

Re- instatement of Medical Officer Mrs. R.M.P.M. Rathnayaka

Case No. SC(FR) 365/2016 – observations submitted to the Attorney General.

04. Steps taken to streamline activities of the Public Service Commission

Following functions during the period have been carried out by the Public Service Commission in order to contribute efficient and effective service to its clients

Establishments Division

- i. Sending reminders once in every month for making the tasks dealt with the Establishments Division more efficient and effective.
- ii. Summon officers in charge of the subject of the respective Ministry for holding discussions concerning problems relating to task carried out by the Establishment Division.
- iii. Taking actions to make available required facts true faxes by giving reminders over the telephone to Ministries – Departments who were failed in timely actions to send responses.

Appointment Division

- i. Making the path of easily and properly receiving information on appointment of officers to posts on the basis of confirm/acting/attending to duties in issuing the Public Service commission Circular No. 1/2007. Accordingly new format EST 12 has been introduced instead of formats EST 10 and EST 04 used so far. Therefore, appointment division could properly making appointments on acting attending to duties basis.
- ii. Taking prompt action to receive information from Ministries/Departments sending reminders and holding meetings with relevant officers in institution reducing delays presently experiencing in order to reduce documentation with the intention of delivering an expeditious service expected by public officers.
- iii. Implementing appropriate programme to receive and carrying out orders with in a specific time frame from the Public Service Commission giving targets all officers in the division.
- iv. Restructuring activities in the division implementing PRABHADARANI quality circle concurrently to the productivity programme making the functions of the division more effective and efficient.

Promotions Division

- i. Restructuring activities in the division implementing productivity concept within the division using the tool of brainstorming across the “ Abhiman” quality circle
- ii. Taking prompt action to receive information from Ministries / Departments, sending reminders and holding meetings with relevant officers in institutions reducing present delay in order to reduce documentation with the intention of delivering and expeditious service anticipated by public officers.
- iii. Officers attached to the Division are given targets to obtain decisions on each case within a specific time frame from the Public Service Commission and duly implementing functions more efficient and effectively.

Disciplinary Division

- i. Entering data in pending files in to a data base as initiating a project under the concept of “productivity” and successfully complete the project.
- ii. Initiating entering facts to be secured in documents forwarded to the record room having finalized disciplinary procedures and files that have been disposed.
- iii. Identifying and implementing proper procedure enabling to searching of files pending at the moment.

Appeals Division

- i. Sending reminders to get received observations /recommendations from delegated authorities relevant to appeals forwarded to the division and thereby making aware of Ministry Secretaries regarding delays caused thereon.

Education Service Committee

- i. Preparation of data management system.
- ii. Preparation of data management system for disciplinary matters.
- iii. Holding discussions with officers in the division regarding problems faced in dealing with matters in order to making an efficient and effective service.
- iv. Carrying out duties without any delay with the participation of all officers in the division and assuming duties even on holydays and special occasions.

- v. Balancing the tasks carried out by officers exchanging subjects among Public Management Assistant.

Health Service Committee

- i. The present data management system used by the office of the Public Service Commission has no room for a domain reserved for the Health Committee and therefore details relevant to documents being entered through a system (Access) newly being prepared.

Letters received by the committee being updated in accordance with a format from 25.04.2017 in a manner to easily get details of respective letters.

- ii. Taking prompt action regarding letters relevant to the Ministry of Health, Nutrition and Indigenous Medicine.

As soon as found shortcomings in letters received by the committee, such matters being solved by contacting respective officer over the phone and forwarded to the committee and decisions of the committee are also informed to the heads of institutions through faxes.

- iii. Preparation of work manuals enabling to executing duties efficiently on occasions where new entrants being recruited and recruitments being made on transfers.

- iv. Forwarding facts by minutes to the committee and conveyance of orders given by the committee and taking follow up measures.

05. Meetings held with Ministries and Departments

Srl. No.	Date	Matter	Ministry/ Department/ Institution participated
01	06.04.2017	Promotion of Railway Engine Drivers to the Special Grade.	Ministry of Transport and Civil Aviation Services
02	02.05.2017	Requests for reliefs in efficiency bar / language proficiency exams.	Ministry of Agriculture
03	05.05.2017	Filling of vacancies in Sri Lanka Architects Service , Grade 1	Ministry of Public Administration and Management
04	05.05.2017	Matters pertaining to Sri Lanka Medical Service	Ministry of Health Nutrition and Indigenous Medicine.

05	05.5.2017	Problems cropped up in appointments being made in the National Sports Science Institute and Sports Development Department.	Ministry of Sports Department of Sports Development National Sports Science Institute
06	16.05.2017	Sri Lanka Teacher Educationists' Service	Ministry of Education
07	22.05.2017	Promotions of officers in the Sri Lanka Technology Service of Irrigations and Water Resources Management to the Special Grade	Ministry of Irrigation and Water Resources Management Department of Irrigation
08	22.05.2017	Recruitment of officers to the Sri Lanka Engineering Service, Grade 111 Recruitment of officers to the Sri Lanka Accountants Service Recruitment of officers to Sri Lanka Planning Service, Grade 111	Ministry of Public Administration and Management
09	22.05.2017	Salary anomalies of Senior Officers in the unified postal service	Ministry of Posts, Postal Services and Muslim Religious affairs
10	23.05.2017	Matters pertaining to Development Officers Service	Ministry of Public Administration and Management
11	24.05.2017	Granting relief for completion of efficiency bars	Department of Social Services
12	25.05.2017	Problems on Scheme of Recruitment, MN – 5, Archeology Department	Ministry of Education Archeology Department
13	26.05.2017	Problems occurred in appointment of officers with qualification in Community Medicine to the Medical Administration Grade.	Sri Lanka Community Medicine Training School
14	30.05.2017	Further clarification on foreign leave obtained by State Counsels during the period of probation.	Ministry of Justice
15	02.06.2017	Problems cropped up in promotion of officers with medical administration qualifications to the medical administration grade	Sri Lanka Medical Administration School
16	02.06.2017	Problems occurred in recruiting senior lectures and principals to the training schools of medicine for Supplementary Professional Service and Para Medical Service	Ministry of Health Nutrition and Indigenous Medicine

17	12.06.2017	Granting Promotions to the special grade of Railway Engine Drivers' Service	Ministry of Transport and Civil Aviation Services Department of Railways
18	20.06.2017	Promotions of officers holding the post of Assistant Editor in the Office of Sinhala Dictionary to the Grade 11	Ministry of Internal Affairs, Wayamba Development and Cultural Affairs
19	29.06.2017	Schemes of Recruitment in the Department of Railways and Other matters	Department of Railways
20	29.06.2017	Promotion to the special grade of Railway Engine Drivers	Ministry of Transport and Civil Aviation Services Department of Railways
21	29.06.2017	On appointment of posts in grade 1 and special grade of Sri Lanka Agricultural Services	Ministry of Agriculture Department of Agriculture

06. Appearing in the Public Petitions Committee

Number of Inquires of Public Petitions Committee appeared from 01.04.2017 to 30.06.2017 is ten (10).

07. Withdrawing of cases filed in the Courts against the Government

Two (02) cases have been withdrawn filed in the court against the government during the prescribed period.

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01. Introduction

The new Public service Commission appointed by the President on the recommendation of the Constitutional Council in terms of the Article 54 (1) of the Constitution as amended by the 19th Amendment commenced its activities with effect from 15.10.2015.

The PSC, in pursuance of the Article 55(5) of the Constitution, submits an Annual Report to the Parliament every year and a Progress Report for each quarter is due to be submitted on the instructions of the Constitutional Council. As it was informed during the month of September 2016 to submit Progress Reports once in each quarter, the progress relating to all three quarters from 01.01.2016 to 30.09.2016 was submitted at one stretch.

In spite of the fact that the Progress Reports should be submitted to the parliament quarterly, the PSC engages itself in supervising its progress having obtain reports on monthly basis. Accordingly, the commission has carried out its activities during the last quarter from 01.04.2017 to 30.06.2017 without any major setbacks.

02. Meetings of the Public Service Commission

Details on meetings held during the period from 01.04.2017 to 30.06.2017

Month	No . of Meetings
April	07
May	07
June	08
Total	22

03. Activities carried out by each Division of the Public Service Commission

Following steps have been taken during the period to effectively and efficiently extend services to clients by the Public service Commission.

i. Establishments Division

The Establishments Division, in accordance with the delegation of power of the Public Service Commission as has been published in the gazette extraordinary No 1941/41 of 20.11.2015, carries out the work including formulation of service minutes (SMM) to each of the approved services in the public service and schemes of recruitment (SSOR) to every post, meeting with approval outside of such services.

In the formulation of such service minutes and schemes of recruitment, method of recruitment that should be followed for recruiting officers to all approved posts, eligibilities of recruitment, salary scale applicable to the post, conditions of services, methods of promotions and all other related particulars are to be incorporated. The Commission, prior to approval of the respective service minute or the scheme of recruitment 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 of Schemes of Recruitment.

Tasks carried out by the Establishments Division

- (i) Formulation of Services Minutes for every service approved in the Public Service.
- (ii) Formulation of Schemes of Recruitment for every post approved outside the above services.
- (iii) Matters relating to delegation of powers within the scope of the Public Service Commission
- (iv) Formulation of guidelines based on the procedural rule of the Public Service Commission.
- (v) Formulation and amendment of the transfer Schemes of all services.
- (vi) In case an approved Service Minute, Schemes of Recruitment or Schemes of Transfer is required to be amended, action to be taken to amend such many or Schemes on the recommendation of secretary concerned.
- (vii) Taking action to provide policy decision on requests received for solutions on problems arised in related to appointments, promotions, made by authorities to whom powers are delegated.
- (viii) Tacking action to solving matters pertaining to Procedural Rules of the Public Service Commission, Service Minutes, Schemas of Recruitment, Schemes of Transfer, and Circulars and instances where actions to be taken outside the orders of the Public Service Commission.

Progress of the Establishments Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	New Schemes of Recruitment	20
02	New Service Minutes	01
03	Schemes of Transfer	02
04	Amendments to Schemes of Recruitment	17
05	Amendments to Service Minutes	11
06	Amendments to Schemes of Transfer	06
07	Circulars	02
08	Request on deviation on Schemes of Recruitment in exceptional cases	04

09	Request on deviation from service minutes in exceptional cases	01
10	Policy matters	33
11	General	43
12	Matters pertaining to SC/AAT/CA	17
	Total	157

Complaints laid before AAT during the period under review

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decision upheld	Number of PSC decision revoked	Number pending as at 30.06.2017
32	04	36	00	00	36

Cases filed in the Supreme Court

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number dismissed and agreed with PSC decision	Number of PSC decision revoked	Number pending as at 30.06.2017
71	06	77	03	00	74

Cases filed in the court of Appeal

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decisions upheld	Number of PSC decisions revoked and granted relief	Number of pending as at 30.06.2017
10	00	10	00	00	10

- No requests have been made to the Parliamentary Commissioner for Administration (Ombudsman), Human Rights Commission and the Public Petition Committee.

ii. 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 Service) in respect of whom the powers of the Public Service Commission have not been

delegated as published in the Gazette Extraordinary No. 1941/41 dated 20.11.2015, No. 1989/29 dated 29.01.2016, No. 1990/24 dated 27.10.2016, No. 1992/7 dated 07.11.2016 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Appointment division of the Public Service Commission. .

Tasks carried out by the Appointments Division

- (i) Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions
- (ii) Conformation in service, Termination of service , Reversion to the former post.
- (iii) Appointment on acting / attending to duties basis

- (iv) Release (outright / temporary).

- (v) Recruitment on contract basis, Resignation from service , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds).
- (vi) Re- employment of retired public officers on contract basis, Appointment to scheduled posts in the Service Minutes (where applicable)
- (vii) 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.

Progress of the Appointments Division (01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	128
02	Confirmation	165
03	Recruitment	14
04	Re – employment on contract basis	213
05	Appointment on contract basis	08
06	Decisions on efficiency bars	170
07	Appointment to act / attend to the duties	178
08	Release	13
09	Resignation	05
10	Absorption	133
	Total	1027

Details of the pending cases and complains for which the division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	31	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	12	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	94	04
Cases filed after 01.04.2017	01	-----

iii. Promotions Division

Following functions relating to the Promotions 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 as published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016 , No. 1990/24 dated 27.10.2016, No. 1989/29 dated 29.01.2016, and the Gazette Extraordinary No. 1441/41 dated 20.11.2015 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Promotions Division of the Public Service Commission.

Tasks carried out by the Promotions Division

- I. Promotions to posts as per approved Service Minutes / Schemes of Recruitment (from grade to grade / Competitive Exams on seniority and merit basis / on the result of structured interviews)
- II. Appointment of Officers to relevant posts on Promotions based on results of structured interviews on seniority basis.
- III. Appointment to a new post giving prior approval thereto in transferring Officers of grade 1 and above belong to all island services from a post to post.
- IV. Producing observations and required reports on court cases filed in the Supreme court/ Court of appeal and appeals laid before Administrative Appeals Tribunal against orders/ decisions made by the Public Service Commission pertaining to matters referred to above.
- V. Dealing with matters pertaining to appeals laid before the Administrative Appeals Tribunal and cases filed in the Supreme Court / Court of appeals against orders / decisions made by the Public Service Commission having regard to above functions and appeared on behalf of the Public Service Commission whenever required.

Progress of the Promotions Division

(01.04.2017 to 30.06.2017)

Srl. No.	Matter	Number
01	Promotion from Grade to Grade	745
02	Promotion on selection	24
03	Appointment to posts	47
	Total	816

Details of the pending cases and complaints for which the Division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017.

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	36	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	05	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	66	-----
Cases filed after 01.04.2017	03	-----

iv. Disciplinary Division

Disciplinary matters of officers coming under the scope of Public Service Commission referred to in the Gazette Extraordinary No. 1941/41 dated 20.11.2015 amended by the Gazette No. 1955/22 dated 25.02.2016 and No. 2016/37 dated 26.04.2016, dealing with delegation of powers of the Public service Commission except officers falling under the Ministry of Education in terms of Gazettes Extraordinary No. 1989/27, 1989/28, 1989/29 dated 19.10.2016 and the Gazette Extraordinary No. 1992/7 dated 07.11.2016 and officers of Ministry of Health Nutrition and Indigenous Medicine in terms of Gazette Extraordinary No.1990/24 , 1990/25 dated 27.10.2016 are handled by the Disciplinary Division of the Public Service Commission in accordance with provisions of Article 57 (1) of the Constitution. Further, the Disciplinary Division, having extensively examined all documents received by the division extends much needed co – operation by way of making observations and recommendations to the Commission in order that it could arrive at decisions when and where necessary.

Role of the Disciplinary Division

Dealing with disciplinary matters of officers referred to in Para/above coming under the purview of the Public Service Commission

1. On disciplinary matters

- i. On receiving a preliminary investigation report conducted by the heads of Departments or secretaries of Ministries to the disciplinary division and following a proper study thereon with appropriately constructed observations, the Public Service Commission 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 Ministry Secretary and Head of Department. Upon consideration of the answers furnished by the accused officers to such charge sheet and the observations and recommendations thereon made by the respective Head of Department and Secretary of the Ministry, a decision will be made as to whether the institution of a formal disciplinary inquiry on the matter is feasible or not.
- iii. Where a 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 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 and Secretary to the Ministry.
- 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 and 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 re – instated in service following his interdiction or he could even been 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. Appeals made against disciplinary orders issued by the Education Service Committee and the Health Service Committee

Appeals made against disciplinary orders issued by the Education Service Committee on officers coming under the scope of the Ministry of Education in accordance with the Extraordinary Gazette Notification No.1989/27 , 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 of 07.11.2016 in terms of provisions in Article 57 (1) of the Constitution and disciplinary orders against officers coming under the scope of the Ministry of Health, Nutrition, and Indigenous Medicine issued by the Health Service Committee in accordance with Extraordinary Gazette Notifications No. 1990/24, 1990/25 of 27.10.2016 and the Gazette Extraordinary No. 2004/49 of 01.02.2017 and the observations and recommendations made by the Appointing Authority of those officers and respective committees on such appeals will be considered by the Commission as to whether to grant reliefs on such officers / dismissal of appeals.

i. Appeals against notices of vacation of post

Except officers fall under the Ministry of Health, Nutrition, and Indigenous Medicine in accordance with Extraordinary Gazette Notice bearing No. 2004/49 dated 01.02.2017 and No. 1990/24 , 1990/25 dated 27.10.2016 and officers coming under the scope of the Ministry of Education as stated in the Gazette Extraordinary No.1989/27, 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 dated 07.11.2016, appeals made against notices of VOP of officers coming under the scope of the Public Service Commission as stated in the Gazette Notification No. 1941/41of 20.11.2015 as amended by the Gazette No. 1955/22 of 25.02.2016 concerning the delegation of powers of the Public Service Commission and the observations and recommendations made by the Administrative Authority of those officers on such appeals will be re-considered by the Commission in deciding whether to appropriately re – instate such officers in service or not.

ii. Appeals laid before the Superior Courts, Administrative Appeals Tribunal, Human Rights Commission and Public Petitions Committee and Ombudsman

Preparation of observations on applications made before the Supreme Court (SC) against the decisions of the Public Service Commission concerning disciplinary orders and decisions on such disciplinary matters and observations on appeals made to the Administrative Appeals Tribunal, Public

Petitions Committee and the Ombudsman and makes its appearance before such institution whenever appeals being summoned and apart from inquires made by the Human Rights Commission would also be appropriately dealt with.

Progress of the Disciplinary Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Issuance of charge sheets	09
02	Amendments to charge sheets	03
03	Exoneration from charges	02
04	Dismissal from service	01
05	Other disciplinary punishments	09
06	Re- instatement in service	01
07	Dismissal of appeals	03
08	Retirement under section 12 of the pension minute	02
09	Compulsory retirement	01
10	Interdiction from Service	02
11	Conversion of retirement under disciplinary grounds to normal retirement	02
12	Retirement from service	01
13	Completion of disciplinary matters	06
14	Other general orders	51
15	Observation on appeals heard in the Administrative Appeals Tribunal	19
16	Observation on court applications	03
	Total	115

Court Cases dealt with during the period under review

	No. of SC Applications	No. of CA Applications	No. of AAT Appeals
Number pending to be appeared as at 01.04.2017	09	09	121
Number of cases finalized as at 01.04.2017 out of pending cases as at 30.06.2017	01	---	05
Number filed afresh from 01.04.2017 to 30.06.2017	00	01	07
Number pending as at 30.06.2017	08	10	123

v. Appeals Division

Appeals Division extends assistance to the commission to arrive at decisions on appeals submitted to the Public Service Commission to arrive at decisions on appeals submitted to the Public Service Commission in writing in terms of Article 58(1) of the Constitution 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.

Role of the appeals divisions

- i. Calling reports contained with observations and recommendations on each appeal from respective Ministry / Department.
- ii. Preparations of detail report on each appeal and forwarding it to the Public Service Commission
- iii. Conveyance the decisions on appeals made by the Public Service Commission to the appellant and other relevant parties.
- iv. Preparations of observations reports on appeals made to the Administrative Appeals Tribunal against the decisions of the Commission and makes its appearance before AAT.
- v. Making observations on petitions referred to it by the Public Petitions Committee regarding decisions of the Public Service Commission.
- vi. Making appearance before Public Petitions committee on petitions heard by the Public Petitions committee itself.

- vii. Making observations on applications laid before the Supreme Court and the Court of appeal against the decisions of the Public Service Commission.
- viii. Making observations relevant to petitions to the Parliamentary Commissioner of Administration (Ombudsman) against decisions of the Public Service Commission.
- ix. Making observations on applications made to the Human Rights Commission regarding decisions of the Public Service Commission.
- x. Forwarding information regarding cases filed in the Supreme Court and Court of Appeal to the Attorney General's Department.

Progress of the Appeals Division (01.04.2017 to 30.06.2017)

Srl.No	Matter	Number
01	Appeals received from 01.04.2017 to 30.06.2017	246
02	Number of Appeals for which reports on observations and recommendations were called by the Authority of power of delegation from 01.04.2017 to 30.06.2017 (Including appeals made during the previous years)	108
03	Number of appeals finalized from 01.04.2017 – 30.06.2017	193
	Details on finalize appeals as follows	
	Appeals on disciplinary matters	37
	Appeals on promotions	19
	Appeals on notices of vacation of post	51
	Appeals on Transfers	48
	Appeals on Appointments	01
	Appeals on interdiction	03
	other	34
	Total	193
04	Number of Supreme Court cases received from 01.04.2017 to 30.06.2017	05
05	Number of AAT cases received from 01.04.2017 to 30.06.2017	19
06	Inquires made by the Public Petitions Committee from 01.04.2017 to 30.06.2017	05

Court cases handle during the period under review

Details	Number as at 01.04.2017	Number received afresh from 01.04.2017 to 30.06.2017	Number of decisions given by the SC/ CA from 01.04.2017 to 30.06.2017	Number pending as at 30.06.2017
Number of Supreme court cases	30	05	06	29
Number of Court of Appeal cases	06	---	----	06

vi. Education Service Committee

In accordance with the delegation of powers by the Public Service Commission in terms of Article 57 (1) of the Constitution, the Gazette No. 1989/29 dated 19.10.2016 has been published for the Education Service Committee and the provisions relevant to delegation of powers in the Schedule “b” therein have been published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016, effective from the date 20.10.2016.

The Gazette Extraordinary No. 2014/03 dated 11.04.2017 has been published relevant to delegation of powers by the Public Service Commission in accordance with the Article 57 (1) of the Constitution.

Role of the Education Service Committee

The following functions relevant to officer with whom the powers have been delegated by the Public Service Commission having published in the Gazette Extraordinary No. 2014/03 dated 11.04.2017 are been dealt by the Education Service Committee.

- i. Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions, Conformation 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 , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds), dealing with appeals made against notices of vacation of posts , Re –appointment to the service/ post, Retirement, Re – employment of retired public officers on contract basis
- ii. Promotion (Grade to Grade/ on seniority and merit basis) in accordance with the approved Service Minutes / Schemas of recruitments / Schemas of promotions.
- iii. Granting relief for efficiency bar exams.
- iv. Disciplinary control and dismissal from service concerning offences set out in first Schedule of Chapter XLVIII of the Establishments Code in relation to offences falling under the scope of the Education Service Committee.

- v. Matters connected to political revenges.(Conveyance of the decision of the Public Service Commission No. PSC/EST/02-03/05/2016 dated 09.12.2016)

Progress of the Education Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number	
01	Retirement	67	
	Confirmation	25	
	Promotions	74	
	Absorptions	679	
	Releases	26	
	Attachments	01	
	Decisions on efficiency bars	22	
	Appointments to posts	06	
	Appeals	06	
	Other orders	15	
	Total		
02	Disciplinary		
	Amendments to Charge Sheets	01	
	Other disciplinary punishments	04	
	Retirement under section 12 of the Pension Minutes	02	
	Appointment of disciplinary inquiry officers	04	
	Other General Orders	11	
	Total		

Court cases relevant to the Education Service Committee

- Appointment to the post of Director Education (Sports and Physical Education)
Case No. SC(FR) 96/2017 - observations sent to the Hon. Attorney – General
- Appointment of Education Director, North Western Province
Case No. SC(FR) 110/2017 - proxy been sent to the Hon. Attorney – General

Health Service Committee

Powers have been delegated by the Public Service Commission to the Health Service Committee with effect from 01.11.2016 by the Gazette Extraordinary No. 1990/24 dated 27.10.2016 amended by the Gazettes Extraordinary No. 2009/18 dated 08.03.2017 and No. 2004/49 dated 10.02.2017. members for such committee have been appointed

with effect from 27.10.2016 by the Gazette Extraordinary bearing No. 1990/25 dated 27.10.2016.

Role of the Health Service Committee

Role of this committee is to making decisions on matters forwarded to the Committee in accordance with delegation of powers referred to above.

Progress of the Health Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	74
02	Confirmation	219
03	Issuance of appointment letters to the medical officers to whom letter of appointments have not so far been issued by the Public Service Commission prior to year 2017	173
04	Recruitment on contract basis	24
05	Promotions	470
06	Releases	14
07	Transfers	3056
08	Decisions on efficiency bars	126
09	Resignations	3
10	Covering of duties	6
11	Appointment to posts	12
12	Other decisions relevant to appointments	5
13	Issuance of charge sheets	5
14	Amendments to charge sheets	3
15	Interdiction	1
16	Exoneration from disciplinary cases	1
17	Other disciplinary punishments	2
18	Retirement under section 12 of Minute on pensions	1
19	Re- instatement in Service	1
20	Appointment of officers for formal disciplinary inquires	13
21	Other Orders relevant to disciplinary matters	13
	Total	4222

Court cases relevant to the Health Service Committee

Re- instatement of Medical Officer Mrs. R.M.P.M. Rathnayaka

Case No. SC(FR) 365/2016 – observations submitted to the Attorney General.

04. Steps taken to streamline activities of the Public Service Commission

Following functions during the period have been carried out by the Public Service Commission in order to contribute efficient and effective service to its clients

Establishments Division

- i. Sending reminders once in every month for making the tasks dealt with the Establishments Division more efficient and effective.
- ii. Summon officers in charge of the subject of the respective Ministry for holding discussions concerning problems relating to task carried out by the Establishment Division.
- iii. Taking actions to make available required facts true faxes by giving reminders over the telephone to Ministries – Departments who were failed in timely actions to send responses.

Appointment Division

- i. Making the path of easily and properly receiving information on appointment of officers to posts on the basis of confirm/acting/attending to duties in issuing the Public Service commission Circular No. 1/2007. Accordingly new format EST 12 has been introduced instead of formats EST 10 and EST 04 used so far. Therefore, appointment division could properly making appointments on acting attending to duties basis.
- ii. Taking prompt action to receive information from Ministries/Departments sending reminders and holding meetings with relevant officers in institution reducing delays presently experiencing in order to reduce documentation with the intention of delivering an expeditious service expected by public officers.
- iii. Implementing appropriate programme to receive and carrying out orders with in a specific time frame from the Public Service Commission giving targets all officers in the division.
- iv. Restructuring activities in the division implementing PRABHADARANI quality circle concurrently to the productivity programme making the functions of the division more effective and efficient.

Promotions Division

- i. Restructuring activities in the division implementing productivity concept within the division using the tool of brainstorming across the “ Abhiman” quality circle
- ii. Taking prompt action to receive information from Ministries / Departments, sending reminders and holding meetings with relevant officers in institutions reducing present delay in order to reduce documentation with the intention of delivering and expeditious service anticipated by public officers.
- iii. Officers attached to the Division are given targets to obtain decisions on each case within a specific time frame from the Public Service Commission and duly implementing functions more efficient and effectively.

Disciplinary Division

- i. Entering data in pending files in to a data base as initiating a project under the concept of “productivity” and successfully complete the project.
- ii. Initiating entering facts to be secured in documents forwarded to the record room having finalized disciplinary procedures and files that have been disposed.
- iii. Identifying and implementing proper procedure enabling to searching of files pending at the moment.

Appeals Division

- i. Sending reminders to get received observations /recommendations from delegated authorities relevant to appeals forwarded to the division and thereby making aware of Ministry Secretaries regarding delays caused thereon.

Education Service Committee

- i. Preparation of data management system.
- ii. Preparation of data management system for disciplinary matters.
- iii. Holding discussions with officers in the division regarding problems faced in dealing with matters in order to making an efficient and effective service.
- iv. Carrying out duties without any delay with the participation of all officers in the division and assuming duties even on holydays and special occasions.

- v. Balancing the tasks carried out by officers exchanging subjects among Public Management Assistant.

Health Service Committee

- i. The present data management system used by the office of the Public Service Commission has no room for a domain reserved for the Health Committee and therefore details relevant to documents being entered through a system (Access) newly being prepared.

Letters received by the committee being updated in accordance with a format from 25.04.2017 in a manner to easily get details of respective letters.

- ii. Taking prompt action regarding letters relevant to the Ministry of Health, Nutrition and Indigenous Medicine.

As soon as found shortcomings in letters received by the committee, such matters being solved by contacting respective officer over the phone and forwarded to the committee and decisions of the committee are also informed to the heads of institutions through faxes.

- iii. Preparation of work manuals enabling to executing duties efficiently on occasions where new entrants being recruited and recruitments being made on transfers.

- iv. Forwarding facts by minutes to the committee and conveyance of orders given by the committee and taking follow up measures.

05. Meetings held with Ministries and Departments

Srl. No.	Date	Matter	Ministry/ Department/ Institution participated
01	06.04.2017	Promotion of Railway Engine Drivers to the Special Grade.	Ministry of Transport and Civil Aviation Services
02	02.05.2017	Requests for reliefs in efficiency bar / language proficiency exams.	Ministry of Agriculture
03	05.05.2017	Filling of vacancies in Sri Lanka Architects Service , Grade 1	Ministry of Public Administration and Management
04	05.05.2017	Matters pertaining to Sri Lanka Medical Service	Ministry of Health Nutrition and Indigenous Medicine.

05	05.5.2017	Problems cropped up in appointments being made in the National Sports Science Institute and Sports Development Department.	Ministry of Sports Department of Sports Development National Sports Science Institute
06	16.05.2017	Sri Lanka Teacher Educationists' Service	Ministry of Education
07	22.05.2017	Promotions of officers in the Sri Lanka Technology Service of Irrigations and Water Resources Management to the Special Grade	Ministry of Irrigation and Water Resources Management Department of Irrigation
08	22.05.2017	Recruitment of officers to the Sri Lanka Engineering Service, Grade 111 Recruitment of officers to the Sri Lanka Accountants Service Recruitment of officers to Sri Lanka Planning Service, Grade 111	Ministry of Public Administration and Management
09	22.05.2017	Salary anomalies of Senior Officers in the unified postal service	Ministry of Posts, Postal Services and Muslim Religious affairs
10	23.05.2017	Matters pertaining to Development Officers Service	Ministry of Public Administration and Management
11	24.05.2017	Granting relief for completion of efficiency bars	Department of Social Services
12	25.05.2017	Problems on Scheme of Recruitment, MN – 5, Archeology Department	Ministry of Education Archeology Department
13	26.05.2017	Problems occurred in appointment of officers with qualification in Community Medicine to the Medical Administration Grade.	Sri Lanka Community Medicine Training School
14	30.05.2017	Further clarification on foreign leave obtained by State Counsels during the period of probation.	Ministry of Justice
15	02.06.2017	Problems cropped up in promotion of officers with medical administration qualifications to the medical administration grade	Sri Lanka Medical Administration School
16	02.06.2017	Problems occurred in recruiting senior lectures and principals to the training schools of medicine for Supplementary Professional Service and Para Medical Service	Ministry of Health Nutrition and Indigenous Medicine

17	12.06.2017	Granting Promotions to the special grade of Railway Engine Drivers' Service	Ministry of Transport and Civil Aviation Services Department of Railways
18	20.06.2017	Promotions of officers holding the post of Assistant Editor in the Office of Sinhala Dictionary to the Grade 11	Ministry of Internal Affairs, Wayamba Development and Cultural Affairs
19	29.06.2017	Schemes of Recruitment in the Department of Railways and Other matters	Department of Railways
20	29.06.2017	Promotion to the special grade of Railway Engine Drivers	Ministry of Transport and Civil Aviation Services Department of Railways
21	29.06.2017	On appointment of posts in grade 1 and special grade of Sri Lanka Agricultural Services	Ministry of Agriculture Department of Agriculture

06. Appearing in the Public Petitions Committee

Number of Inquires of Public Petitions Committee appeared from 01.04.2017 to 30.06.2017 is ten (10).

07. Withdrawing of cases filed in the Courts against the Government

Two (02) cases have been withdrawn filed in the court against the government during the prescribed period.

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01. Introduction

The new Public service Commission appointed by the President on the recommendation of the Constitutional Council in terms of the Article 54 (1) of the Constitution as amended by the 19th Amendment commenced its activities with effect from 15.10.2015.

The PSC, in pursuance of the Article 55(5) of the Constitution, submits an Annual Report to the Parliament every year and a Progress Report for each quarter is due to be submitted on the instructions of the Constitutional Council. As it was informed during the month of September 2016 to submit Progress Reports once in each quarter, the progress relating to all three quarters from 01.01.2016 to 30.09.2016 was submitted at one stretch.

In spite of the fact that the Progress Reports should be submitted to the parliament quarterly, the PSC engages itself in supervising its progress having obtain reports on monthly basis. Accordingly, the commission has carried out its activities during the last quarter from 01.04.2017 to 30.06.2017 without any major setbacks.

02. Meetings of the Public Service Commission

Details on meetings held during the period from 01.04.2017 to 30.06.2017

Month	No . of Meetings
April	07
May	07
June	08
Total	22

03. Activities carried out by each Division of the Public Service Commission

Following steps have been taken during the period to effectively and efficiently extend services to clients by the Public service Commission.

i. Establishments Division

The Establishments Division, in accordance with the delegation of power of the Public Service Commission as has been published in the gazette extraordinary No 1941/41 of 20.11.2015, carries out the work including formulation of service minutes (SMM) to each of the approved services in the public service and schemes of recruitment (SSOR) to every post, meeting with approval outside of such services.

In the formulation of such service minutes and schemes of recruitment, method of recruitment that should be followed for recruiting officers to all approved posts, eligibilities of recruitment, salary scale applicable to the post, conditions of services, methods of promotions and all other related particulars are to be incorporated. The Commission, prior to approval of the respective service minute or the scheme of recruitment 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 of Schemes of Recruitment.

Tasks carried out by the Establishments Division

- (i) Formulation of Services Minutes for every service approved in the Public Service.
- (ii) Formulation of Schemes of Recruitment for every post approved outside the above services.
- (iii) Matters relating to delegation of powers within the scope of the Public Service Commission
- (iv) Formulation of guidelines based on the procedural rule of the Public Service Commission.
- (v) Formulation and amendment of the transfer Schemes of all services.
- (vi) In case an approved Service Minute, Schemes of Recruitment or Schemes of Transfer is required to be amended, action to be taken to amend such many or Schemes on the recommendation of secretary concerned.
- (vii) Taking action to provide policy decision on requests received for solutions on problems arised in related to appointments, promotions, made by authorities to whom powers are delegated.
- (viii) Tacking action to solving matters pertaining to Procedural Rules of the Public Service Commission, Service Minutes, Schemas of Recruitment, Schemes of Transfer, and Circulars and instances where actions to be taken outside the orders of the Public Service Commission.

Progress of the Establishments Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	New Schemes of Recruitment	20
02	New Service Minutes	01
03	Schemes of Transfer	02
04	Amendments to Schemes of Recruitment	17
05	Amendments to Service Minutes	11
06	Amendments to Schemes of Transfer	06
07	Circulars	02
08	Request on deviation on Schemes of Recruitment in exceptional cases	04

09	Request on deviation from service minutes in exceptional cases	01
10	Policy matters	33
11	General	43
12	Matters pertaining to SC/AAT/CA	17
	Total	157

Complaints laid before AAT during the period under review

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decision upheld	Number of PSC decision revoked	Number pending as at 30.06.2017
32	04	36	00	00	36

Cases filed in the Supreme Court

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number dismissed and agreed with PSC decision	Number of PSC decision revoked	Number pending as at 30.06.2017
71	06	77	03	00	74

Cases filed in the court of Appeal

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decisions upheld	Number of PSC decisions revoked and granted relief	Number of pending as at 30.06.2017
10	00	10	00	00	10

- No requests have been made to the Parliamentary Commissioner for Administration (Ombudsman), Human Rights Commission and the Public Petition Committee.

ii. 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 Service) in respect of whom the powers of the Public Service Commission have not been

delegated as published in the Gazette Extraordinary No. 1941/41 dated 20.11.2015, No. 1989/29 dated 29.01.2016, No. 1990/24 dated 27.10.2016, No. 1992/7 dated 07.11.2016 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Appointment division of the Public Service Commission. .

Tasks carried out by the Appointments Division

- (i) Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions
- (ii) Conformation in service, Termination of service , Reversion to the former post.
- (iii) Appointment on acting / attending to duties basis

- (iv) Release (outright / temporary).

- (v) Recruitment on contract basis, Resignation from service , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds).
- (vi) Re- employment of retired public officers on contract basis, Appointment to scheduled posts in the Service Minutes (where applicable)
- (vii) 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.

Progress of the Appointments Division (01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	128
02	Confirmation	165
03	Recruitment	14
04	Re – employment on contract basis	213
05	Appointment on contract basis	08
06	Decisions on efficiency bars	170
07	Appointment to act / attend to the duties	178
08	Release	13
09	Resignation	05
10	Absorption	133
	Total	1027

Details of the pending cases and complains for which the division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	31	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	12	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	94	04
Cases filed after 01.04.2017	01	-----

iii. Promotions Division

Following functions relating to the Promotions 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 as published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016 , No. 1990/24 dated 27.10.2016, No. 1989/29 dated 29.01.2016, and the Gazette Extraordinary No. 1441/41 dated 20.11.2015 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Promotions Division of the Public Service Commission.

Tasks carried out by the Promotions Division

- I. Promotions to posts as per approved Service Minutes / Schemes of Recruitment (from grade to grade / Competitive Exams on seniority and merit basis / on the result of structured interviews)
- II. Appointment of Officers to relevant posts on Promotions based on results of structured interviews on seniority basis.
- III. Appointment to a new post giving prior approval thereto in transferring Officers of grade 1 and above belong to all island services from a post to post.
- IV. Producing observations and required reports on court cases filed in the Supreme court/ Court of appeal and appeals laid before Administrative Appeals Tribunal against orders/ decisions made by the Public Service Commission pertaining to matters referred to above.
- V. Dealing with matters pertaining to appeals laid before the Administrative Appeals Tribunal and cases filed in the Supreme Court / Court of appeals against orders / decisions made by the Public Service Commission having regard to above functions and appeared on behalf of the Public Service Commission whenever required.

Progress of the Promotions Division

(01.04.2017 to 30.06.2017)

Srl. No.	Matter	Number
01	Promotion from Grade to Grade	745
02	Promotion on selection	24
03	Appointment to posts	47
	Total	816

Details of the pending cases and complaints for which the Division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017.

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	36	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	05	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	66	-----
Cases filed after 01.04.2017	03	-----

iv. Disciplinary Division

Disciplinary matters of officers coming under the scope of Public Service Commission referred to in the Gazette Extraordinary No. 1941/41 dated 20.11.2015 amended by the Gazette No. 1955/22 dated 25.02.2016 and No. 2016/37 dated 26.04.2016, dealing with delegation of powers of the Public service Commission except officers falling under the Ministry of Education in terms of Gazettes Extraordinary No. 1989/27, 1989/28, 1989/29 dated 19.10.2016 and the Gazette Extraordinary No. 1992/7 dated 07.11.2016 and officers of Ministry of Health Nutrition and Indigenous Medicine in terms of Gazette Extraordinary No.1990/24 , 1990/25 dated 27.10.2016 are handled by the Disciplinary Division of the Public Service Commission in accordance with provisions of Article 57 (1) of the Constitution. Further, the Disciplinary Division, having extensively examined all documents received by the division extends much needed co – operation by way of making observations and recommendations to the Commission in order that it could arrive at decisions when and where necessary.

Role of the Disciplinary Division

Dealing with disciplinary matters of officers referred to in Para/above coming under the purview of the Public Service Commission

1. On disciplinary matters

- i. On receiving a preliminary investigation report conducted by the heads of Departments or secretaries of Ministries to the disciplinary division and following a proper study thereon with appropriately constructed observations, the Public Service Commission 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 Ministry Secretary and Head of Department. Upon consideration of the answers furnished by the accused officers to such charge sheet and the observations and recommendations thereon made by the respective Head of Department and Secretary of the Ministry, a decision will be made as to whether the institution of a formal disciplinary inquiry on the matter is feasible or not.
- iii. Where a 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 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 and Secretary to the Ministry.
- 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 and 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 re – instated in service following his interdiction or he could even been 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. Appeals made against disciplinary orders issued by the Education Service Committee and the Health Service Committee

Appeals made against disciplinary orders issued by the Education Service Committee on officers coming under the scope of the Ministry of Education in accordance with the Extraordinary Gazette Notification No.1989/27 , 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 of 07.11.2016 in terms of provisions in Article 57 (1) of the Constitution and disciplinary orders against officers coming under the scope of the Ministry of Health, Nutrition, and Indigenous Medicine issued by the Health Service Committee in accordance with Extraordinary Gazette Notifications No. 1990/24, 1990/25 of 27.10.2016 and the Gazette Extraordinary No. 2004/49 of 01.02.2017 and the observations and recommendations made by the Appointing Authority of those officers and respective committees on such appeals will be considered by the Commission as to whether to grant reliefs on such officers / dismissal of appeals.

i. Appeals against notices of vacation of post

Except officers fall under the Ministry of Health, Nutrition, and Indigenous Medicine in accordance with Extraordinary Gazette Notice bearing No. 2004/49 dated 01.02.2017 and No. 1990/24 , 1990/25 dated 27.10.2016 and officers coming under the scope of the Ministry of Education as stated in the Gazette Extraordinary No.1989/27, 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 dated 07.11.2016, appeals made against notices of VOP of officers coming under the scope of the Public Service Commission as stated in the Gazette Notification No. 1941/41of 20.11.2015 as amended by the Gazette No. 1955/22 of 25.02.2016 concerning the delegation of powers of the Public Service Commission and the observations and recommendations made by the Administrative Authority of those officers on such appeals will be re-considered by the Commission in deciding whether to appropriately re – instate such officers in service or not.

ii. Appeals laid before the Superior Courts, Administrative Appeals Tribunal, Human Rights Commission and Public Petitions Committee and Ombudsman

Preparation of observations on applications made before the Supreme Court (SC) against the decisions of the Public Service Commission concerning disciplinary orders and decisions on such disciplinary matters and observations on appeals made to the Administrative Appeals Tribunal, Public

Petitions Committee and the Ombudsman and makes its appearance before such institution whenever appeals being summoned and apart from inquires made by the Human Rights Commission would also be appropriately dealt with.

Progress of the Disciplinary Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Issuance of charge sheets	09
02	Amendments to charge sheets	03
03	Exoneration from charges	02
04	Dismissal from service	01
05	Other disciplinary punishments	09
06	Re- instatement in service	01
07	Dismissal of appeals	03
08	Retirement under section 12 of the pension minute	02
09	Compulsory retirement	01
10	Interdiction from Service	02
11	Conversion of retirement under disciplinary grounds to normal retirement	02
12	Retirement from service	01
13	Completion of disciplinary matters	06
14	Other general orders	51
15	Observation on appeals heard in the Administrative Appeals Tribunal	19
16	Observation on court applications	03
	Total	115

Court Cases dealt with during the period under review

	No. of SC Applications	No. of CA Applications	No. of AAT Appeals
Number pending to be appeared as at 01.04.2017	09	09	121
Number of cases finalized as at 01.04.2017 out of pending cases as at 30.06.2017	01	---	05
Number filed afresh from 01.04.2017 to 30.06.2017	00	01	07
Number pending as at 30.06.2017	08	10	123

v. Appeals Division

Appeals Division extends assistance to the commission to arrive at decisions on appeals submitted to the Public Service Commission to arrive at decisions on appeals submitted to the Public Service Commission in writing in terms of Article 58(1) of the Constitution 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.

Role of the appeals divisions

- i. Calling reports contained with observations and recommendations on each appeal from respective Ministry / Department.
- ii. Preparations of detail report on each appeal and forwarding it to the Public Service Commission
- iii. Conveyance the decisions on appeals made by the Public Service Commission to the appellant and other relevant parties.
- iv. Preparations of observations reports on appeals made to the Administrative Appeals Tribunal against the decisions of the Commission and makes its appearance before AAT.
- v. Making observations on petitions referred to it by the Public Petitions Committee regarding decisions of the Public Service Commission.
- vi. Making appearance before Public Petitions committee on petitions heard by the Public Petitions committee itself.

- vii. Making observations on applications laid before the Supreme Court and the Court of appeal against the decisions of the Public Service Commission.
- viii. Making observations relevant to petitions to the Parliamentary Commissioner of Administration (Ombudsman) against decisions of the Public Service Commission.
- ix. Making observations on applications made to the Human Rights Commission regarding decisions of the Public Service Commission.
- x. Forwarding information regarding cases filed in the Supreme Court and Court of Appeal to the Attorney General's Department.

Progress of the Appeals Division (01.04.2017 to 30.06.2017)

Srl.No	Matter	Number
01	Appeals received from 01.04.2017 to 30.06.2017	246
02	Number of Appeals for which reports on observations and recommendations were called by the Authority of power of delegation from 01.04.2017 to 30.06.2017 (Including appeals made during the previous years)	108
03	Number of appeals finalized from 01.04.2017 – 30.06.2017	193
	Details on finalize appeals as follows	
	Appeals on disciplinary matters	37
	Appeals on promotions	19
	Appeals on notices of vacation of post	51
	Appeals on Transfers	48
	Appeals on Appointments	01
	Appeals on interdiction	03
	other	34
	Total	193
04	Number of Supreme Court cases received from 01.04.2017 to 30.06.2017	05
05	Number of AAT cases received from 01.04.2017 to 30.06.2017	19
06	Inquires made by the Public Petitions Committee from 01.04.2017 to 30.06.2017	05

Court cases handle during the period under review

Details	Number as at 01.04.2017	Number received afresh from 01.04.2017 to 30.06.2017	Number of decisions given by the SC/ CA from 01.04.2017 to 30.06.2017	Number pending as at 30.06.2017
Number of Supreme court cases	30	05	06	29
Number of Court of Appeal cases	06	---	----	06

vi. Education Service Committee

In accordance with the delegation of powers by the Public Service Commission in terms of Article 57 (1) of the Constitution, the Gazette No. 1989/29 dated 19.10.2016 has been published for the Education Service Committee and the provisions relevant to delegation of powers in the Schedule “b” therein have been published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016, effective from the date 20.10.2016.

The Gazette Extraordinary No. 2014/03 dated 11.04.2017 has been published relevant to delegation of powers by the Public Service Commission in accordance with the Article 57 (1) of the Constitution.

Role of the Education Service Committee

The following functions relevant to officer with whom the powers have been delegated by the Public Service Commission having published in the Gazette Extraordinary No. 2014/03 dated 11.04.2017 are been dealt by the Education Service Committee.

- i. Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions, Conformation 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 , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds), dealing with appeals made against notices of vacation of posts , Re –appointment to the service/ post, Retirement, Re – employment of retired public officers on contract basis
- ii. Promotion (Grade to Grade/ on seniority and merit basis) in accordance with the approved Service Minutes / Schemas of recruitments / Schemas of promotions.
- iii. Granting relief for efficiency bar exams.
- iv. Disciplinary control and dismissal from service concerning offences set out in first Schedule of Chapter XLVIII of the Establishments Code in relation to offences falling under the scope of the Education Service Committee.

- v. Matters connected to political revenges.(Conveyance of the decision of the Public Service Commission No. PSC/EST/02-03/05/2016 dated 09.12.2016)

Progress of the Education Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number	
01	Retirement	67	
	Confirmation	25	
	Promotions	74	
	Absorptions	679	
	Releases	26	
	Attachments	01	
	Decisions on efficiency bars	22	
	Appointments to posts	06	
	Appeals	06	
	Other orders	15	
	Total		
02	Disciplinary		
	Amendments to Charge Sheets	01	
	Other disciplinary punishments	04	
	Retirement under section 12 of the Pension Minutes	02	
	Appointment of disciplinary inquiry officers	04	
	Other General Orders	11	
	Total		

Court cases relevant to the Education Service Committee

- Appointment to the post of Director Education (Sports and Physical Education)
Case No. SC(FR) 96/2017 - observations sent to the Hon. Attorney – General
- Appointment of Education Director, North Western Province
Case No. SC(FR) 110/2017 - proxy been sent to the Hon. Attorney – General

Health Service Committee

Powers have been delegated by the Public Service Commission to the Health Service Committee with effect from 01.11.2016 by the Gazette Extraordinary No. 1990/24 dated 27.10.2016 amended by the Gazettes Extraordinary No. 2009/18 dated 08.03.2017 and No. 2004/49 dated 10.02.2017. members for such committee have been appointed

with effect from 27.10.2016 by the Gazette Extraordinary bearing No. 1990/25 dated 27.10.2016.

Role of the Health Service Committee

Role of this committee is to making decisions on matters forwarded to the Committee in accordance with delegation of powers referred to above.

Progress of the Health Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	74
02	Confirmation	219
03	Issuance of appointment letters to the medical officers to whom letter of appointments have not so far been issued by the Public Service Commission prior to year 2017	173
04	Recruitment on contract basis	24
05	Promotions	470
06	Releases	14
07	Transfers	3056
08	Decisions on efficiency bars	126
09	Resignations	3
10	Covering of duties	6
11	Appointment to posts	12
12	Other decisions relevant to appointments	5
13	Issuance of charge sheets	5
14	Amendments to charge sheets	3
15	Interdiction	1
16	Exoneration from disciplinary cases	1
17	Other disciplinary punishments	2
18	Retirement under section 12 of Minute on pensions	1
19	Re- instatement in Service	1
20	Appointment of officers for formal disciplinary inquires	13
21	Other Orders relevant to disciplinary matters	13
	Total	4222

Court cases relevant to the Health Service Committee

Re- instatement of Medical Officer Mrs. R.M.P.M. Rathnayaka

Case No. SC(FR) 365/2016 – observations submitted to the Attorney General.

04. Steps taken to streamline activities of the Public Service Commission

Following functions during the period have been carried out by the Public Service Commission in order to contribute efficient and effective service to its clients

Establishments Division

- i. Sending reminders once in every month for making the tasks dealt with the Establishments Division more efficient and effective.
- ii. Summon officers in charge of the subject of the respective Ministry for holding discussions concerning problems relating to task carried out by the Establishment Division.
- iii. Taking actions to make available required facts true faxes by giving reminders over the telephone to Ministries – Departments who were failed in timely actions to send responses.

Appointment Division

- i. Making the path of easily and properly receiving information on appointment of officers to posts on the basis of confirm/acting/attending to duties in issuing the Public Service commission Circular No. 1/2007. Accordingly new format EST 12 has been introduced instead of formats EST 10 and EST 04 used so far. Therefore, appointment division could properly making appointments on acting attending to duties basis.
- ii. Taking prompt action to receive information from Ministries/Departments sending reminders and holding meetings with relevant officers in institution reducing delays presently experiencing in order to reduce documentation with the intention of delivering an expeditious service expected by public officers.
- iii. Implementing appropriate programme to receive and carrying out orders with in a specific time frame from the Public Service Commission giving targets all officers in the division.
- iv. Restructuring activities in the division implementing PRABHADARANI quality circle concurrently to the productivity programme making the functions of the division more effective and efficient.

Promotions Division

- i. Restructuring activities in the division implementing productivity concept within the division using the tool of brainstorming across the “ Abhiman” quality circle
- ii. Taking prompt action to receive information from Ministries / Departments, sending reminders and holding meetings with relevant officers in institutions reducing present delay in order to reduce documentation with the intention of delivering and expeditious service anticipated by public officers.
- iii. Officers attached to the Division are given targets to obtain decisions on each case within a specific time frame from the Public Service Commission and duly implementing functions more efficient and effectively.

Disciplinary Division

- i. Entering data in pending files in to a data base as initiating a project under the concept of “productivity” and successfully complete the project.
- ii. Initiating entering facts to be secured in documents forwarded to the record room having finalized disciplinary procedures and files that have been disposed.
- iii. Identifying and implementing proper procedure enabling to searching of files pending at the moment.

Appeals Division

- i. Sending reminders to get received observations /recommendations from delegated authorities relevant to appeals forwarded to the division and thereby making aware of Ministry Secretaries regarding delays caused thereon.

Education Service Committee

- i. Preparation of data management system.
- ii. Preparation of data management system for disciplinary matters.
- iii. Holding discussions with officers in the division regarding problems faced in dealing with matters in order to making an efficient and effective service.
- iv. Carrying out duties without any delay with the participation of all officers in the division and assuming duties even on holydays and special occasions.

- v. Balancing the tasks carried out by officers exchanging subjects among Public Management Assistant.

Health Service Committee

- i. The present data management system used by the office of the Public Service Commission has no room for a domain reserved for the Health Committee and therefore details relevant to documents being entered through a system (Access) newly being prepared.

Letters received by the committee being updated in accordance with a format from 25.04.2017 in a manner to easily get details of respective letters.

- ii. Taking prompt action regarding letters relevant to the Ministry of Health, Nutrition and Indigenous Medicine.

As soon as found shortcomings in letters received by the committee, such matters being solved by contacting respective officer over the phone and forwarded to the committee and decisions of the committee are also informed to the heads of institutions through faxes.

- iii. Preparation of work manuals enabling to executing duties efficiently on occasions where new entrants being recruited and recruitments being made on transfers.

- iv. Forwarding facts by minutes to the committee and conveyance of orders given by the committee and taking follow up measures.

05. Meetings held with Ministries and Departments

Srl. No.	Date	Matter	Ministry/ Department/ Institution participated
01	06.04.2017	Promotion of Railway Engine Drivers to the Special Grade.	Ministry of Transport and Civil Aviation Services
02	02.05.2017	Requests for reliefs in efficiency bar / language proficiency exams.	Ministry of Agriculture
03	05.05.2017	Filling of vacancies in Sri Lanka Architects Service , Grade 1	Ministry of Public Administration and Management
04	05.05.2017	Matters pertaining to Sri Lanka Medical Service	Ministry of Health Nutrition and Indigenous Medicine.

05	05.5.2017	Problems cropped up in appointments being made in the National Sports Science Institute and Sports Development Department.	Ministry of Sports Department of Sports Development National Sports Science Institute
06	16.05.2017	Sri Lanka Teacher Educationists' Service	Ministry of Education
07	22.05.2017	Promotions of officers in the Sri Lanka Technology Service of Irrigations and Water Resources Management to the Special Grade	Ministry of Irrigation and Water Resources Management Department of Irrigation
08	22.05.2017	Recruitment of officers to the Sri Lanka Engineering Service, Grade 111 Recruitment of officers to the Sri Lanka Accountants Service Recruitment of officers to Sri Lanka Planning Service, Grade 111	Ministry of Public Administration and Management
09	22.05.2017	Salary anomalies of Senior Officers in the unified postal service	Ministry of Posts, Postal Services and Muslim Religious affairs
10	23.05.2017	Matters pertaining to Development Officers Service	Ministry of Public Administration and Management
11	24.05.2017	Granting relief for completion of efficiency bars	Department of Social Services
12	25.05.2017	Problems on Scheme of Recruitment, MN – 5, Archeology Department	Ministry of Education Archeology Department
13	26.05.2017	Problems occurred in appointment of officers with qualification in Community Medicine to the Medical Administration Grade.	Sri Lanka Community Medicine Training School
14	30.05.2017	Further clarification on foreign leave obtained by State Counsels during the period of probation.	Ministry of Justice
15	02.06.2017	Problems cropped up in promotion of officers with medical administration qualifications to the medical administration grade	Sri Lanka Medical Administration School
16	02.06.2017	Problems occurred in recruiting senior lectures and principals to the training schools of medicine for Supplementary Professional Service and Para Medical Service	Ministry of Health Nutrition and Indigenous Medicine

17	12.06.2017	Granting Promotions to the special grade of Railway Engine Drivers' Service	Ministry of Transport and Civil Aviation Services Department of Railways
18	20.06.2017	Promotions of officers holding the post of Assistant Editor in the Office of Sinhala Dictionary to the Grade 11	Ministry of Internal Affairs, Wayamba Development and Cultural Affairs
19	29.06.2017	Schemes of Recruitment in the Department of Railways and Other matters	Department of Railways
20	29.06.2017	Promotion to the special grade of Railway Engine Drivers	Ministry of Transport and Civil Aviation Services Department of Railways
21	29.06.2017	On appointment of posts in grade 1 and special grade of Sri Lanka Agricultural Services	Ministry of Agriculture Department of Agriculture

06. Appearing in the Public Petitions Committee

Number of Inquires of Public Petitions Committee appeared from 01.04.2017 to 30.06.2017 is ten (10).

07. Withdrawing of cases filed in the Courts against the Government

Two (02) cases have been withdrawn filed in the court against the government during the prescribed period.

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01. Introduction

The new Public service Commission appointed by the President on the recommendation of the Constitutional Council in terms of the Article 54 (1) of the Constitution as amended by the 19th Amendment commenced its activities with effect from 15.10.2015.

The PSC, in pursuance of the Article 55(5) of the Constitution, submits an Annual Report to the Parliament every year and a Progress Report for each quarter is due to be submitted on the instructions of the Constitutional Council. As it was informed during the month of September 2016 to submit Progress Reports once in each quarter, the progress relating to all three quarters from 01.01.2016 to 30.09.2016 was submitted at one stretch.

In spite of the fact that the Progress Reports should be submitted to the parliament quarterly, the PSC engages itself in supervising its progress having obtain reports on monthly basis. Accordingly, the commission has carried out its activities during the last quarter from 01.04.2017 to 30.06.2017 without any major setbacks.

02. Meetings of the Public Service Commission

Details on meetings held during the period from 01.04.2017 to 30.06.2017

Month	No . of Meetings
April	07
May	07
June	08
Total	22

03. Activities carried out by each Division of the Public Service Commission

Following steps have been taken during the period to effectively and efficiently extend services to clients by the Public service Commission.

i. Establishments Division

The Establishments Division, in accordance with the delegation of power of the Public Service Commission as has been published in the gazette extraordinary No 1941/41 of 20.11.2015, carries out the work including formulation of service minutes (SMM) to each of the approved services in the public service and schemes of recruitment (SSOR) to every post, meeting with approval outside of such services.

In the formulation of such service minutes and schemes of recruitment, method of recruitment that should be followed for recruiting officers to all approved posts, eligibilities of recruitment, salary scale applicable to the post, conditions of services, methods of promotions and all other related particulars are to be incorporated. The Commission, prior to approval of the respective service minute or the scheme of recruitment 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 of Schemes of Recruitment.

Tasks carried out by the Establishments Division

- (i) Formulation of Services Minutes for every service approved in the Public Service.
- (ii) Formulation of Schemes of Recruitment for every post approved outside the above services.
- (iii) Matters relating to delegation of powers within the scope of the Public Service Commission
- (iv) Formulation of guidelines based on the procedural rule of the Public Service Commission.
- (v) Formulation and amendment of the transfer Schemes of all services.
- (vi) In case an approved Service Minute, Schemes of Recruitment or Schemes of Transfer is required to be amended, action to be taken to amend such many or Schemes on the recommendation of secretary concerned.
- (vii) Taking action to provide policy decision on requests received for solutions on problems arised in related to appointments, promotions, made by authorities to whom powers are delegated.
- (viii) Tacking action to solving matters pertaining to Procedural Rules of the Public Service Commission, Service Minutes, Schemas of Recruitment, Schemes of Transfer, and Circulars and instances where actions to be taken outside the orders of the Public Service Commission.

Progress of the Establishments Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	New Schemes of Recruitment	20
02	New Service Minutes	01
03	Schemes of Transfer	02
04	Amendments to Schemes of Recruitment	17
05	Amendments to Service Minutes	11
06	Amendments to Schemes of Transfer	06
07	Circulars	02
08	Request on deviation on Schemes of Recruitment in exceptional cases	04

09	Request on deviation from service minutes in exceptional cases	01
10	Policy matters	33
11	General	43
12	Matters pertaining to SC/AAT/CA	17
	Total	157

Complaints laid before AAT during the period under review

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decision upheld	Number of PSC decision revoked	Number pending as at 30.06.2017
32	04	36	00	00	36

Cases filed in the Supreme Court

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number dismissed and agreed with PSC decision	Number of PSC decision revoked	Number pending as at 30.06.2017
71	06	77	03	00	74

Cases filed in the court of Appeal

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decisions upheld	Number of PSC decisions revoked and granted relief	Number of pending as at 30.06.2017
10	00	10	00	00	10

- No requests have been made to the Parliamentary Commissioner for Administration (Ombudsman), Human Rights Commission and the Public Petition Committee.

ii. 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 Service) in respect of whom the powers of the Public Service Commission have not been

delegated as published in the Gazette Extraordinary No. 1941/41 dated 20.11.2015, No. 1989/29 dated 29.01.2016, No. 1990/24 dated 27.10.2016, No. 1992/7 dated 07.11.2016 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Appointment division of the Public Service Commission. .

Tasks carried out by the Appointments Division

- (i) Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions
- (ii) Conformation in service, Termination of service , Reversion to the former post.
- (iii) Appointment on acting / attending to duties basis

- (iv) Release (outright / temporary).

- (v) Recruitment on contract basis, Resignation from service , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds).
- (vi) Re- employment of retired public officers on contract basis, Appointment to scheduled posts in the Service Minutes (where applicable)
- (vii) 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.

Progress of the Appointments Division (01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	128
02	Confirmation	165
03	Recruitment	14
04	Re – employment on contract basis	213
05	Appointment on contract basis	08
06	Decisions on efficiency bars	170
07	Appointment to act / attend to the duties	178
08	Release	13
09	Resignation	05
10	Absorption	133
	Total	1027

Details of the pending cases and complains for which the division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	31	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	12	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	94	04
Cases filed after 01.04.2017	01	-----

iii. Promotions Division

Following functions relating to the Promotions 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 as published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016 , No. 1990/24 dated 27.10.2016, No. 1989/29 dated 29.01.2016, and the Gazette Extraordinary No. 1441/41 dated 20.11.2015 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Promotions Division of the Public Service Commission.

Tasks carried out by the Promotions Division

- I. Promotions to posts as per approved Service Minutes / Schemes of Recruitment (from grade to grade / Competitive Exams on seniority and merit basis / on the result of structured interviews)
- II. Appointment of Officers to relevant posts on Promotions based on results of structured interviews on seniority basis.
- III. Appointment to a new post giving prior approval thereto in transferring Officers of grade 1 and above belong to all island services from a post to post.
- IV. Producing observations and required reports on court cases filed in the Supreme court/ Court of appeal and appeals laid before Administrative Appeals Tribunal against orders/ decisions made by the Public Service Commission pertaining to matters referred to above.
- V. Dealing with matters pertaining to appeals laid before the Administrative Appeals Tribunal and cases filed in the Supreme Court / Court of appeals against orders / decisions made by the Public Service Commission having regard to above functions and appeared on behalf of the Public Service Commission whenever required.

Progress of the Promotions Division

(01.04.2017 to 30.06.2017)

Srl. No.	Matter	Number
01	Promotion from Grade to Grade	745
02	Promotion on selection	24
03	Appointment to posts	47
	Total	816

Details of the pending cases and complaints for which the Division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017.

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	36	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	05	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	66	-----
Cases filed after 01.04.2017	03	-----

iv. Disciplinary Division

Disciplinary matters of officers coming under the scope of Public Service Commission referred to in the Gazette Extraordinary No. 1941/41 dated 20.11.2015 amended by the Gazette No. 1955/22 dated 25.02.2016 and No. 2016/37 dated 26.04.2016, dealing with delegation of powers of the Public service Commission except officers falling under the Ministry of Education in terms of Gazettes Extraordinary No. 1989/27, 1989/28, 1989/29 dated 19.10.2016 and the Gazette Extraordinary No. 1992/7 dated 07.11.2016 and officers of Ministry of Health Nutrition and Indigenous Medicine in terms of Gazette Extraordinary No.1990/24 , 1990/25 dated 27.10.2016 are handled by the Disciplinary Division of the Public Service Commission in accordance with provisions of Article 57 (1) of the Constitution. Further, the Disciplinary Division, having extensively examined all documents received by the division extends much needed co – operation by way of making observations and recommendations to the Commission in order that it could arrive at decisions when and where necessary.

Role of the Disciplinary Division

Dealing with disciplinary matters of officers referred to in Para/above coming under the purview of the Public Service Commission

1. On disciplinary matters

- i. On receiving a preliminary investigation report conducted by the heads of Departments or secretaries of Ministries to the disciplinary division and following a proper study thereon with appropriately constructed observations, the Public Service Commission 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 Ministry Secretary and Head of Department. Upon consideration of the answers furnished by the accused officers to such charge sheet and the observations and recommendations thereon made by the respective Head of Department and Secretary of the Ministry, a decision will be made as to whether the institution of a formal disciplinary inquiry on the matter is feasible or not.
- iii. Where a 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 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 and Secretary to the Ministry.
- 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 and 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 re – instated 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. Appeals made against disciplinary orders issued by the Education Service Committee and the Health Service Committee

Appeals made against disciplinary orders issued by the Education Service Committee on officers coming under the scope of the Ministry of Education in accordance with the Extraordinary Gazette Notification No.1989/27 , 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 of 07.11.2016 in terms of provisions in Article 57 (1) of the Constitution and disciplinary orders against officers coming under the scope of the Ministry of Health, Nutrition, and Indigenous Medicine issued by the Health Service Committee in accordance with Extraordinary Gazette Notifications No. 1990/24, 1990/25 of 27.10.2016 and the Gazette Extraordinary No. 2004/49 of 01.02.2017 and the observations and recommendations made by the Appointing Authority of those officers and respective committees on such appeals will be considered by the Commission as to whether to grant reliefs on such officers / dismissal of appeals.

i. Appeals against notices of vacation of post

Except officers fall under the Ministry of Health, Nutrition, and Indigenous Medicine in accordance with Extraordinary Gazette Notice bearing No. 2004/49 dated 01.02.2017 and No. 1990/24 , 1990/25 dated 27.10.2016 and officers coming under the scope of the Ministry of Education as stated in the Gazette Extraordinary No.1989/27, 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 dated 07.11.2016, appeals made against notices of VOP of officers coming under the scope of the Public Service Commission as stated in the Gazette Notification No. 1941/41of 20.11.2015 as amended by the Gazette No. 1955/22 of 25.02.2016 concerning the delegation of powers of the Public Service Commission and the observations and recommendations made by the Administrative Authority of those officers on such appeals will be re-considered by the Commission in deciding whether to appropriately re – instate such officers in service or not.

ii. Appeals laid before the Superior Courts, Administrative Appeals Tribunal, Human Rights Commission and Public Petitions Committee and Ombudsman

Preparation of observations on applications made before the Supreme Court (SC) against the decisions of the Public Service Commission concerning disciplinary orders and decisions on such disciplinary matters and observations on appeals made to the Administrative Appeals Tribunal, Public

Petitions Committee and the Ombudsman and makes its appearance before such institution whenever appeals being summoned and apart from inquires made by the Human Rights Commission would also be appropriately dealt with.

Progress of the Disciplinary Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Issuance of charge sheets	09
02	Amendments to charge sheets	03
03	Exoneration from charges	02
04	Dismissal from service	01
05	Other disciplinary punishments	09
06	Re- instatement in service	01
07	Dismissal of appeals	03
08	Retirement under section 12 of the pension minute	02
09	Compulsory retirement	01
10	Interdiction from Service	02
11	Conversion of retirement under disciplinary grounds to normal retirement	02
12	Retirement from service	01
13	Completion of disciplinary matters	06
14	Other general orders	51
15	Observation on appeals heard in the Administrative Appeals Tribunal	19
16	Observation on court applications	03
	Total	115

Court Cases dealt with during the period under review

	No. of SC Applications	No. of CA Applications	No. of AAT Appeals
Number pending to be appeared as at 01.04.2017	09	09	121
Number of cases finalized as at 01.04.2017 out of pending cases as at 30.06.2017	01	---	05
Number filed afresh from 01.04.2017 to 30.06.2017	00	01	07
Number pending as at 30.06.2017	08	10	123

v. Appeals Division

Appeals Division extends assistance to the commission to arrive at decisions on appeals submitted to the Public Service Commission to arrive at decisions on appeals submitted to the Public Service Commission in writing in terms of Article 58(1) of the Constitution 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.

Role of the appeals divisions

- i. Calling reports contained with observations and recommendations on each appeal from respective Ministry / Department.
- ii. Preparations of detail report on each appeal and forwarding it to the Public Service Commission
- iii. Conveyance the decisions on appeals made by the Public Service Commission to the appellant and other relevant parties.
- iv. Preparations of observations reports on appeals made to the Administrative Appeals Tribunal against the decisions of the Commission and makes its appearance before AAT.
- v. Making observations on petitions referred to it by the Public Petitions Committee regarding decisions of the Public Service Commission.
- vi. Making appearance before Public Petitions committee on petitions heard by the Public Petitions committee itself.

- vii. Making observations on applications laid before the Supreme Court and the Court of appeal against the decisions of the Public Service Commission.
- viii. Making observations relevant to petitions to the Parliamentary Commissioner of Administration (Ombudsman) against decisions of the Public Service Commission.
- ix. Making observations on applications made to the Human Rights Commission regarding decisions of the Public Service Commission.
- x. Forwarding information regarding cases filed in the Supreme Court and Court of Appeal to the Attorney General's Department.

Progress of the Appeals Division (01.04.2017 to 30.06.2017)

Srl.No	Matter	Number
01	Appeals received from 01.04.2017 to 30.06.2017	246
02	Number of Appeals for which reports on observations and recommendations were called by the Authority of power of delegation from 01.04.2017 to 30.06.2017 (Including appeals made during the previous years)	108
03	Number of appeals finalized from 01.04.2017 – 30.06.2017	193
	Details on finalize appeals as follows	
	Appeals on disciplinary matters	37
	Appeals on promotions	19
	Appeals on notices of vacation of post	51
	Appeals on Transfers	48
	Appeals on Appointments	01
	Appeals on interdiction	03
	other	34
	Total	193
04	Number of Supreme Court cases received from 01.04.2017 to 30.06.2017	05
05	Number of AAT cases received from 01.04.2017 to 30.06.2017	19
06	Inquires made by the Public Petitions Committee from 01.04.2017 to 30.06.2017	05

Court cases handle during the period under review

Details	Number as at 01.04.2017	Number received afresh from 01.04.2017 to 30.06.2017	Number of decisions given by the SC/ CA from 01.04.2017 to 30.06.2017	Number pending as at 30.06.2017
Number of Supreme court cases	30	05	06	29
Number of Court of Appeal cases	06	---	----	06

vi. Education Service Committee

In accordance with the delegation of powers by the Public Service Commission in terms of Article 57 (1) of the Constitution, the Gazette No. 1989/29 dated 19.10.2016 has been published for the Education Service Committee and the provisions relevant to delegation of powers in the Schedule “b” therein have been published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016, effective from the date 20.10.2016.

The Gazette Extraordinary No. 2014/03 dated 11.04.2017 has been published relevant to delegation of powers by the Public Service Commission in accordance with the Article 57 (1) of the Constitution.

Role of the Education Service Committee

The following functions relevant to officer with whom the powers have been delegated by the Public Service Commission having published in the Gazette Extraordinary No. 2014/03 dated 11.04.2017 are been dealt by the Education Service Committee.

- i. Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions, Conformation 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 , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds), dealing with appeals made against notices of vacation of posts , Re –appointment to the service/ post, Retirement, Re – employment of retired public officers on contract basis
- ii. Promotion (Grade to Grade/ on seniority and merit basis) in accordance with the approved Service Minutes / Schemas of recruitments / Schemas of promotions.
- iii. Granting relief for efficiency bar exams.
- iv. Disciplinary control and dismissal from service concerning offences set out in first Schedule of Chapter XLVIII of the Establishments Code in relation to offences falling under the scope of the Education Service Committee.

- v. Matters connected to political revenges.(Conveyance of the decision of the Public Service Commission No. PSC/EST/02-03/05/2016 dated 09.12.2016)

Progress of the Education Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number	
01	Retirement	67	
	Confirmation	25	
	Promotions	74	
	Absorptions	679	
	Releases	26	
	Attachments	01	
	Decisions on efficiency bars	22	
	Appointments to posts	06	
	Appeals	06	
	Other orders	15	
	Total		
02	Disciplinary		
	Amendments to Charge Sheets	01	
	Other disciplinary punishments	04	
	Retirement under section 12 of the Pension Minutes	02	
	Appointment of disciplinary inquiry officers	04	
	Other General Orders	11	
	Total		

Court cases relevant to the Education Service Committee

- Appointment to the post of Director Education (Sports and Physical Education)
Case No. SC(FR) 96/2017 - observations sent to the Hon. Attorney – General
- Appointment of Education Director, North Western Province
Case No. SC(FR) 110/2017 - proxy been sent to the Hon. Attorney – General

Health Service Committee

Powers have been delegated by the Public Service Commission to the Health Service Committee with effect from 01.11.2016 by the Gazette Extraordinary No. 1990/24 dated 27.10.2016 amended by the Gazettes Extraordinary No. 2009/18 dated 08.03.2017 and No. 2004/49 dated 10.02.2017. members for such committee have been appointed

with effect from 27.10.2016 by the Gazette Extraordinary bearing No. 1990/25 dated 27.10.2016.

Role of the Health Service Committee

Role of this committee is to making decisions on matters forwarded to the Committee in accordance with delegation of powers referred to above.

Progress of the Health Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	74
02	Confirmation	219
03	Issuance of appointment letters to the medical officers to whom letter of appointments have not so far been issued by the Public Service Commission prior to year 2017	173
04	Recruitment on contract basis	24
05	Promotions	470
06	Releases	14
07	Transfers	3056
08	Decisions on efficiency bars	126
09	Resignations	3
10	Covering of duties	6
11	Appointment to posts	12
12	Other decisions relevant to appointments	5
13	Issuance of charge sheets	5
14	Amendments to charge sheets	3
15	Interdiction	1
16	Exoneration from disciplinary cases	1
17	Other disciplinary punishments	2
18	Retirement under section 12 of Minute on pensions	1
19	Re- instatement in Service	1
20	Appointment of officers for formal disciplinary inquires	13
21	Other Orders relevant to disciplinary matters	13
	Total	4222

Court cases relevant to the Health Service Committee

Re- instatement of Medical Officer Mrs. R.M.P.M. Rathnayaka

Case No. SC(FR) 365/2016 – observations submitted to the Attorney General.

04. Steps taken to streamline activities of the Public Service Commission

Following functions during the period have been carried out by the Public Service Commission in order to contribute efficient and effective service to its clients

Establishments Division

- i. Sending reminders once in every month for making the tasks dealt with the Establishments Division more efficient and effective.
- ii. Summon officers in charge of the subject of the respective Ministry for holding discussions concerning problems relating to task carried out by the Establishment Division.
- iii. Taking actions to make available required facts true faxes by giving reminders over the telephone to Ministries – Departments who were failed in timely actions to send responses.

Appointment Division

- i. Making the path of easily and properly receiving information on appointment of officers to posts on the basis of confirm/acting/attending to duties in issuing the Public Service commission Circular No. 1/2007. Accordingly new format EST 12 has been introduced instead of formats EST 10 and EST 04 used so far. Therefore, appointment division could properly making appointments on acting attending to duties basis.
- ii. Taking prompt action to receive information from Ministries/Departments sending reminders and holding meetings with relevant officers in institution reducing delays presently experiencing in order to reduce documentation with the intention of delivering an expeditious service expected by public officers.
- iii. Implementing appropriate programme to receive and carrying out orders with in a specific time frame from the Public Service Commission giving targets all officers in the division.
- iv. Restructuring activities in the division implementing PRABHADARANI quality circle concurrently to the productivity programme making the functions of the division more effective and efficient.

Promotions Division

- i. Restructuring activities in the division implementing productivity concept within the division using the tool of brainstorming across the “ Abhiman” quality circle
- ii. Taking prompt action to receive information from Ministries / Departments, sending reminders and holding meetings with relevant officers in institutions reducing present delay in order to reduce documentation with the intention of delivering and expeditious service anticipated by public officers.
- iii. Officers attached to the Division are given targets to obtain decisions on each case within a specific time frame from the Public Service Commission and duly implementing functions more efficient and effectively.

Disciplinary Division

- i. Entering data in pending files in to a data base as initiating a project under the concept of “productivity” and successfully complete the project.
- ii. Initiating entering facts to be secured in documents forwarded to the record room having finalized disciplinary procedures and files that have been disposed.
- iii. Identifying and implementing proper procedure enabling to searching of files pending at the moment.

Appeals Division

- i. Sending reminders to get received observations /recommendations from delegated authorities relevant to appeals forwarded to the division and thereby making aware of Ministry Secretaries regarding delays caused thereon.

Education Service Committee

- i. Preparation of data management system.
- ii. Preparation of data management system for disciplinary matters.
- iii. Holding discussions with officers in the division regarding problems faced in dealing with matters in order to making an efficient and effective service.
- iv. Carrying out duties without any delay with the participation of all officers in the division and assuming duties even on holydays and special occasions.

- v. Balancing the tasks carried out by officers exchanging subjects among Public Management Assistant.

Health Service Committee

- i. The present data management system used by the office of the Public Service Commission has no room for a domain reserved for the Health Committee and therefore details relevant to documents being entered through a system (Access) newly being prepared.

Letters received by the committee being updated in accordance with a format from 25.04.2017 in a manner to easily get details of respective letters.

- ii. Taking prompt action regarding letters relevant to the Ministry of Health, Nutrition and Indigenous Medicine.

As soon as found shortcomings in letters received by the committee, such matters being solved by contacting respective officer over the phone and forwarded to the committee and decisions of the committee are also informed to the heads of institutions through faxes.

- iii. Preparation of work manuals enabling to executing duties efficiently on occasions where new entrants being recruited and recruitments being made on transfers.

- iv. Forwarding facts by minutes to the committee and conveyance of orders given by the committee and taking follow up measures.

05. Meetings held with Ministries and Departments

Srl. No.	Date	Matter	Ministry/ Department/ Institution participated
01	06.04.2017	Promotion of Railway Engine Drivers to the Special Grade.	Ministry of Transport and Civil Aviation Services
02	02.05.2017	Requests for reliefs in efficiency bar / language proficiency exams.	Ministry of Agriculture
03	05.05.2017	Filling of vacancies in Sri Lanka Architects Service , Grade 1	Ministry of Public Administration and Management
04	05.05.2017	Matters pertaining to Sri Lanka Medical Service	Ministry of Health Nutrition and Indigenous Medicine.

05	05.5.2017	Problems cropped up in appointments being made in the National Sports Science Institute and Sports Development Department.	Ministry of Sports Department of Sports Development National Sports Science Institute
06	16.05.2017	Sri Lanka Teacher Educationists' Service	Ministry of Education
07	22.05.2017	Promotions of officers in the Sri Lanka Technology Service of Irrigations and Water Resources Management to the Special Grade	Ministry of Irrigation and Water Resources Management Department of Irrigation
08	22.05.2017	Recruitment of officers to the Sri Lanka Engineering Service, Grade 111 Recruitment of officers to the Sri Lanka Accountants Service Recruitment of officers to Sri Lanka Planning Service, Grade 111	Ministry of Public Administration and Management
09	22.05.2017	Salary anomalies of Senior Officers in the unified postal service	Ministry of Posts, Postal Services and Muslim Religious affairs
10	23.05.2017	Matters pertaining to Development Officers Service	Ministry of Public Administration and Management
11	24.05.2017	Granting relief for completion of efficiency bars	Department of Social Services
12	25.05.2017	Problems on Scheme of Recruitment, MN – 5, Archeology Department	Ministry of Education Archeology Department
13	26.05.2017	Problems occurred in appointment of officers with qualification in Community Medicine to the Medical Administration Grade.	Sri Lanka Community Medicine Training School
14	30.05.2017	Further clarification on foreign leave obtained by State Counsels during the period of probation.	Ministry of Justice
15	02.06.2017	Problems cropped up in promotion of officers with medical administration qualifications to the medical administration grade	Sri Lanka Medical Administration School
16	02.06.2017	Problems occurred in recruiting senior lectures and principals to the training schools of medicine for Supplementary Professional Service and Para Medical Service	Ministry of Health Nutrition and Indigenous Medicine

17	12.06.2017	Granting Promotions to the special grade of Railway Engine Drivers' Service	Ministry of Transport and Civil Aviation Services Department of Railways
18	20.06.2017	Promotions of officers holding the post of Assistant Editor in the Office of Sinhala Dictionary to the Grade 11	Ministry of Internal Affairs, Wayamba Development and Cultural Affairs
19	29.06.2017	Schemes of Recruitment in the Department of Railways and Other matters	Department of Railways
20	29.06.2017	Promotion to the special grade of Railway Engine Drivers	Ministry of Transport and Civil Aviation Services Department of Railways
21	29.06.2017	On appointment of posts in grade 1 and special grade of Sri Lanka Agricultural Services	Ministry of Agriculture Department of Agriculture

06. Appearing in the Public Petitions Committee

Number of Inquires of Public Petitions Committee appeared from 01.04.2017 to 30.06.2017 is ten (10).

07. Withdrawing of cases filed in the Courts against the Government

Two (02) cases have been withdrawn filed in the court against the government during the prescribed period.

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01. Introduction

The new Public service Commission appointed by the President on the recommendation of the Constitutional Council in terms of the Article 54 (1) of the Constitution as amended by the 19th Amendment commenced its activities with effect from 15.10.2015.

The PSC, in pursuance of the Article 55(5) of the Constitution, submits an Annual Report to the Parliament every year and a Progress Report for each quarter is due to be submitted on the instructions of the Constitutional Council. As it was informed during the month of September 2016 to submit Progress Reports once in each quarter, the progress relating to all three quarters from 01.01.2016 to 30.09.2016 was submitted at one stretch.

In spite of the fact that the Progress Reports should be submitted to the parliament quarterly, the PSC engages itself in supervising its progress having obtain reports on monthly basis. Accordingly, the commission has carried out its activities during the last quarter from 01.04.2017 to 30.06.2017 without any major setbacks.

02. Meetings of the Public Service Commission

Details on meetings held during the period from 01.04.2017 to 30.06.2017

Month	No . of Meetings
April	07
May	07
June	08
Total	22

03. Activities carried out by each Division of the Public Service Commission

Following steps have been taken during the period to effectively and efficiently extend services to clients by the Public service Commission.

i. Establishments Division

The Establishments Division, in accordance with the delegation of power of the Public Service Commission as has been published in the gazette extraordinary No 1941/41 of 20.11.2015, carries out the work including formulation of service minutes (SMM) to each of the approved services in the public service and schemes of recruitment (SSOR) to every post, meeting with approval outside of such services.

In the formulation of such service minutes and schemes of recruitment, method of recruitment that should be followed for recruiting officers to all approved posts, eligibilities of recruitment, salary scale applicable to the post, conditions of services, methods of promotions and all other related particulars are to be incorporated. The Commission, prior to approval of the respective service minute or the scheme of recruitment 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 of Schemes of Recruitment.

Tasks carried out by the Establishments Division

- (i) Formulation of Services Minutes for every service approved in the Public Service.
- (ii) Formulation of Schemes of Recruitment for every post approved outside the above services.
- (iii) Matters relating to delegation of powers within the scope of the Public Service Commission
- (iv) Formulation of guidelines based on the procedural rule of the Public Service Commission.
- (v) Formulation and amendment of the transfer Schemes of all services.
- (vi) In case an approved Service Minute, Schemes of Recruitment or Schemes of Transfer is required to be amended, action to be taken to amend such many or Schemes on the recommendation of secretary concerned.
- (vii) Taking action to provide policy decision on requests received for solutions on problems arised in related to appointments, promotions, made by authorities to whom powers are delegated.
- (viii) Tacking action to solving matters pertaining to Procedural Rules of the Public Service Commission, Service Minutes, Schemas of Recruitment, Schemes of Transfer, and Circulars and instances where actions to be taken outside the orders of the Public Service Commission.

Progress of the Establishments Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	New Schemes of Recruitment	20
02	New Service Minutes	01
03	Schemes of Transfer	02
04	Amendments to Schemes of Recruitment	17
05	Amendments to Service Minutes	11
06	Amendments to Schemes of Transfer	06
07	Circulars	02
08	Request on deviation on Schemes of Recruitment in exceptional cases	04

09	Request on deviation from service minutes in exceptional cases	01
10	Policy matters	33
11	General	43
12	Matters pertaining to SC/AAT/CA	17
	Total	157

Complaints laid before AAT during the period under review

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decision upheld	Number of PSC decision revoked	Number pending as at 30.06.2017
32	04	36	00	00	36

Cases filed in the Supreme Court

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number dismissed and agreed with PSC decision	Number of PSC decision revoked	Number pending as at 30.06.2017
71	06	77	03	00	74

Cases filed in the court of Appeal

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decisions upheld	Number of PSC decisions revoked and granted relief	Number of pending as at 30.06.2017
10	00	10	00	00	10

- No requests have been made to the Parliamentary Commissioner for Administration (Ombudsman), Human Rights Commission and the Public Petition Committee.

ii. 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 Service) in respect of whom the powers of the Public Service Commission have not been

delegated as published in the Gazette Extraordinary No. 1941/41 dated 20.11.2015, No. 1989/29 dated 29.01.2016, No. 1990/24 dated 27.10.2016, No. 1992/7 dated 07.11.2016 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Appointment division of the Public Service Commission. .

Tasks carried out by the Appointments Division

- (i) Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions
- (ii) Conformation in service, Termination of service , Reversion to the former post.
- (iii) Appointment on acting / attending to duties basis

- (iv) Release (outright / temporary).

- (v) Recruitment on contract basis, Resignation from service , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds).
- (vi) Re- employment of retired public officers on contract basis, Appointment to scheduled posts in the Service Minutes (where applicable)
- (vii) 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.

Progress of the Appointments Division (01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	128
02	Confirmation	165
03	Recruitment	14
04	Re – employment on contract basis	213
05	Appointment on contract basis	08
06	Decisions on efficiency bars	170
07	Appointment to act / attend to the duties	178
08	Release	13
09	Resignation	05
10	Absorption	133
	Total	1027

Details of the pending cases and complains for which the division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	31	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	12	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	94	04
Cases filed after 01.04.2017	01	-----

iii. Promotions Division

Following functions relating to the Promotions 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 as published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016 , No. 1990/24 dated 27.10.2016, No. 1989/29 dated 29.01.2016, and the Gazette Extraordinary No. 1441/41 dated 20.11.2015 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Promotions Division of the Public Service Commission.

Tasks carried out by the Promotions Division

- I. Promotions to posts as per approved Service Minutes / Schemes of Recruitment (from grade to grade / Competitive Exams on seniority and merit basis / on the result of structured interviews)
- II. Appointment of Officers to relevant posts on Promotions based on results of structured interviews on seniority basis.
- III. Appointment to a new post giving prior approval thereto in transferring Officers of grade 1 and above belong to all island services from a post to post.
- IV. Producing observations and required reports on court cases filed in the Supreme court/ Court of appeal and appeals laid before Administrative Appeals Tribunal against orders/ decisions made by the Public Service Commission pertaining to matters referred to above.
- V. Dealing with matters pertaining to appeals laid before the Administrative Appeals Tribunal and cases filed in the Supreme Court / Court of appeals against orders / decisions made by the Public Service Commission having regard to above functions and appeared on behalf of the Public Service Commission whenever required.

Progress of the Promotions Division

(01.04.2017 to 30.06.2017)

Srl. No.	Matter	Number
01	Promotion from Grade to Grade	745
02	Promotion on selection	24
03	Appointment to posts	47
	Total	816

Details of the pending cases and complaints for which the Division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017.

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	36	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	05	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	66	-----
Cases filed after 01.04.2017	03	-----

iv. Disciplinary Division

Disciplinary matters of officers coming under the scope of Public Service Commission referred to in the Gazette Extraordinary No. 1941/41 dated 20.11.2015 amended by the Gazette No. 1955/22 dated 25.02.2016 and No. 2016/37 dated 26.04.2016, dealing with delegation of powers of the Public service Commission except officers falling under the Ministry of Education in terms of Gazettes Extraordinary No. 1989/27, 1989/28, 1989/29 dated 19.10.2016 and the Gazette Extraordinary No. 1992/7 dated 07.11.2016 and officers of Ministry of Health Nutrition and Indigenous Medicine in terms of Gazette Extraordinary No.1990/24 , 1990/25 dated 27.10.2016 are handled by the Disciplinary Division of the Public Service Commission in accordance with provisions of Article 57 (1) of the Constitution. Further, the Disciplinary Division, having extensively examined all documents received by the division extends much needed co – operation by way of making observations and recommendations to the Commission in order that it could arrive at decisions when and where necessary.

Role of the Disciplinary Division

Dealing with disciplinary matters of officers referred to in Para/above coming under the purview of the Public Service Commission

1. On disciplinary matters

- i. On receiving a preliminary investigation report conducted by the heads of Departments or secretaries of Ministries to the disciplinary division and following a proper study thereon with appropriately constructed observations, the Public Service Commission 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 Ministry Secretary and Head of Department. Upon consideration of the answers furnished by the accused officers to such charge sheet and the observations and recommendations thereon made by the respective Head of Department and Secretary of the Ministry, a decision will be made as to whether the institution of a formal disciplinary inquiry on the matter is feasible or not.
- iii. Where a 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 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 and Secretary to the Ministry.
- 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 and 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 re – instated in service following his interdiction or he could even been 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. Appeals made against disciplinary orders issued by the Education Service Committee and the Health Service Committee

Appeals made against disciplinary orders issued by the Education Service Committee on officers coming under the scope of the Ministry of Education in accordance with the Extraordinary Gazette Notification No.1989/27 , 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 of 07.11.2016 in terms of provisions in Article 57 (1) of the Constitution and disciplinary orders against officers coming under the scope of the Ministry of Health, Nutrition, and Indigenous Medicine issued by the Health Service Committee in accordance with Extraordinary Gazette Notifications No. 1990/24, 1990/25 of 27.10.2016 and the Gazette Extraordinary No. 2004/49 of 01.02.2017 and the observations and recommendations made by the Appointing Authority of those officers and respective committees on such appeals will be considered by the Commission as to whether to grant reliefs on such officers / dismissal of appeals.

i. Appeals against notices of vacation of post

Except officers fall under the Ministry of Health, Nutrition, and Indigenous Medicine in accordance with Extraordinary Gazette Notice bearing No. 2004/49 dated 01.02.2017 and No. 1990/24 , 1990/25 dated 27.10.2016 and officers coming under the scope of the Ministry of Education as stated in the Gazette Extraordinary No.1989/27, 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 dated 07.11.2016, appeals made against notices of VOP of officers coming under the scope of the Public Service Commission as stated in the Gazette Notification No. 1941/41of 20.11.2015 as amended by the Gazette No. 1955/22 of 25.02.2016 concerning the delegation of powers of the Public Service Commission and the observations and recommendations made by the Administrative Authority of those officers on such appeals will be re-considered by the Commission in deciding whether to appropriately re – instate such officers in service or not.

ii. Appeals laid before the Superior Courts, Administrative Appeals Tribunal, Human Rights Commission and Public Petitions Committee and Ombudsman

Preparation of observations on applications made before the Supreme Court (SC) against the decisions of the Public Service Commission concerning disciplinary orders and decisions on such disciplinary matters and observations on appeals made to the Administrative Appeals Tribunal, Public

Petitions Committee and the Ombudsman and makes its appearance before such institution whenever appeals being summoned and apart from inquires made by the Human Rights Commission would also be appropriately dealt with.

Progress of the Disciplinary Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Issuance of charge sheets	09
02	Amendments to charge sheets	03
03	Exoneration from charges	02
04	Dismissal from service	01
05	Other disciplinary punishments	09
06	Re- instatement in service	01
07	Dismissal of appeals	03
08	Retirement under section 12 of the pension minute	02
09	Compulsory retirement	01
10	Interdiction from Service	02
11	Conversion of retirement under disciplinary grounds to normal retirement	02
12	Retirement from service	01
13	Completion of disciplinary matters	06
14	Other general orders	51
15	Observation on appeals heard in the Administrative Appeals Tribunal	19
16	Observation on court applications	03
	Total	115

Court Cases dealt with during the period under review

	No. of SC Applications	No. of CA Applications	No. of AAT Appeals
Number pending to be appeared as at 01.04.2017	09	09	121
Number of cases finalized as at 01.04.2017 out of pending cases as at 30.06.2017	01	---	05
Number filed afresh from 01.04.2017 to 30.06.2017	00	01	07
Number pending as at 30.06.2017	08	10	123

v. Appeals Division

Appeals Division extends assistance to the commission to arrive at decisions on appeals submitted to the Public Service Commission to arrive at decisions on appeals submitted to the Public Service Commission in writing in terms of Article 58(1) of the Constitution 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.

Role of the appeals divisions

- i. Calling reports contained with observations and recommendations on each appeal from respective Ministry / Department.
- ii. Preparations of detail report on each appeal and forwarding it to the Public Service Commission
- iii. Conveyance the decisions on appeals made by the Public Service Commission to the appellant and other relevant parties.
- iv. Preparations of observations reports on appeals made to the Administrative Appeals Tribunal against the decisions of the Commission and makes its appearance before AAT.
- v. Making observations on petitions referred to it by the Public Petitions Committee regarding decisions of the Public Service Commission.
- vi. Making appearance before Public Petitions committee on petitions heard by the Public Petitions committee itself.

- vii. Making observations on applications laid before the Supreme Court and the Court of appeal against the decisions of the Public Service Commission.
- viii. Making observations relevant to petitions to the Parliamentary Commissioner of Administration (Ombudsman) against decisions of the Public Service Commission.
- ix. Making observations on applications made to the Human Rights Commission regarding decisions of the Public Service Commission.
- x. Forwarding information regarding cases filed in the Supreme Court and Court of Appeal to the Attorney General's Department.

Progress of the Appeals Division (01.04.2017 to 30.06.2017)

Srl.No	Matter	Number
01	Appeals received from 01.04.2017 to 30.06.2017	246
02	Number of Appeals for which reports on observations and recommendations were called by the Authority of power of delegation from 01.04.2017 to 30.06.2017 (Including appeals made during the previous years)	108
03	Number of appeals finalized from 01.04.2017 – 30.06.2017	193
	Details on finalize appeals as follows	
	Appeals on disciplinary matters	37
	Appeals on promotions	19
	Appeals on notices of vacation of post	51
	Appeals on Transfers	48
	Appeals on Appointments	01
	Appeals on interdiction	03
	other	34
	Total	193
04	Number of Supreme Court cases received from 01.04.2017 to 30.06.2017	05
05	Number of AAT cases received from 01.04.2017 to 30.06.2017	19
06	Inquires made by the Public Petitions Committee from 01.04.2017 to 30.06.2017	05

Court cases handle during the period under review

Details	Number as at 01.04.2017	Number received afresh from 01.04.2017 to 30.06.2017	Number of decisions given by the SC/ CA from 01.04.2017 to 30.06.2017	Number pending as at 30.06.2017
Number of Supreme court cases	30	05	06	29
Number of Court of Appeal cases	06	---	----	06

vi. Education Service Committee

In accordance with the delegation of powers by the Public Service Commission in terms of Article 57 (1) of the Constitution, the Gazette No. 1989/29 dated 19.10.2016 has been published for the Education Service Committee and the provisions relevant to delegation of powers in the Schedule “b” therein have been published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016, effective from the date 20.10.2016.

The Gazette Extraordinary No. 2014/03 dated 11.04.2017 has been published relevant to delegation of powers by the Public Service Commission in accordance with the Article 57 (1) of the Constitution.

Role of the Education Service Committee

The following functions relevant to officer with whom the powers have been delegated by the Public Service Commission having published in the Gazette Extraordinary No. 2014/03 dated 11.04.2017 are been dealt by the Education Service Committee.

- i. Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions, Conformation 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 , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds), dealing with appeals made against notices of vacation of posts , Re –appointment to the service/ post, Retirement, Re – employment of retired public officers on contract basis
- ii. Promotion (Grade to Grade/ on seniority and merit basis) in accordance with the approved Service Minutes / Schemas of recruitments / Schemas of promotions.
- iii. Granting relief for efficiency bar exams.
- iv. Disciplinary control and dismissal from service concerning offences set out in first Schedule of Chapter XLVIII of the Establishments Code in relation to offences falling under the scope of the Education Service Committee.

- v. Matters connected to political revenges.(Conveyance of the decision of the Public Service Commission No. PSC/EST/02-03/05/2016 dated 09.12.2016)

Progress of the Education Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number	
01	Retirement	67	
	Confirmation	25	
	Promotions	74	
	Absorptions	679	
	Releases	26	
	Attachments	01	
	Decisions on efficiency bars	22	
	Appointments to posts	06	
	Appeals	06	
	Other orders	15	
	Total		
02	Disciplinary		
	Amendments to Charge Sheets	01	
	Other disciplinary punishments	04	
	Retirement under section 12 of the Pension Minutes	02	
	Appointment of disciplinary inquiry officers	04	
	Other General Orders	11	
	Total		

Court cases relevant to the Education Service Committee

- Appointment to the post of Director Education (Sports and Physical Education)
Case No. SC(FR) 96/2017 - observations sent to the Hon. Attorney – General
- Appointment of Education Director, North Western Province
Case No. SC(FR) 110/2017 - proxy been sent to the Hon. Attorney – General

Health Service Committee

Powers have been delegated by the Public Service Commission to the Health Service Committee with effect from 01.11.2016 by the Gazette Extraordinary No. 1990/24 dated 27.10.2016 amended by the Gazettes Extraordinary No. 2009/18 dated 08.03.2017 and No. 2004/49 dated 10.02.2017. members for such committee have been appointed

with effect from 27.10.2016 by the Gazette Extraordinary bearing No. 1990/25 dated 27.10.2016.

Role of the Health Service Committee

Role of this committee is to making decisions on matters forwarded to the Committee in accordance with delegation of powers referred to above.

Progress of the Health Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	74
02	Confirmation	219
03	Issuance of appointment letters to the medical officers to whom letter of appointments have not so far been issued by the Public Service Commission prior to year 2017	173
04	Recruitment on contract basis	24
05	Promotions	470
06	Releases	14
07	Transfers	3056
08	Decisions on efficiency bars	126
09	Resignations	3
10	Covering of duties	6
11	Appointment to posts	12
12	Other decisions relevant to appointments	5
13	Issuance of charge sheets	5
14	Amendments to charge sheets	3
15	Interdiction	1
16	Exoneration from disciplinary cases	1
17	Other disciplinary punishments	2
18	Retirement under section 12 of Minute on pensions	1
19	Re- instatement in Service	1
20	Appointment of officers for formal disciplinary inquires	13
21	Other Orders relevant to disciplinary matters	13
	Total	4222

Court cases relevant to the Health Service Committee

Re- instatement of Medical Officer Mrs. R.M.P.M. Rathnayaka

Case No. SC(FR) 365/2016 – observations submitted to the Attorney General.

04. Steps taken to streamline activities of the Public Service Commission

Following functions during the period have been carried out by the Public Service Commission in order to contribute efficient and effective service to its clients

Establishments Division

- i. Sending reminders once in every month for making the tasks dealt with the Establishments Division more efficient and effective.
- ii. Summon officers in charge of the subject of the respective Ministry for holding discussions concerning problems relating to task carried out by the Establishment Division.
- iii. Taking actions to make available required facts true faxes by giving reminders over the telephone to Ministries – Departments who were failed in timely actions to send responses.

Appointment Division

- i. Making the path of easily and properly receiving information on appointment of officers to posts on the basis of confirm/acting/attending to duties in issuing the Public Service commission Circular No. 1/2007. Accordingly new format EST 12 has been introduced instead of formats EST 10 and EST 04 used so far. Therefore, appointment division could properly making appointments on acting attending to duties basis.
- ii. Taking prompt action to receive information from Ministries/Departments sending reminders and holding meetings with relevant officers in institution reducing delays presently experiencing in order to reduce documentation with the intention of delivering an expeditious service expected by public officers.
- iii. Implementing appropriate programme to receive and carrying out orders with in a specific time frame from the Public Service Commission giving targets all officers in the division.
- iv. Restructuring activities in the division implementing PRABHADARANI quality circle concurrently to the productivity programme making the functions of the division more effective and efficient.

Promotions Division

- i. Restructuring activities in the division implementing productivity concept within the division using the tool of brainstorming across the “ Abhiman” quality circle
- ii. Taking prompt action to receive information from Ministries / Departments, sending reminders and holding meetings with relevant officers in institutions reducing present delay in order to reduce documentation with the intention of delivering and expeditious service anticipated by public officers.
- iii. Officers attached to the Division are given targets to obtain decisions on each case within a specific time frame from the Public Service Commission and duly implementing functions more efficient and effectively.

Disciplinary Division

- i. Entering data in pending files in to a data base as initiating a project under the concept of “productivity” and successfully complete the project.
- ii. Initiating entering facts to be secured in documents forwarded to the record room having finalized disciplinary procedures and files that have been disposed.
- iii. Identifying and implementing proper procedure enabling to searching of files pending at the moment.

Appeals Division

- i. Sending reminders to get received observations /recommendations from delegated authorities relevant to appeals forwarded to the division and thereby making aware of Ministry Secretaries regarding delays caused thereon.

Education Service Committee

- i. Preparation of data management system.
- ii. Preparation of data management system for disciplinary matters.
- iii. Holding discussions with officers in the division regarding problems faced in dealing with matters in order to making an efficient and effective service.
- iv. Carrying out duties without any delay with the participation of all officers in the division and assuming duties even on holydays and special occasions.

- v. Balancing the tasks carried out by officers exchanging subjects among Public Management Assistant.

Health Service Committee

- i. The present data management system used by the office of the Public Service Commission has no room for a domain reserved for the Health Committee and therefore details relevant to documents being entered through a system (Access) newly being prepared.

Letters received by the committee being updated in accordance with a format from 25.04.2017 in a manner to easily get details of respective letters.

- ii. Taking prompt action regarding letters relevant to the Ministry of Health, Nutrition and Indigenous Medicine.

As soon as found shortcomings in letters received by the committee, such matters being solved by contacting respective officer over the phone and forwarded to the committee and decisions of the committee are also informed to the heads of institutions through faxes.

- iii. Preparation of work manuals enabling to executing duties efficiently on occasions where new entrants being recruited and recruitments being made on transfers.

- iv. Forwarding facts by minutes to the committee and conveyance of orders given by the committee and taking follow up measures.

05. Meetings held with Ministries and Departments

Srl. No.	Date	Matter	Ministry/ Department/ Institution participated
01	06.04.2017	Promotion of Railway Engine Drivers to the Special Grade.	Ministry of Transport and Civil Aviation Services
02	02.05.2017	Requests for reliefs in efficiency bar / language proficiency exams.	Ministry of Agriculture
03	05.05.2017	Filling of vacancies in Sri Lanka Architects Service , Grade 1	Ministry of Public Administration and Management
04	05.05.2017	Matters pertaining to Sri Lanka Medical Service	Ministry of Health Nutrition and Indigenous Medicine.

05	05.5.2017	Problems cropped up in appointments being made in the National Sports Science Institute and Sports Development Department.	Ministry of Sports Department of Sports Development National Sports Science Institute
06	16.05.2017	Sri Lanka Teacher Educationists' Service	Ministry of Education
07	22.05.2017	Promotions of officers in the Sri Lanka Technology Service of Irrigations and Water Resources Management to the Special Grade	Ministry of Irrigation and Water Resources Management Department of Irrigation
08	22.05.2017	Recruitment of officers to the Sri Lanka Engineering Service, Grade 111 Recruitment of officers to the Sri Lanka Accountants Service Recruitment of officers to Sri Lanka Planning Service, Grade 111	Ministry of Public Administration and Management
09	22.05.2017	Salary anomalies of Senior Officers in the unified postal service	Ministry of Posts, Postal Services and Muslim Religious affairs
10	23.05.2017	Matters pertaining to Development Officers Service	Ministry of Public Administration and Management
11	24.05.2017	Granting relief for completion of efficiency bars	Department of Social Services
12	25.05.2017	Problems on Scheme of Recruitment, MN – 5, Archeology Department	Ministry of Education Archeology Department
13	26.05.2017	Problems occurred in appointment of officers with qualification in Community Medicine to the Medical Administration Grade.	Sri Lanka Community Medicine Training School
14	30.05.2017	Further clarification on foreign leave obtained by State Counsels during the period of probation.	Ministry of Justice
15	02.06.2017	Problems cropped up in promotion of officers with medical administration qualifications to the medical administration grade	Sri Lanka Medical Administration School
16	02.06.2017	Problems occurred in recruiting senior lectures and principals to the training schools of medicine for Supplementary Professional Service and Para Medical Service	Ministry of Health Nutrition and Indigenous Medicine

17	12.06.2017	Granting Promotions to the special grade of Railway Engine Drivers' Service	Ministry of Transport and Civil Aviation Services Department of Railways
18	20.06.2017	Promotions of officers holding the post of Assistant Editor in the Office of Sinhala Dictionary to the Grade 11	Ministry of Internal Affairs, Wayamba Development and Cultural Affairs
19	29.06.2017	Schemes of Recruitment in the Department of Railways and Other matters	Department of Railways
20	29.06.2017	Promotion to the special grade of Railway Engine Drivers	Ministry of Transport and Civil Aviation Services Department of Railways
21	29.06.2017	On appointment of posts in grade 1 and special grade of Sri Lanka Agricultural Services	Ministry of Agriculture Department of Agriculture

06. Appearing in the Public Petitions Committee

Number of Inquires of Public Petitions Committee appeared from 01.04.2017 to 30.06.2017 is ten (10).

07. Withdrawing of cases filed in the Courts against the Government

Two (02) cases have been withdrawn filed in the court against the government during the prescribed period.

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01. Introduction

The new Public service Commission appointed by the President on the recommendation of the Constitutional Council in terms of the Article 54 (1) of the Constitution as amended by the 19th Amendment commenced its activities with effect from 15.10.2015.

The PSC, in pursuance of the Article 55(5) of the Constitution, submits an Annual Report to the Parliament every year and a Progress Report for each quarter is due to be submitted on the instructions of the Constitutional Council. As it was informed during the month of September 2016 to submit Progress Reports once in each quarter, the progress relating to all three quarters from 01.01.2016 to 30.09.2016 was submitted at one stretch.

In spite of the fact that the Progress Reports should be submitted to the parliament quarterly, the PSC engages itself in supervising its progress having obtain reports on monthly basis. Accordingly, the commission has carried out its activities during the last quarter from 01.04.2017 to 30.06.2017 without any major setbacks.

02. Meetings of the Public Service Commission

Details on meetings held during the period from 01.04.2017 to 30.06.2017

Month	No . of Meetings
April	07
May	07
June	08
Total	22

03. Activities carried out by each Division of the Public Service Commission

Following steps have been taken during the period to effectively and efficiently extend services to clients by the Public service Commission.

i. Establishments Division

The Establishments Division, in accordance with the delegation of power of the Public Service Commission as has been published in the gazette extraordinary No 1941/41 of 20.11.2015, carries out the work including formulation of service minutes (SMM) to each of the approved services in the public service and schemes of recruitment (SSOR) to every post, meeting with approval outside of such services.

In the formulation of such service minutes and schemes of recruitment, method of recruitment that should be followed for recruiting officers to all approved posts, eligibilities of recruitment, salary scale applicable to the post, conditions of services, methods of promotions and all other related particulars are to be incorporated. The Commission, prior to approval of the respective service minute or the scheme of recruitment 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 of Schemes of Recruitment.

Tasks carried out by the Establishments Division

- (i) Formulation of Services Minutes for every service approved in the Public Service.
- (ii) Formulation of Schemes of Recruitment for every post approved outside the above services.
- (iii) Matters relating to delegation of powers within the scope of the Public Service Commission
- (iv) Formulation of guidelines based on the procedural rule of the Public Service Commission.
- (v) Formulation and amendment of the transfer Schemes of all services.
- (vi) In case an approved Service Minute, Schemes of Recruitment or Schemes of Transfer is required to be amended, action to be taken to amend such many or Schemes on the recommendation of secretary concerned.
- (vii) Taking action to provide policy decision on requests received for solutions on problems arised in related to appointments, promotions, made by authorities to whom powers are delegated.
- (viii) Tacking action to solving matters pertaining to Procedural Rules of the Public Service Commission, Service Minutes, Schemas of Recruitment, Schemes of Transfer, and Circulars and instances where actions to be taken outside the orders of the Public Service Commission.

Progress of the Establishments Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	New Schemes of Recruitment	20
02	New Service Minutes	01
03	Schemes of Transfer	02
04	Amendments to Schemes of Recruitment	17
05	Amendments to Service Minutes	11
06	Amendments to Schemes of Transfer	06
07	Circulars	02
08	Request on deviation on Schemes of Recruitment in exceptional cases	04

09	Request on deviation from service minutes in exceptional cases	01
10	Policy matters	33
11	General	43
12	Matters pertaining to SC/AAT/CA	17
	Total	157

Complaints laid before AAT during the period under review

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decision upheld	Number of PSC decision revoked	Number pending as at 30.06.2017
32	04	36	00	00	36

Cases filed in the Supreme Court

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number dismissed and agreed with PSC decision	Number of PSC decision revoked	Number pending as at 30.06.2017
71	06	77	03	00	74

Cases filed in the court of Appeal

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decisions upheld	Number of PSC decisions revoked and granted relief	Number of pending as at 30.06.2017
10	00	10	00	00	10

- No requests have been made to the Parliamentary Commissioner for Administration (Ombudsman), Human Rights Commission and the Public Petition Committee.

ii. 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 Service) in respect of whom the powers of the Public Service Commission have not been

delegated as published in the Gazette Extraordinary No. 1941/41 dated 20.11.2015, No. 1989/29 dated 29.01.2016, No. 1990/24 dated 27.10.2016, No. 1992/7 dated 07.11.2016 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Appointment division of the Public Service Commission. .

Tasks carried out by the Appointments Division

- (i) Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions
- (ii) Conformation in service, Termination of service , Reversion to the former post.
- (iii) Appointment on acting / attending to duties basis

- (iv) Release (outright / temporary).

- (v) Recruitment on contract basis, Resignation from service , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds).
- (vi) Re- employment of retired public officers on contract basis, Appointment to scheduled posts in the Service Minutes (where applicable)
- (vii) 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.

Progress of the Appointments Division (01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	128
02	Confirmation	165
03	Recruitment	14
04	Re – employment on contract basis	213
05	Appointment on contract basis	08
06	Decisions on efficiency bars	170
07	Appointment to act / attend to the duties	178
08	Release	13
09	Resignation	05
10	Absorption	133
	Total	1027

Details of the pending cases and complains for which the division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	31	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	12	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	94	04
Cases filed after 01.04.2017	01	-----

iii. Promotions Division

Following functions relating to the Promotions 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 as published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016 , No. 1990/24 dated 27.10.2016, No. 1989/29 dated 29.01.2016, and the Gazette Extraordinary No. 1441/41 dated 20.11.2015 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Promotions Division of the Public Service Commission.

Tasks carried out by the Promotions Division

- I. Promotions to posts as per approved Service Minutes / Schemes of Recruitment (from grade to grade / Competitive Exams on seniority and merit basis / on the result of structured interviews)
- II. Appointment of Officers to relevant posts on Promotions based on results of structured interviews on seniority basis.
- III. Appointment to a new post giving prior approval thereto in transferring Officers of grade 1 and above belong to all island services from a post to post.
- IV. Producing observations and required reports on court cases filed in the Supreme court/ Court of appeal and appeals laid before Administrative Appeals Tribunal against orders/ decisions made by the Public Service Commission pertaining to matters referred to above.
- V. Dealing with matters pertaining to appeals laid before the Administrative Appeals Tribunal and cases filed in the Supreme Court / Court of appeals against orders / decisions made by the Public Service Commission having regard to above functions and appeared on behalf of the Public Service Commission whenever required.

Progress of the Promotions Division

(01.04.2017 to 30.06.2017)

Srl. No.	Matter	Number
01	Promotion from Grade to Grade	745
02	Promotion on selection	24
03	Appointment to posts	47
	Total	816

Details of the pending cases and complaints for which the Division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017.

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	36	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	05	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	66	-----
Cases filed after 01.04.2017	03	-----

iv. Disciplinary Division

Disciplinary matters of officers coming under the scope of Public Service Commission referred to in the Gazette Extraordinary No. 1941/41 dated 20.11.2015 amended by the Gazette No. 1955/22 dated 25.02.2016 and No. 2016/37 dated 26.04.2016, dealing with delegation of powers of the Public service Commission except officers falling under the Ministry of Education in terms of Gazettes Extraordinary No. 1989/27, 1989/28, 1989/29 dated 19.10.2016 and the Gazette Extraordinary No. 1992/7 dated 07.11.2016 and officers of Ministry of Health Nutrition and Indigenous Medicine in terms of Gazette Extraordinary No.1990/24 , 1990/25 dated 27.10.2016 are handled by the Disciplinary Division of the Public Service Commission in accordance with provisions of Article 57 (1) of the Constitution. Further, the Disciplinary Division, having extensively examined all documents received by the division extends much needed co – operation by way of making observations and recommendations to the Commission in order that it could arrive at decisions when and where necessary.

Role of the Disciplinary Division

Dealing with disciplinary matters of officers referred to in Para/above coming under the purview of the Public Service Commission

1. On disciplinary matters

- i. On receiving a preliminary investigation report conducted by the heads of Departments or secretaries of Ministries to the disciplinary division and following a proper study thereon with appropriately constructed observations, the Public Service Commission 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 Ministry Secretary and Head of Department. Upon consideration of the answers furnished by the accused officers to such charge sheet and the observations and recommendations thereon made by the respective Head of Department and Secretary of the Ministry, a decision will be made as to whether the institution of a formal disciplinary inquiry on the matter is feasible or not.
- iii. Where a 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 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 and Secretary to the Ministry.
- 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 and 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 re – instated 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. Appeals made against disciplinary orders issued by the Education Service Committee and the Health Service Committee

Appeals made against disciplinary orders issued by the Education Service Committee on officers coming under the scope of the Ministry of Education in accordance with the Extraordinary Gazette Notification No.1989/27 , 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 of 07.11.2016 in terms of provisions in Article 57 (1) of the Constitution and disciplinary orders against officers coming under the scope of the Ministry of Health, Nutrition, and Indigenous Medicine issued by the Health Service Committee in accordance with Extraordinary Gazette Notifications No. 1990/24, 1990/25 of 27.10.2016 and the Gazette Extraordinary No. 2004/49 of 01.02.2017 and the observations and recommendations made by the Appointing Authority of those officers and respective committees on such appeals will be considered by the Commission as to whether to grant reliefs on such officers / dismissal of appeals.

i. Appeals against notices of vacation of post

Except officers fall under the Ministry of Health, Nutrition, and Indigenous Medicine in accordance with Extraordinary Gazette Notice bearing No. 2004/49 dated 01.02.2017 and No. 1990/24 , 1990/25 dated 27.10.2016 and officers coming under the scope of the Ministry of Education as stated in the Gazette Extraordinary No.1989/27, 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 dated 07.11.2016, appeals made against notices of VOP of officers coming under the scope of the Public Service Commission as stated in the Gazette Notification No. 1941/41of 20.11.2015 as amended by the Gazette No. 1955/22 of 25.02.2016 concerning the delegation of powers of the Public Service Commission and the observations and recommendations made by the Administrative Authority of those officers on such appeals will be re-considered by the Commission in deciding whether to appropriately re – instate such officers in service or not.

ii. Appeals laid before the Superior Courts, Administrative Appeals Tribunal, Human Rights Commission and Public Petitions Committee and Ombudsman

Preparation of observations on applications made before the Supreme Court (SC) against the decisions of the Public Service Commission concerning disciplinary orders and decisions on such disciplinary matters and observations on appeals made to the Administrative Appeals Tribunal, Public

Petitions Committee and the Ombudsman and makes its appearance before such institution whenever appeals being summoned and apart from inquires made by the Human Rights Commission would also be appropriately dealt with.

Progress of the Disciplinary Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Issuance of charge sheets	09
02	Amendments to charge sheets	03
03	Exoneration from charges	02
04	Dismissal from service	01
05	Other disciplinary punishments	09
06	Re- instatement in service	01
07	Dismissal of appeals	03
08	Retirement under section 12 of the pension minute	02
09	Compulsory retirement	01
10	Interdiction from Service	02
11	Conversion of retirement under disciplinary grounds to normal retirement	02
12	Retirement from service	01
13	Completion of disciplinary matters	06
14	Other general orders	51
15	Observation on appeals heard in the Administrative Appeals Tribunal	19
16	Observation on court applications	03
	Total	115

Court Cases dealt with during the period under review

	No. of SC Applications	No. of CA Applications	No. of AAT Appeals
Number pending to be appeared as at 01.04.2017	09	09	121
Number of cases finalized as at 01.04.2017 out of pending cases as at 30.06.2017	01	---	05
Number filed afresh from 01.04.2017 to 30.06.2017	00	01	07
Number pending as at 30.06.2017	08	10	123

v. Appeals Division

Appeals Division extends assistance to the commission to arrive at decisions on appeals submitted to the Public Service Commission to arrive at decisions on appeals submitted to the Public Service Commission in writing in terms of Article 58(1) of the Constitution 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.

Role of the appeals divisions

- i. Calling reports contained with observations and recommendations on each appeal from respective Ministry / Department.
- ii. Preparations of detail report on each appeal and forwarding it to the Public Service Commission
- iii. Conveyance the decisions on appeals made by the Public Service Commission to the appellant and other relevant parties.
- iv. Preparations of observations reports on appeals made to the Administrative Appeals Tribunal against the decisions of the Commission and makes its appearance before AAT.
- v. Making observations on petitions referred to it by the Public Petitions Committee regarding decisions of the Public Service Commission.
- vi. Making appearance before Public Petitions committee on petitions heard by the Public Petitions committee itself.

- vii. Making observations on applications laid before the Supreme Court and the Court of appeal against the decisions of the Public Service Commission.
- viii. Making observations relevant to petitions to the Parliamentary Commissioner of Administration (Ombudsman) against decisions of the Public Service Commission.
- ix. Making observations on applications made to the Human Rights Commission regarding decisions of the Public Service Commission.
- x. Forwarding information regarding cases filed in the Supreme Court and Court of Appeal to the Attorney General's Department.

Progress of the Appeals Division (01.04.2017 to 30.06.2017)

Srl.No	Matter	Number
01	Appeals received from 01.04.2017 to 30.06.2017	246
02	Number of Appeals for which reports on observations and recommendations were called by the Authority of power of delegation from 01.04.2017 to 30.06.2017 (Including appeals made during the previous years)	108
03	Number of appeals finalized from 01.04.2017 – 30.06.2017	193
	Details on finalize appeals as follows	
	Appeals on disciplinary matters	37
	Appeals on promotions	19
	Appeals on notices of vacation of post	51
	Appeals on Transfers	48
	Appeals on Appointments	01
	Appeals on interdiction	03
	other	34
	Total	193
04	Number of Supreme Court cases received from 01.04.2017 to 30.06.2017	05
05	Number of AAT cases received from 01.04.2017 to 30.06.2017	19
06	Inquires made by the Public Petitions Committee from 01.04.2017 to 30.06.2017	05

Court cases handle during the period under review

Details	Number as at 01.04.2017	Number received afresh from 01.04.2017 to 30.06.2017	Number of decisions given by the SC/ CA from 01.04.2017 to 30.06.2017	Number pending as at 30.06.2017
Number of Supreme court cases	30	05	06	29
Number of Court of Appeal cases	06	---	----	06

vi. Education Service Committee

In accordance with the delegation of powers by the Public Service Commission in terms of Article 57 (1) of the Constitution, the Gazette No. 1989/29 dated 19.10.2016 has been published for the Education Service Committee and the provisions relevant to delegation of powers in the Schedule “b” therein have been published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016, effective from the date 20.10.2016.

The Gazette Extraordinary No. 2014/03 dated 11.04.2017 has been published relevant to delegation of powers by the Public Service Commission in accordance with the Article 57 (1) of the Constitution.

Role of the Education Service Committee

The following functions relevant to officer with whom the powers have been delegated by the Public Service Commission having published in the Gazette Extraordinary No. 2014/03 dated 11.04.2017 are been dealt by the Education Service Committee.

- i. Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions, Conformation 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 , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds), dealing with appeals made against notices of vacation of posts , Re –appointment to the service/ post, Retirement, Re – employment of retired public officers on contract basis
- ii. Promotion (Grade to Grade/ on seniority and merit basis) in accordance with the approved Service Minutes / Schemas of recruitments / Schemas of promotions.
- iii. Granting relief for efficiency bar exams.
- iv. Disciplinary control and dismissal from service concerning offences set out in first Schedule of Chapter XLVIII of the Establishments Code in relation to offences falling under the scope of the Education Service Committee.

- v. Matters connected to political revenges.(Conveyance of the decision of the Public Service Commission No. PSC/EST/02-03/05/2016 dated 09.12.2016)

Progress of the Education Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number	
01	Retirement	67	
	Confirmation	25	
	Promotions	74	
	Absorptions	679	
	Releases	26	
	Attachments	01	
	Decisions on efficiency bars	22	
	Appointments to posts	06	
	Appeals	06	
	Other orders	15	
	Total		
02	Disciplinary		
	Amendments to Charge Sheets	01	
	Other disciplinary punishments	04	
	Retirement under section 12 of the Pension Minutes	02	
	Appointment of disciplinary inquiry officers	04	
	Other General Orders	11	
	Total		

Court cases relevant to the Education Service Committee

- Appointment to the post of Director Education (Sports and Physical Education)
Case No. SC(FR) 96/2017 - observations sent to the Hon. Attorney – General
- Appointment of Education Director, North Western Province
Case No. SC(FR) 110/2017 - proxy been sent to the Hon. Attorney – General

Health Service Committee

Powers have been delegated by the Public Service Commission to the Health Service Committee with effect from 01.11.2016 by the Gazette Extraordinary No. 1990/24 dated 27.10.2016 amended by the Gazettes Extraordinary No. 2009/18 dated 08.03.2017 and No. 2004/49 dated 10.02.2017. members for such committee have been appointed

with effect from 27.10.2016 by the Gazette Extraordinary bearing No. 1990/25 dated 27.10.2016.

Role of the Health Service Committee

Role of this committee is to making decisions on matters forwarded to the Committee in accordance with delegation of powers referred to above.

Progress of the Health Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	74
02	Confirmation	219
03	Issuance of appointment letters to the medical officers to whom letter of appointments have not so far been issued by the Public Service Commission prior to year 2017	173
04	Recruitment on contract basis	24
05	Promotions	470
06	Releases	14
07	Transfers	3056
08	Decisions on efficiency bars	126
09	Resignations	3
10	Covering of duties	6
11	Appointment to posts	12
12	Other decisions relevant to appointments	5
13	Issuance of charge sheets	5
14	Amendments to charge sheets	3
15	Interdiction	1
16	Exoneration from disciplinary cases	1
17	Other disciplinary punishments	2
18	Retirement under section 12 of Minute on pensions	1
19	Re- instatement in Service	1
20	Appointment of officers for formal disciplinary inquires	13
21	Other Orders relevant to disciplinary matters	13
	Total	4222

Court cases relevant to the Health Service Committee

Re- instatement of Medical Officer Mrs. R.M.P.M. Rathnayaka

Case No. SC(FR) 365/2016 – observations submitted to the Attorney General.

04. Steps taken to streamline activities of the Public Service Commission

Following functions during the period have been carried out by the Public Service Commission in order to contribute efficient and effective service to its clients

Establishments Division

- i. Sending reminders once in every month for making the tasks dealt with the Establishments Division more efficient and effective.
- ii. Summon officers in charge of the subject of the respective Ministry for holding discussions concerning problems relating to task carried out by the Establishment Division.
- iii. Taking actions to make available required facts true faxes by giving reminders over the telephone to Ministries – Departments who were failed in timely actions to send responses.

Appointment Division

- i. Making the path of easily and properly receiving information on appointment of officers to posts on the basis of confirm/acting/attending to duties in issuing the Public Service commission Circular No. 1/2007. Accordingly new format EST 12 has been introduced instead of formats EST 10 and EST 04 used so far. Therefore, appointment division could properly making appointments on acting attending to duties basis.
- ii. Taking prompt action to receive information from Ministries/Departments sending reminders and holding meetings with relevant officers in institution reducing delays presently experiencing in order to reduce documentation with the intention of delivering an expeditious service expected by public officers.
- iii. Implementing appropriate programme to receive and carrying out orders with in a specific time frame from the Public Service Commission giving targets all officers in the division.
- iv. Restructuring activities in the division implementing PRABHADARANI quality circle concurrently to the productivity programme making the functions of the division more effective and efficient.

Promotions Division

- i. Restructuring activities in the division implementing productivity concept within the division using the tool of brainstorming across the “ Abhiman” quality circle
- ii. Taking prompt action to receive information from Ministries / Departments, sending reminders and holding meetings with relevant officers in institutions reducing present delay in order to reduce documentation with the intention of delivering and expeditious service anticipated by public officers.
- iii. Officers attached to the Division are given targets to obtain decisions on each case within a specific time frame from the Public Service Commission and duly implementing functions more efficient and effectively.

Disciplinary Division

- i. Entering data in pending files in to a data base as initiating a project under the concept of “productivity” and successfully complete the project.
- ii. Initiating entering facts to be secured in documents forwarded to the record room having finalized disciplinary procedures and files that have been disposed.
- iii. Identifying and implementing proper procedure enabling to searching of files pending at the moment.

Appeals Division

- i. Sending reminders to get received observations /recommendations from delegated authorities relevant to appeals forwarded to the division and thereby making aware of Ministry Secretaries regarding delays caused thereon.

Education Service Committee

- i. Preparation of data management system.
- ii. Preparation of data management system for disciplinary matters.
- iii. Holding discussions with officers in the division regarding problems faced in dealing with matters in order to making an efficient and effective service.
- iv. Carrying out duties without any delay with the participation of all officers in the division and assuming duties even on holydays and special occasions.

- v. Balancing the tasks carried out by officers exchanging subjects among Public Management Assistant.

Health Service Committee

- i. The present data management system used by the office of the Public Service Commission has no room for a domain reserved for the Health Committee and therefore details relevant to documents being entered through a system (Access) newly being prepared.

Letters received by the committee being updated in accordance with a format from 25.04.2017 in a manner to easily get details of respective letters.

- ii. Taking prompt action regarding letters relevant to the Ministry of Health, Nutrition and Indigenous Medicine.

As soon as found shortcomings in letters received by the committee, such matters being solved by contacting respective officer over the phone and forwarded to the committee and decisions of the committee are also informed to the heads of institutions through faxes.

- iii. Preparation of work manuals enabling to executing duties efficiently on occasions where new entrants being recruited and recruitments being made on transfers.

- iv. Forwarding facts by minutes to the committee and conveyance of orders given by the committee and taking follow up measures.

05. Meetings held with Ministries and Departments

Srl. No.	Date	Matter	Ministry/ Department/ Institution participated
01	06.04.2017	Promotion of Railway Engine Drivers to the Special Grade.	Ministry of Transport and Civil Aviation Services
02	02.05.2017	Requests for reliefs in efficiency bar / language proficiency exams.	Ministry of Agriculture
03	05.05.2017	Filling of vacancies in Sri Lanka Architects Service , Grade 1	Ministry of Public Administration and Management
04	05.05.2017	Matters pertaining to Sri Lanka Medical Service	Ministry of Health Nutrition and Indigenous Medicine.

05	05.5.2017	Problems cropped up in appointments being made in the National Sports Science Institute and Sports Development Department.	Ministry of Sports Department of Sports Development National Sports Science Institute
06	16.05.2017	Sri Lanka Teacher Educationists' Service	Ministry of Education
07	22.05.2017	Promotions of officers in the Sri Lanka Technology Service of Irrigations and Water Resources Management to the Special Grade	Ministry of Irrigation and Water Resources Management Department of Irrigation
08	22.05.2017	Recruitment of officers to the Sri Lanka Engineering Service, Grade 111 Recruitment of officers to the Sri Lanka Accountants Service Recruitment of officers to Sri Lanka Planning Service, Grade 111	Ministry of Public Administration and Management
09	22.05.2017	Salary anomalies of Senior Officers in the unified postal service	Ministry of Posts, Postal Services and Muslim Religious affairs
10	23.05.2017	Matters pertaining to Development Officers Service	Ministry of Public Administration and Management
11	24.05.2017	Granting relief for completion of efficiency bars	Department of Social Services
12	25.05.2017	Problems on Scheme of Recruitment, MN – 5, Archeology Department	Ministry of Education Archeology Department
13	26.05.2017	Problems occurred in appointment of officers with qualification in Community Medicine to the Medical Administration Grade.	Sri Lanka Community Medicine Training School
14	30.05.2017	Further clarification on foreign leave obtained by State Counsels during the period of probation.	Ministry of Justice
15	02.06.2017	Problems cropped up in promotion of officers with medical administration qualifications to the medical administration grade	Sri Lanka Medical Administration School
16	02.06.2017	Problems occurred in recruiting senior lectures and principals to the training schools of medicine for Supplementary Professional Service and Para Medical Service	Ministry of Health Nutrition and Indigenous Medicine

17	12.06.2017	Granting Promotions to the special grade of Railway Engine Drivers' Service	Ministry of Transport and Civil Aviation Services Department of Railways
18	20.06.2017	Promotions of officers holding the post of Assistant Editor in the Office of Sinhala Dictionary to the Grade 11	Ministry of Internal Affairs, Wayamba Development and Cultural Affairs
19	29.06.2017	Schemes of Recruitment in the Department of Railways and Other matters	Department of Railways
20	29.06.2017	Promotion to the special grade of Railway Engine Drivers	Ministry of Transport and Civil Aviation Services Department of Railways
21	29.06.2017	On appointment of posts in grade 1 and special grade of Sri Lanka Agricultural Services	Ministry of Agriculture Department of Agriculture

06. Appearing in the Public Petitions Committee

Number of Inquires of Public Petitions Committee appeared from 01.04.2017 to 30.06.2017 is ten (10).

07. Withdrawing of cases filed in the Courts against the Government

Two (02) cases have been withdrawn filed in the court against the government during the prescribed period.

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01. Introduction

The new Public service Commission appointed by the President on the recommendation of the Constitutional Council in terms of the Article 54 (1) of the Constitution as amended by the 19th Amendment commenced its activities with effect from 15.10.2015.

The PSC, in pursuance of the Article 55(5) of the Constitution, submits an Annual Report to the Parliament every year and a Progress Report for each quarter is due to be submitted on the instructions of the Constitutional Council. As it was informed during the month of September 2016 to submit Progress Reports once in each quarter, the progress relating to all three quarters from 01.01.2016 to 30.09.2016 was submitted at one stretch.

In spite of the fact that the Progress Reports should be submitted to the parliament quarterly, the PSC engages itself in supervising its progress having obtain reports on monthly basis. Accordingly, the commission has carried out its activities during the last quarter from 01.04.2017 to 30.06.2017 without any major setbacks.

02. Meetings of the Public Service Commission

Details on meetings held during the period from 01.04.2017 to 30.06.2017

Month	No . of Meetings
April	07
May	07
June	08
Total	22

03. Activities carried out by each Division of the Public Service Commission

Following steps have been taken during the period to effectively and efficiently extend services to clients by the Public service Commission.

i. Establishments Division

The Establishments Division, in accordance with the delegation of power of the Public Service Commission as has been published in the gazette extraordinary No 1941/41 of 20.11.2015, carries out the work including formulation of service minutes (SMM) to each of the approved services in the public service and schemes of recruitment (SSOR) to every post, meeting with approval outside of such services.

In the formulation of such service minutes and schemes of recruitment, method of recruitment that should be followed for recruiting officers to all approved posts, eligibilities of recruitment, salary scale applicable to the post, conditions of services, methods of promotions and all other related particulars are to be incorporated. The Commission, prior to approval of the respective service minute or the scheme of recruitment 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 of Schemes of Recruitment.

Tasks carried out by the Establishments Division

- (i) Formulation of Services Minutes for every service approved in the Public Service.
- (ii) Formulation of Schemes of Recruitment for every post approved outside the above services.
- (iii) Matters relating to delegation of powers within the scope of the Public Service Commission
- (iv) Formulation of guidelines based on the procedural rule of the Public Service Commission.
- (v) Formulation and amendment of the transfer Schemes of all services.
- (vi) In case an approved Service Minute, Schemes of Recruitment or Schemes of Transfer is required to be amended, action to be taken to amend such many or Schemes on the recommendation of secretary concerned.
- (vii) Taking action to provide policy decision on requests received for solutions on problems arised in related to appointments, promotions, made by authorities to whom powers are delegated.
- (viii) Tacking action to solving matters pertaining to Procedural Rules of the Public Service Commission, Service Minutes, Schemas of Recruitment, Schemes of Transfer, and Circulars and instances where actions to be taken outside the orders of the Public Service Commission.

Progress of the Establishments Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	New Schemes of Recruitment	20
02	New Service Minutes	01
03	Schemes of Transfer	02
04	Amendments to Schemes of Recruitment	17
05	Amendments to Service Minutes	11
06	Amendments to Schemes of Transfer	06
07	Circulars	02
08	Request on deviation on Schemes of Recruitment in exceptional cases	04

09	Request on deviation from service minutes in exceptional cases	01
10	Policy matters	33
11	General	43
12	Matters pertaining to SC/AAT/CA	17
	Total	157

Complaints laid before AAT during the period under review

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decision upheld	Number of PSC decision revoked	Number pending as at 30.06.2017
32	04	36	00	00	36

Cases filed in the Supreme Court

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number dismissed and agreed with PSC decision	Number of PSC decision revoked	Number pending as at 30.06.2017
71	06	77	03	00	74

Cases filed in the court of Appeal

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decisions upheld	Number of PSC decisions revoked and granted relief	Number of pending as at 30.06.2017
10	00	10	00	00	10

- No requests have been made to the Parliamentary Commissioner for Administration (Ombudsman), Human Rights Commission and the Public Petition Committee.

ii. 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 Service) in respect of whom the powers of the Public Service Commission have not been

delegated as published in the Gazette Extraordinary No. 1941/41 dated 20.11.2015, No. 1989/29 dated 29.01.2016, No. 1990/24 dated 27.10.2016, No. 1992/7 dated 07.11.2016 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Appointment division of the Public Service Commission. .

Tasks carried out by the Appointments Division

- (i) Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions
- (ii) Conformation in service, Termination of service , Reversion to the former post.
- (iii) Appointment on acting / attending to duties basis

- (iv) Release (outright / temporary).

- (v) Recruitment on contract basis, Resignation from service , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds).
- (vi) Re- employment of retired public officers on contract basis, Appointment to scheduled posts in the Service Minutes (where applicable)
- (vii) 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.

Progress of the Appointments Division (01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	128
02	Confirmation	165
03	Recruitment	14
04	Re – employment on contract basis	213
05	Appointment on contract basis	08
06	Decisions on efficiency bars	170
07	Appointment to act / attend to the duties	178
08	Release	13
09	Resignation	05
10	Absorption	133
	Total	1027

Details of the pending cases and complains for which the division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	31	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	12	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	94	04
Cases filed after 01.04.2017	01	-----

iii. Promotions Division

Following functions relating to the Promotions 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 as published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016 , No. 1990/24 dated 27.10.2016, No. 1989/29 dated 29.01.2016, and the Gazette Extraordinary No. 1441/41 dated 20.11.2015 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Promotions Division of the Public Service Commission.

Tasks carried out by the Promotions Division

- I. Promotions to posts as per approved Service Minutes / Schemes of Recruitment (from grade to grade / Competitive Exams on seniority and merit basis / on the result of structured interviews)
- II. Appointment of Officers to relevant posts on Promotions based on results of structured interviews on seniority basis.
- III. Appointment to a new post giving prior approval thereto in transferring Officers of grade 1 and above belong to all island services from a post to post.
- IV. Producing observations and required reports on court cases filed in the Supreme court/ Court of appeal and appeals laid before Administrative Appeals Tribunal against orders/ decisions made by the Public Service Commission pertaining to matters referred to above.
- V. Dealing with matters pertaining to appeals laid before the Administrative Appeals Tribunal and cases filed in the Supreme Court / Court of appeals against orders / decisions made by the Public Service Commission having regard to above functions and appeared on behalf of the Public Service Commission whenever required.

Progress of the Promotions Division

(01.04.2017 to 30.06.2017)

Srl. No.	Matter	Number
01	Promotion from Grade to Grade	745
02	Promotion on selection	24
03	Appointment to posts	47
	Total	816

Details of the pending cases and complaints for which the Division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017.

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	36	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	05	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	66	-----
Cases filed after 01.04.2017	03	-----

iv. Disciplinary Division

Disciplinary matters of officers coming under the scope of Public Service Commission referred to in the Gazette Extraordinary No. 1941/41 dated 20.11.2015 amended by the Gazette No. 1955/22 dated 25.02.2016 and No. 2016/37 dated 26.04.2016, dealing with delegation of powers of the Public service Commission except officers falling under the Ministry of Education in terms of Gazettes Extraordinary No. 1989/27, 1989/28, 1989/29 dated 19.10.2016 and the Gazette Extraordinary No. 1992/7 dated 07.11.2016 and officers of Ministry of Health Nutrition and Indigenous Medicine in terms of Gazette Extraordinary No.1990/24 , 1990/25 dated 27.10.2016 are handled by the Disciplinary Division of the Public Service Commission in accordance with provisions of Article 57 (1) of the Constitution. Further, the Disciplinary Division, having extensively examined all documents received by the division extends much needed co – operation by way of making observations and recommendations to the Commission in order that it could arrive at decisions when and where necessary.

Role of the Disciplinary Division

Dealing with disciplinary matters of officers referred to in Para/above coming under the purview of the Public Service Commission

1. On disciplinary matters

- i. On receiving a preliminary investigation report conducted by the heads of Departments or secretaries of Ministries to the disciplinary division and following a proper study thereon with appropriately constructed observations, the Public Service Commission 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 Ministry Secretary and Head of Department. Upon consideration of the answers furnished by the accused officers to such charge sheet and the observations and recommendations thereon made by the respective Head of Department and Secretary of the Ministry, a decision will be made as to whether the institution of a formal disciplinary inquiry on the matter is feasible or not.
- iii. Where a 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 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 and Secretary to the Ministry.
- 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 and 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 re – instated 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. Appeals made against disciplinary orders issued by the Education Service Committee and the Health Service Committee

Appeals made against disciplinary orders issued by the Education Service Committee on officers coming under the scope of the Ministry of Education in accordance with the Extraordinary Gazette Notification No.1989/27 , 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 of 07.11.2016 in terms of provisions in Article 57 (1) of the Constitution and disciplinary orders against officers coming under the scope of the Ministry of Health, Nutrition, and Indigenous Medicine issued by the Health Service Committee in accordance with Extraordinary Gazette Notifications No. 1990/24, 1990/25 of 27.10.2016 and the Gazette Extraordinary No. 2004/49 of 01.02.2017 and the observations and recommendations made by the Appointing Authority of those officers and respective committees on such appeals will be considered by the Commission as to whether to grant reliefs on such officers / dismissal of appeals.

i. Appeals against notices of vacation of post

Except officers fall under the Ministry of Health, Nutrition, and Indigenous Medicine in accordance with Extraordinary Gazette Notice bearing No. 2004/49 dated 01.02.2017 and No. 1990/24 , 1990/25 dated 27.10.2016 and officers coming under the scope of the Ministry of Education as stated in the Gazette Extraordinary No.1989/27, 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 dated 07.11.2016, appeals made against notices of VOP of officers coming under the scope of the Public Service Commission as stated in the Gazette Notification No. 1941/41of 20.11.2015 as amended by the Gazette No. 1955/22 of 25.02.2016 concerning the delegation of powers of the Public Service Commission and the observations and recommendations made by the Administrative Authority of those officers on such appeals will be re-considered by the Commission in deciding whether to appropriately re – instate such officers in service or not.

ii. Appeals laid before the Superior Courts, Administrative Appeals Tribunal, Human Rights Commission and Public Petitions Committee and Ombudsman

Preparation of observations on applications made before the Supreme Court (SC) against the decisions of the Public Service Commission concerning disciplinary orders and decisions on such disciplinary matters and observations on appeals made to the Administrative Appeals Tribunal, Public

Petitions Committee and the Ombudsman and makes its appearance before such institution whenever appeals being summoned and apart from inquires made by the Human Rights Commission would also be appropriately dealt with.

Progress of the Disciplinary Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Issuance of charge sheets	09
02	Amendments to charge sheets	03
03	Exoneration from charges	02
04	Dismissal from service	01
05	Other disciplinary punishments	09
06	Re- instatement in service	01
07	Dismissal of appeals	03
08	Retirement under section 12 of the pension minute	02
09	Compulsory retirement	01
10	Interdiction from Service	02
11	Conversion of retirement under disciplinary grounds to normal retirement	02
12	Retirement from service	01
13	Completion of disciplinary matters	06
14	Other general orders	51
15	Observation on appeals heard in the Administrative Appeals Tribunal	19
16	Observation on court applications	03
	Total	115

Court Cases dealt with during the period under review

	No. of SC Applications	No. of CA Applications	No. of AAT Appeals
Number pending to be appeared as at 01.04.2017	09	09	121
Number of cases finalized as at 01.04.2017 out of pending cases as at 30.06.2017	01	---	05
Number filed afresh from 01.04.2017 to 30.06.2017	00	01	07
Number pending as at 30.06.2017	08	10	123

v. Appeals Division

Appeals Division extends assistance to the commission to arrive at decisions on appeals submitted to the Public Service Commission to arrive at decisions on appeals submitted to the Public Service Commission in writing in terms of Article 58(1) of the Constitution 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.

Role of the appeals divisions

- i. Calling reports contained with observations and recommendations on each appeal from respective Ministry / Department.
- ii. Preparations of detail report on each appeal and forwarding it to the Public Service Commission
- iii. Conveyance the decisions on appeals made by the Public Service Commission to the appellant and other relevant parties.
- iv. Preparations of observations reports on appeals made to the Administrative Appeals Tribunal against the decisions of the Commission and makes its appearance before AAT.
- v. Making observations on petitions referred to it by the Public Petitions Committee regarding decisions of the Public Service Commission.
- vi. Making appearance before Public Petitions committee on petitions heard by the Public Petitions committee itself.

- vii. Making observations on applications laid before the Supreme Court and the Court of appeal against the decisions of the Public Service Commission.
- viii. Making observations relevant to petitions to the Parliamentary Commissioner of Administration (Ombudsman) against decisions of the Public Service Commission.
- ix. Making observations on applications made to the Human Rights Commission regarding decisions of the Public Service Commission.
- x. Forwarding information regarding cases filed in the Supreme Court and Court of Appeal to the Attorney General's Department.

Progress of the Appeals Division (01.04.2017 to 30.06.2017)

Srl.No	Matter	Number
01	Appeals received from 01.04.2017 to 30.06.2017	246
02	Number of Appeals for which reports on observations and recommendations were called by the Authority of power of delegation from 01.04.2017 to 30.06.2017 (Including appeals made during the previous years)	108
03	Number of appeals finalized from 01.04.2017 – 30.06.2017	193
	Details on finalize appeals as follows	
	Appeals on disciplinary matters	37
	Appeals on promotions	19
	Appeals on notices of vacation of post	51
	Appeals on Transfers	48
	Appeals on Appointments	01
	Appeals on interdiction	03
	other	34
	Total	193
04	Number of Supreme Court cases received from 01.04.2017 to 30.06.2017	05
05	Number of AAT cases received from 01.04.2017 to 30.06.2017	19
06	Inquires made by the Public Petitions Committee from 01.04.2017 to 30.06.2017	05

Court cases handle during the period under review

Details	Number as at 01.04.2017	Number received afresh from 01.04.2017 to 30.06.2017	Number of decisions given by the SC/ CA from 01.04.2017 to 30.06.2017	Number pending as at 30.06.2017
Number of Supreme court cases	30	05	06	29
Number of Court of Appeal cases	06	---	----	06

vi. Education Service Committee

In accordance with the delegation of powers by the Public Service Commission in terms of Article 57 (1) of the Constitution, the Gazette No. 1989/29 dated 19.10.2016 has been published for the Education Service Committee and the provisions relevant to delegation of powers in the Schedule “b” therein have been published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016, effective from the date 20.10.2016.

The Gazette Extraordinary No. 2014/03 dated 11.04.2017 has been published relevant to delegation of powers by the Public Service Commission in accordance with the Article 57 (1) of the Constitution.

Role of the Education Service Committee

The following functions relevant to officer with whom the powers have been delegated by the Public Service Commission having published in the Gazette Extraordinary No. 2014/03 dated 11.04.2017 are been dealt by the Education Service Committee.

- i. Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions, Conformation 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 , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds), dealing with appeals made against notices of vacation of posts , Re –appointment to the service/ post, Retirement, Re – employment of retired public officers on contract basis
- ii. Promotion (Grade to Grade/ on seniority and merit basis) in accordance with the approved Service Minutes / Schemas of recruitments / Schemas of promotions.
- iii. Granting relief for efficiency bar exams.
- iv. Disciplinary control and dismissal from service concerning offences set out in first Schedule of Chapter XLVIII of the Establishments Code in relation to offences falling under the scope of the Education Service Committee.

- v. Matters connected to political revenges.(Conveyance of the decision of the Public Service Commission No. PSC/EST/02-03/05/2016 dated 09.12.2016)

Progress of the Education Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number	
01	Retirement	67	
	Confirmation	25	
	Promotions	74	
	Absorptions	679	
	Releases	26	
	Attachments	01	
	Decisions on efficiency bars	22	
	Appointments to posts	06	
	Appeals	06	
	Other orders	15	
	Total		
02	Disciplinary		
	Amendments to Charge Sheets	01	
	Other disciplinary punishments	04	
	Retirement under section 12 of the Pension Minutes	02	
	Appointment of disciplinary inquiry officers	04	
	Other General Orders	11	
	Total		

Court cases relevant to the Education Service Committee

- Appointment to the post of Director Education (Sports and Physical Education)
Case No. SC(FR) 96/2017 - observations sent to the Hon. Attorney – General
- Appointment of Education Director, North Western Province
Case No. SC(FR) 110/2017 - proxy been sent to the Hon. Attorney – General

Health Service Committee

Powers have been delegated by the Public Service Commission to the Health Service Committee with effect from 01.11.2016 by the Gazette Extraordinary No. 1990/24 dated 27.10.2016 amended by the Gazettes Extraordinary No. 2009/18 dated 08.03.2017 and No. 2004/49 dated 10.02.2017. members for such committee have been appointed

with effect from 27.10.2016 by the Gazette Extraordinary bearing No. 1990/25 dated 27.10.2016.

Role of the Health Service Committee

Role of this committee is to making decisions on matters forwarded to the Committee in accordance with delegation of powers referred to above.

Progress of the Health Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	74
02	Confirmation	219
03	Issuance of appointment letters to the medical officers to whom letter of appointments have not so far been issued by the Public Service Commission prior to year 2017	173
04	Recruitment on contract basis	24
05	Promotions	470
06	Releases	14
07	Transfers	3056
08	Decisions on efficiency bars	126
09	Resignations	3
10	Covering of duties	6
11	Appointment to posts	12
12	Other decisions relevant to appointments	5
13	Issuance of charge sheets	5
14	Amendments to charge sheets	3
15	Interdiction	1
16	Exoneration from disciplinary cases	1
17	Other disciplinary punishments	2
18	Retirement under section 12 of Minute on pensions	1
19	Re- instatement in Service	1
20	Appointment of officers for formal disciplinary inquires	13
21	Other Orders relevant to disciplinary matters	13
	Total	4222

Court cases relevant to the Health Service Committee

Re- instatement of Medical Officer Mrs. R.M.P.M. Rathnayaka

Case No. SC(FR) 365/2016 – observations submitted to the Attorney General.

04. Steps taken to streamline activities of the Public Service Commission

Following functions during the period have been carried out by the Public Service Commission in order to contribute efficient and effective service to its clients

Establishments Division

- i. Sending reminders once in every month for making the tasks dealt with the Establishments Division more efficient and effective.
- ii. Summon officers in charge of the subject of the respective Ministry for holding discussions concerning problems relating to task carried out by the Establishment Division.
- iii. Taking actions to make available required facts true faxes by giving reminders over the telephone to Ministries – Departments who were failed in timely actions to send responses.

Appointment Division

- i. Making the path of easily and properly receiving information on appointment of officers to posts on the basis of confirm/acting/attending to duties in issuing the Public Service commission Circular No. 1/2007. Accordingly new format EST 12 has been introduced instead of formats EST 10 and EST 04 used so far. Therefore, appointment division could properly making appointments on acting attending to duties basis.
- ii. Taking prompt action to receive information from Ministries/Departments sending reminders and holding meetings with relevant officers in institution reducing delays presently experiencing in order to reduce documentation with the intention of delivering an expeditious service expected by public officers.
- iii. Implementing appropriate programme to receive and carrying out orders with in a specific time frame from the Public Service Commission giving targets all officers in the division.
- iv. Restructuring activities in the division implementing PRABHADARANI quality circle concurrently to the productivity programme making the functions of the division more effective and efficient.

Promotions Division

- i. Restructuring activities in the division implementing productivity concept within the division using the tool of brainstorming across the “ Abhiman” quality circle
- ii. Taking prompt action to receive information from Ministries / Departments, sending reminders and holding meetings with relevant officers in institutions reducing present delay in order to reduce documentation with the intention of delivering and expeditious service anticipated by public officers.
- iii. Officers attached to the Division are given targets to obtain decisions on each case within a specific time frame from the Public Service Commission and duly implementing functions more efficient and effectively.

Disciplinary Division

- i. Entering data in pending files in to a data base as initiating a project under the concept of “productivity” and successfully complete the project.
- ii. Initiating entering facts to be secured in documents forwarded to the record room having finalized disciplinary procedures and files that have been disposed.
- iii. Identifying and implementing proper procedure enabling to searching of files pending at the moment.

Appeals Division

- i. Sending reminders to get received observations /recommendations from delegated authorities relevant to appeals forwarded to the division and thereby making aware of Ministry Secretaries regarding delays caused thereon.

Education Service Committee

- i. Preparation of data management system.
- ii. Preparation of data management system for disciplinary matters.
- iii. Holding discussions with officers in the division regarding problems faced in dealing with matters in order to making an efficient and effective service.
- iv. Carrying out duties without any delay with the participation of all officers in the division and assuming duties even on holydays and special occasions.

- v. Balancing the tasks carried out by officers exchanging subjects among Public Management Assistant.

Health Service Committee

- i. The present data management system used by the office of the Public Service Commission has no room for a domain reserved for the Health Committee and therefore details relevant to documents being entered through a system (Access) newly being prepared.

Letters received by the committee being updated in accordance with a format from 25.04.2017 in a manner to easily get details of respective letters.

- ii. Taking prompt action regarding letters relevant to the Ministry of Health, Nutrition and Indigenous Medicine.

As soon as found shortcomings in letters received by the committee, such matters being solved by contacting respective officer over the phone and forwarded to the committee and decisions of the committee are also informed to the heads of institutions through faxes.

- iii. Preparation of work manuals enabling to executing duties efficiently on occasions where new entrants being recruited and recruitments being made on transfers.

- iv. Forwarding facts by minutes to the committee and conveyance of orders given by the committee and taking follow up measures.

05. Meetings held with Ministries and Departments

Srl. No.	Date	Matter	Ministry/ Department/ Institution participated
01	06.04.2017	Promotion of Railway Engine Drivers to the Special Grade.	Ministry of Transport and Civil Aviation Services
02	02.05.2017	Requests for reliefs in efficiency bar / language proficiency exams.	Ministry of Agriculture
03	05.05.2017	Filling of vacancies in Sri Lanka Architects Service , Grade 1	Ministry of Public Administration and Management
04	05.05.2017	Matters pertaining to Sri Lanka Medical Service	Ministry of Health Nutrition and Indigenous Medicine.

05	05.5.2017	Problems cropped up in appointments being made in the National Sports Science Institute and Sports Development Department.	Ministry of Sports Department of Sports Development National Sports Science Institute
06	16.05.2017	Sri Lanka Teacher Educationists' Service	Ministry of Education
07	22.05.2017	Promotions of officers in the Sri Lanka Technology Service of Irrigations and Water Resources Management to the Special Grade	Ministry of Irrigation and Water Resources Management Department of Irrigation
08	22.05.2017	Recruitment of officers to the Sri Lanka Engineering Service, Grade 111 Recruitment of officers to the Sri Lanka Accountants Service Recruitment of officers to Sri Lanka Planning Service, Grade 111	Ministry of Public Administration and Management
09	22.05.2017	Salary anomalies of Senior Officers in the unified postal service	Ministry of Posts, Postal Services and Muslim Religious affairs
10	23.05.2017	Matters pertaining to Development Officers Service	Ministry of Public Administration and Management
11	24.05.2017	Granting relief for completion of efficiency bars	Department of Social Services
12	25.05.2017	Problems on Scheme of Recruitment, MN – 5, Archeology Department	Ministry of Education Archeology Department
13	26.05.2017	Problems occurred in appointment of officers with qualification in Community Medicine to the Medical Administration Grade.	Sri Lanka Community Medicine Training School
14	30.05.2017	Further clarification on foreign leave obtained by State Counsels during the period of probation.	Ministry of Justice
15	02.06.2017	Problems cropped up in promotion of officers with medical administration qualifications to the medical administration grade	Sri Lanka Medical Administration School
16	02.06.2017	Problems occurred in recruiting senior lectures and principals to the training schools of medicine for Supplementary Professional Service and Para Medical Service	Ministry of Health Nutrition and Indigenous Medicine

17	12.06.2017	Granting Promotions to the special grade of Railway Engine Drivers' Service	Ministry of Transport and Civil Aviation Services Department of Railways
18	20.06.2017	Promotions of officers holding the post of Assistant Editor in the Office of Sinhala Dictionary to the Grade 11	Ministry of Internal Affairs, Wayamba Development and Cultural Affairs
19	29.06.2017	Schemes of Recruitment in the Department of Railways and Other matters	Department of Railways
20	29.06.2017	Promotion to the special grade of Railway Engine Drivers	Ministry of Transport and Civil Aviation Services Department of Railways
21	29.06.2017	On appointment of posts in grade 1 and special grade of Sri Lanka Agricultural Services	Ministry of Agriculture Department of Agriculture

06. Appearing in the Public Petitions Committee

Number of Inquires of Public Petitions Committee appeared from 01.04.2017 to 30.06.2017 is ten (10).

07. Withdrawing of cases filed in the Courts against the Government

Two (02) cases have been withdrawn filed in the court against the government during the prescribed period.

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01. Introduction

The new Public service Commission appointed by the President on the recommendation of the Constitutional Council in terms of the Article 54 (1) of the Constitution as amended by the 19th Amendment commenced its activities with effect from 15.10.2015.

The PSC, in pursuance of the Article 55(5) of the Constitution, submits an Annual Report to the Parliament every year and a Progress Report for each quarter is due to be submitted on the instructions of the Constitutional Council. As it was informed during the month of September 2016 to submit Progress Reports once in each quarter, the progress relating to all three quarters from 01.01.2016 to 30.09.2016 was submitted at one stretch.

In spite of the fact that the Progress Reports should be submitted to the parliament quarterly, the PSC engages itself in supervising its progress having obtain reports on monthly basis. Accordingly, the commission has carried out its activities during the last quarter from 01.04.2017 to 30.06.2017 without any major setbacks.

02. Meetings of the Public Service Commission

Details on meetings held during the period from 01.04.2017 to 30.06.2017

Month	No . of Meetings
April	07
May	07
June	08
Total	22

03. Activities carried out by each Division of the Public Service Commission

Following steps have been taken during the period to effectively and efficiently extend services to clients by the Public service Commission.

i. Establishments Division

The Establishments Division, in accordance with the delegation of power of the Public Service Commission as has been published in the gazette extraordinary No 1941/41 of 20.11.2015, carries out the work including formulation of service minutes (SMM) to each of the approved services in the public service and schemes of recruitment (SSOR) to every post, meeting with approval outside of such services.

In the formulation of such service minutes and schemes of recruitment, method of recruitment that should be followed for recruiting officers to all approved posts, eligibilities of recruitment, salary scale applicable to the post, conditions of services, methods of promotions and all other related particulars are to be incorporated. The Commission, prior to approval of the respective service minute or the scheme of recruitment 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 of Schemes of Recruitment.

Tasks carried out by the Establishments Division

- (i) Formulation of Services Minutes for every service approved in the Public Service.
- (ii) Formulation of Schemes of Recruitment for every post approved outside the above services.
- (iii) Matters relating to delegation of powers within the scope of the Public Service Commission
- (iv) Formulation of guidelines based on the procedural rule of the Public Service Commission.
- (v) Formulation and amendment of the transfer Schemes of all services.
- (vi) In case an approved Service Minute, Schemes of Recruitment or Schemes of Transfer is required to be amended, action to be taken to amend such many or Schemes on the recommendation of secretary concerned.
- (vii) Taking action to provide policy decision on requests received for solutions on problems arised in related to appointments, promotions, made by authorities to whom powers are delegated.
- (viii) Tacking action to solving matters pertaining to Procedural Rules of the Public Service Commission, Service Minutes, Schemas of Recruitment, Schemes of Transfer, and Circulars and instances where actions to be taken outside the orders of the Public Service Commission.

Progress of the Establishments Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	New Schemes of Recruitment	20
02	New Service Minutes	01
03	Schemes of Transfer	02
04	Amendments to Schemes of Recruitment	17
05	Amendments to Service Minutes	11
06	Amendments to Schemes of Transfer	06
07	Circulars	02
08	Request on deviation on Schemes of Recruitment in exceptional cases	04

09	Request on deviation from service minutes in exceptional cases	01
10	Policy matters	33
11	General	43
12	Matters pertaining to SC/AAT/CA	17
	Total	157

Complaints laid before AAT during the period under review

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decision upheld	Number of PSC decision revoked	Number pending as at 30.06.2017
32	04	36	00	00	36

Cases filed in the Supreme Court

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number dismissed and agreed with PSC decision	Number of PSC decision revoked	Number pending as at 30.06.2017
71	06	77	03	00	74

Cases filed in the court of Appeal

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decisions upheld	Number of PSC decisions revoked and granted relief	Number of pending as at 30.06.2017
10	00	10	00	00	10

- No requests have been made to the Parliamentary Commissioner for Administration (Ombudsman), Human Rights Commission and the Public Petition Committee.

ii. 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 Service) in respect of whom the powers of the Public Service Commission have not been

delegated as published in the Gazette Extraordinary No. 1941/41 dated 20.11.2015, No. 1989/29 dated 29.01.2016, No. 1990/24 dated 27.10.2016, No. 1992/7 dated 07.11.2016 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Appointment division of the Public Service Commission. .

Tasks carried out by the Appointments Division

- (i) Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions
- (ii) Conformation in service, Termination of service , Reversion to the former post.
- (iii) Appointment on acting / attending to duties basis

- (iv) Release (outright / temporary).

- (v) Recruitment on contract basis, Resignation from service , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds).
- (vi) Re- employment of retired public officers on contract basis, Appointment to scheduled posts in the Service Minutes (where applicable)
- (vii) 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.

Progress of the Appointments Division (01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	128
02	Confirmation	165
03	Recruitment	14
04	Re – employment on contract basis	213
05	Appointment on contract basis	08
06	Decisions on efficiency bars	170
07	Appointment to act / attend to the duties	178
08	Release	13
09	Resignation	05
10	Absorption	133
	Total	1027

Details of the pending cases and complains for which the division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	31	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	12	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	94	04
Cases filed after 01.04.2017	01	-----

iii. Promotions Division

Following functions relating to the Promotions 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 as published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016 , No. 1990/24 dated 27.10.2016, No. 1989/29 dated 29.01.2016, and the Gazette Extraordinary No. 1441/41 dated 20.11.2015 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Promotions Division of the Public Service Commission.

Tasks carried out by the Promotions Division

- I. Promotions to posts as per approved Service Minutes / Schemes of Recruitment (from grade to grade / Competitive Exams on seniority and merit basis / on the result of structured interviews)
- II. Appointment of Officers to relevant posts on Promotions based on results of structured interviews on seniority basis.
- III. Appointment to a new post giving prior approval thereto in transferring Officers of grade 1 and above belong to all island services from a post to post.
- IV. Producing observations and required reports on court cases filed in the Supreme court/ Court of appeal and appeals laid before Administrative Appeals Tribunal against orders/ decisions made by the Public Service Commission pertaining to matters referred to above.
- V. Dealing with matters pertaining to appeals laid before the Administrative Appeals Tribunal and cases filed in the Supreme Court / Court of appeals against orders / decisions made by the Public Service Commission having regard to above functions and appeared on behalf of the Public Service Commission whenever required.

Progress of the Promotions Division

(01.04.2017 to 30.06.2017)

Srl. No.	Matter	Number
01	Promotion from Grade to Grade	745
02	Promotion on selection	24
03	Appointment to posts	47
	Total	816

Details of the pending cases and complaints for which the Division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017.

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	36	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	05	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	66	-----
Cases filed after 01.04.2017	03	-----

iv. Disciplinary Division

Disciplinary matters of officers coming under the scope of Public Service Commission referred to in the Gazette Extraordinary No. 1941/41 dated 20.11.2015 amended by the Gazette No. 1955/22 dated 25.02.2016 and No. 2016/37 dated 26.04.2016, dealing with delegation of powers of the Public service Commission except officers falling under the Ministry of Education in terms of Gazettes Extraordinary No. 1989/27, 1989/28, 1989/29 dated 19.10.2016 and the Gazette Extraordinary No. 1992/7 dated 07.11.2016 and officers of Ministry of Health Nutrition and Indigenous Medicine in terms of Gazette Extraordinary No.1990/24 , 1990/25 dated 27.10.2016 are handled by the Disciplinary Division of the Public Service Commission in accordance with provisions of Article 57 (1) of the Constitution. Further, the Disciplinary Division, having extensively examined all documents received by the division extends much needed co – operation by way of making observations and recommendations to the Commission in order that it could arrive at decisions when and where necessary.

Role of the Disciplinary Division

Dealing with disciplinary matters of officers referred to in Para/above coming under the purview of the Public Service Commission

1. On disciplinary matters

- i. On receiving a preliminary investigation report conducted by the heads of Departments or secretaries of Ministries to the disciplinary division and following a proper study thereon with appropriately constructed observations, the Public Service Commission 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 Ministry Secretary and Head of Department. Upon consideration of the answers furnished by the accused officers to such charge sheet and the observations and recommendations thereon made by the respective Head of Department and Secretary of the Ministry, a decision will be made as to whether the institution of a formal disciplinary inquiry on the matter is feasible or not.
- iii. Where a 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 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 and Secretary to the Ministry.
- 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 and 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 re – instated in service following his interdiction or he could even been 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. Appeals made against disciplinary orders issued by the Education Service Committee and the Health Service Committee

Appeals made against disciplinary orders issued by the Education Service Committee on officers coming under the scope of the Ministry of Education in accordance with the Extraordinary Gazette Notification No.1989/27 , 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 of 07.11.2016 in terms of provisions in Article 57 (1) of the Constitution and disciplinary orders against officers coming under the scope of the Ministry of Health, Nutrition, and Indigenous Medicine issued by the Health Service Committee in accordance with Extraordinary Gazette Notifications No. 1990/24, 1990/25 of 27.10.2016 and the Gazette Extraordinary No. 2004/49 of 01.02.2017 and the observations and recommendations made by the Appointing Authority of those officers and respective committees on such appeals will be considered by the Commission as to whether to grant reliefs on such officers / dismissal of appeals.

i. Appeals against notices of vacation of post

Except officers fall under the Ministry of Health, Nutrition, and Indigenous Medicine in accordance with Extraordinary Gazette Notice bearing No. 2004/49 dated 01.02.2017 and No. 1990/24 , 1990/25 dated 27.10.2016 and officers coming under the scope of the Ministry of Education as stated in the Gazette Extraordinary No.1989/27, 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 dated 07.11.2016, appeals made against notices of VOP of officers coming under the scope of the Public Service Commission as stated in the Gazette Notification No. 1941/41of 20.11.2015 as amended by the Gazette No. 1955/22 of 25.02.2016 concerning the delegation of powers of the Public Service Commission and the observations and recommendations made by the Administrative Authority of those officers on such appeals will be re-considered by the Commission in deciding whether to appropriately re – instate such officers in service or not.

ii. Appeals laid before the Superior Courts, Administrative Appeals Tribunal, Human Rights Commission and Public Petitions Committee and Ombudsman

Preparation of observations on applications made before the Supreme Court (SC) against the decisions of the Public Service Commission concerning disciplinary orders and decisions on such disciplinary matters and observations on appeals made to the Administrative Appeals Tribunal, Public

Petitions Committee and the Ombudsman and makes its appearance before such institution whenever appeals being summoned and apart from inquires made by the Human Rights Commission would also be appropriately dealt with.

Progress of the Disciplinary Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Issuance of charge sheets	09
02	Amendments to charge sheets	03
03	Exoneration from charges	02
04	Dismissal from service	01
05	Other disciplinary punishments	09
06	Re- instatement in service	01
07	Dismissal of appeals	03
08	Retirement under section 12 of the pension minute	02
09	Compulsory retirement	01
10	Interdiction from Service	02
11	Conversion of retirement under disciplinary grounds to normal retirement	02
12	Retirement from service	01
13	Completion of disciplinary matters	06
14	Other general orders	51
15	Observation on appeals heard in the Administrative Appeals Tribunal	19
16	Observation on court applications	03
	Total	115

Court Cases dealt with during the period under review

	No. of SC Applications	No. of CA Applications	No. of AAT Appeals
Number pending to be appeared as at 01.04.2017	09	09	121
Number of cases finalized as at 01.04.2017 out of pending cases as at 30.06.2017	01	---	05
Number filed afresh from 01.04.2017 to 30.06.2017	00	01	07
Number pending as at 30.06.2017	08	10	123

v. Appeals Division

Appeals Division extends assistance to the commission to arrive at decisions on appeals submitted to the Public Service Commission to arrive at decisions on appeals submitted to the Public Service Commission in writing in terms of Article 58(1) of the Constitution 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.

Role of the appeals divisions

- i. Calling reports contained with observations and recommendations on each appeal from respective Ministry / Department.
- ii. Preparations of detail report on each appeal and forwarding it to the Public Service Commission
- iii. Conveyance the decisions on appeals made by the Public Service Commission to the appellant and other relevant parties.
- iv. Preparations of observations reports on appeals made to the Administrative Appeals Tribunal against the decisions of the Commission and makes its appearance before AAT.
- v. Making observations on petitions referred to it by the Public Petitions Committee regarding decisions of the Public Service Commission.
- vi. Making appearance before Public Petitions committee on petitions heard by the Public Petitions committee itself.

- vii. Making observations on applications laid before the Supreme Court and the Court of appeal against the decisions of the Public Service Commission.
- viii. Making observations relevant to petitions to the Parliamentary Commissioner of Administration (Ombudsman) against decisions of the Public Service Commission.
- ix. Making observations on applications made to the Human Rights Commission regarding decisions of the Public Service Commission.
- x. Forwarding information regarding cases filed in the Supreme Court and Court of Appeal to the Attorney General's Department.

Progress of the Appeals Division (01.04.2017 to 30.06.2017)

Srl.No	Matter	Number
01	Appeals received from 01.04.2017 to 30.06.2017	246
02	Number of Appeals for which reports on observations and recommendations were called by the Authority of power of delegation from 01.04.2017 to 30.06.2017 (Including appeals made during the previous years)	108
03	Number of appeals finalized from 01.04.2017 – 30.06.2017	193
	Details on finalize appeals as follows	
	Appeals on disciplinary matters	37
	Appeals on promotions	19
	Appeals on notices of vacation of post	51
	Appeals on Transfers	48
	Appeals on Appointments	01
	Appeals on interdiction	03
	other	34
	Total	193
04	Number of Supreme Court cases received from 01.04.2017 to 30.06.2017	05
05	Number of AAT cases received from 01.04.2017 to 30.06.2017	19
06	Inquires made by the Public Petitions Committee from 01.04.2017 to 30.06.2017	05

Court cases handle during the period under review

Details	Number as at 01.04.2017	Number received afresh from 01.04.2017 to 30.06.2017	Number of decisions given by the SC/ CA from 01.04.2017 to 30.06.2017	Number pending as at 30.06.2017
Number of Supreme court cases	30	05	06	29
Number of Court of Appeal cases	06	---	----	06

vi. Education Service Committee

In accordance with the delegation of powers by the Public Service Commission in terms of Article 57 (1) of the Constitution, the Gazette No. 1989/29 dated 19.10.2016 has been published for the Education Service Committee and the provisions relevant to delegation of powers in the Schedule “b” therein have been published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016, effective from the date 20.10.2016.

The Gazette Extraordinary No. 2014/03 dated 11.04.2017 has been published relevant to delegation of powers by the Public Service Commission in accordance with the Article 57 (1) of the Constitution.

Role of the Education Service Committee

The following functions relevant to officer with whom the powers have been delegated by the Public Service Commission having published in the Gazette Extraordinary No. 2014/03 dated 11.04.2017 are been dealt by the Education Service Committee.

- i. Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions, Conformation 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 , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds), dealing with appeals made against notices of vacation of posts , Re –appointment to the service/ post, Retirement, Re – employment of retired public officers on contract basis
- ii. Promotion (Grade to Grade/ on seniority and merit basis) in accordance with the approved Service Minutes / Schemas of recruitments / Schemas of promotions.
- iii. Granting relief for efficiency bar exams.
- iv. Disciplinary control and dismissal from service concerning offences set out in first Schedule of Chapter XLVIII of the Establishments Code in relation to offences falling under the scope of the Education Service Committee.

- v. Matters connected to political revenges.(Conveyance of the decision of the Public Service Commission No. PSC/EST/02-03/05/2016 dated 09.12.2016)

Progress of the Education Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number	
01	Retirement	67	
	Confirmation	25	
	Promotions	74	
	Absorptions	679	
	Releases	26	
	Attachments	01	
	Decisions on efficiency bars	22	
	Appointments to posts	06	
	Appeals	06	
	Other orders	15	
	Total		
02	Disciplinary		
	Amendments to Charge Sheets	01	
	Other disciplinary punishments	04	
	Retirement under section 12 of the Pension Minutes	02	
	Appointment of disciplinary inquiry officers	04	
	Other General Orders	11	
	Total		

Court cases relevant to the Education Service Committee

- Appointment to the post of Director Education (Sports and Physical Education)
Case No. SC(FR) 96/2017 - observations sent to the Hon. Attorney – General
- Appointment of Education Director, North Western Province
Case No. SC(FR) 110/2017 - proxy been sent to the Hon. Attorney – General

Health Service Committee

Powers have been delegated by the Public Service Commission to the Health Service Committee with effect from 01.11.2016 by the Gazette Extraordinary No. 1990/24 dated 27.10.2016 amended by the Gazettes Extraordinary No. 2009/18 dated 08.03.2017 and No. 2004/49 dated 10.02.2017. members for such committee have been appointed

with effect from 27.10.2016 by the Gazette Extraordinary bearing No. 1990/25 dated 27.10.2016.

Role of the Health Service Committee

Role of this committee is to making decisions on matters forwarded to the Committee in accordance with delegation of powers referred to above.

Progress of the Health Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	74
02	Confirmation	219
03	Issuance of appointment letters to the medical officers to whom letter of appointments have not so far been issued by the Public Service Commission prior to year 2017	173
04	Recruitment on contract basis	24
05	Promotions	470
06	Releases	14
07	Transfers	3056
08	Decisions on efficiency bars	126
09	Resignations	3
10	Covering of duties	6
11	Appointment to posts	12
12	Other decisions relevant to appointments	5
13	Issuance of charge sheets	5
14	Amendments to charge sheets	3
15	Interdiction	1
16	Exoneration from disciplinary cases	1
17	Other disciplinary punishments	2
18	Retirement under section 12 of Minute on pensions	1
19	Re- instatement in Service	1
20	Appointment of officers for formal disciplinary inquires	13
21	Other Orders relevant to disciplinary matters	13
	Total	4222

Court cases relevant to the Health Service Committee

Re- instatement of Medical Officer Mrs. R.M.P.M. Rathnayaka

Case No. SC(FR) 365/2016 – observations submitted to the Attorney General.

04. Steps taken to streamline activities of the Public Service Commission

Following functions during the period have been carried out by the Public Service Commission in order to contribute efficient and effective service to its clients

Establishments Division

- i. Sending reminders once in every month for making the tasks dealt with the Establishments Division more efficient and effective.
- ii. Summon officers in charge of the subject of the respective Ministry for holding discussions concerning problems relating to task carried out by the Establishment Division.
- iii. Taking actions to make available required facts true faxes by giving reminders over the telephone to Ministries – Departments who were failed in timely actions to send responses.

Appointment Division

- i. Making the path of easily and properly receiving information on appointment of officers to posts on the basis of confirm/acting/attending to duties in issuing the Public Service commission Circular No. 1/2007. Accordingly new format EST 12 has been introduced instead of formats EST 10 and EST 04 used so far. Therefore, appointment division could properly making appointments on acting attending to duties basis.
- ii. Taking prompt action to receive information from Ministries/Departments sending reminders and holding meetings with relevant officers in institution reducing delays presently experiencing in order to reduce documentation with the intention of delivering an expeditious service expected by public officers.
- iii. Implementing appropriate programme to receive and carrying out orders with in a specific time frame from the Public Service Commission giving targets all officers in the division.
- iv. Restructuring activities in the division implementing PRABHADARANI quality circle concurrently to the productivity programme making the functions of the division more effective and efficient.

Promotions Division

- i. Restructuring activities in the division implementing productivity concept within the division using the tool of brainstorming across the “ Abhiman” quality circle
- ii. Taking prompt action to receive information from Ministries / Departments, sending reminders and holding meetings with relevant officers in institutions reducing present delay in order to reduce documentation with the intention of delivering and expeditious service anticipated by public officers.
- iii. Officers attached to the Division are given targets to obtain decisions on each case within a specific time frame from the Public Service Commission and duly implementing functions more efficient and effectively.

Disciplinary Division

- i. Entering data in pending files in to a data base as initiating a project under the concept of “productivity” and successfully complete the project.
- ii. Initiating entering facts to be secured in documents forwarded to the record room having finalized disciplinary procedures and files that have been disposed.
- iii. Identifying and implementing proper procedure enabling to searching of files pending at the moment.

Appeals Division

- i. Sending reminders to get received observations /recommendations from delegated authorities relevant to appeals forwarded to the division and thereby making aware of Ministry Secretaries regarding delays caused thereon.

Education Service Committee

- i. Preparation of data management system.
- ii. Preparation of data management system for disciplinary matters.
- iii. Holding discussions with officers in the division regarding problems faced in dealing with matters in order to making an efficient and effective service.
- iv. Carrying out duties without any delay with the participation of all officers in the division and assuming duties even on holydays and special occasions.

- v. Balancing the tasks carried out by officers exchanging subjects among Public Management Assistant.

Health Service Committee

- i. The present data management system used by the office of the Public Service Commission has no room for a domain reserved for the Health Committee and therefore details relevant to documents being entered through a system (Access) newly being prepared.

Letters received by the committee being updated in accordance with a format from 25.04.2017 in a manner to easily get details of respective letters.

- ii. Taking prompt action regarding letters relevant to the Ministry of Health, Nutrition and Indigenous Medicine.

As soon as found shortcomings in letters received by the committee, such matters being solved by contacting respective officer over the phone and forwarded to the committee and decisions of the committee are also informed to the heads of institutions through faxes.

- iii. Preparation of work manuals enabling to executing duties efficiently on occasions where new entrants being recruited and recruitments being made on transfers.

- iv. Forwarding facts by minutes to the committee and conveyance of orders given by the committee and taking follow up measures.

05. Meetings held with Ministries and Departments

Srl. No.	Date	Matter	Ministry/ Department/ Institution participated
01	06.04.2017	Promotion of Railway Engine Drivers to the Special Grade.	Ministry of Transport and Civil Aviation Services
02	02.05.2017	Requests for reliefs in efficiency bar / language proficiency exams.	Ministry of Agriculture
03	05.05.2017	Filling of vacancies in Sri Lanka Architects Service , Grade 1	Ministry of Public Administration and Management
04	05.05.2017	Matters pertaining to Sri Lanka Medical Service	Ministry of Health Nutrition and Indigenous Medicine.

05	05.5.2017	Problems cropped up in appointments being made in the National Sports Science Institute and Sports Development Department.	Ministry of Sports Department of Sports Development National Sports Science Institute
06	16.05.2017	Sri Lanka Teacher Educationists' Service	Ministry of Education
07	22.05.2017	Promotions of officers in the Sri Lanka Technology Service of Irrigations and Water Resources Management to the Special Grade	Ministry of Irrigation and Water Resources Management Department of Irrigation
08	22.05.2017	Recruitment of officers to the Sri Lanka Engineering Service, Grade 111 Recruitment of officers to the Sri Lanka Accountants Service Recruitment of officers to Sri Lanka Planning Service, Grade 111	Ministry of Public Administration and Management
09	22.05.2017	Salary anomalies of Senior Officers in the unified postal service	Ministry of Posts, Postal Services and Muslim Religious affairs
10	23.05.2017	Matters pertaining to Development Officers Service	Ministry of Public Administration and Management
11	24.05.2017	Granting relief for completion of efficiency bars	Department of Social Services
12	25.05.2017	Problems on Scheme of Recruitment, MN – 5, Archeology Department	Ministry of Education Archeology Department
13	26.05.2017	Problems occurred in appointment of officers with qualification in Community Medicine to the Medical Administration Grade.	Sri Lanka Community Medicine Training School
14	30.05.2017	Further clarification on foreign leave obtained by State Counsels during the period of probation.	Ministry of Justice
15	02.06.2017	Problems cropped up in promotion of officers with medical administration qualifications to the medical administration grade	Sri Lanka Medical Administration School
16	02.06.2017	Problems occurred in recruiting senior lectures and principals to the training schools of medicine for Supplementary Professional Service and Para Medical Service	Ministry of Health Nutrition and Indigenous Medicine

17	12.06.2017	Granting Promotions to the special grade of Railway Engine Drivers' Service	Ministry of Transport and Civil Aviation Services Department of Railways
18	20.06.2017	Promotions of officers holding the post of Assistant Editor in the Office of Sinhala Dictionary to the Grade 11	Ministry of Internal Affairs, Wayamba Development and Cultural Affairs
19	29.06.2017	Schemes of Recruitment in the Department of Railways and Other matters	Department of Railways
20	29.06.2017	Promotion to the special grade of Railway Engine Drivers	Ministry of Transport and Civil Aviation Services Department of Railways
21	29.06.2017	On appointment of posts in grade 1 and special grade of Sri Lanka Agricultural Services	Ministry of Agriculture Department of Agriculture

06. Appearing in the Public Petitions Committee

Number of Inquires of Public Petitions Committee appeared from 01.04.2017 to 30.06.2017 is ten (10).

07. Withdrawing of cases filed in the Courts against the Government

Two (02) cases have been withdrawn filed in the court against the government during the prescribed period.

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01. Introduction

The new Public service Commission appointed by the President on the recommendation of the Constitutional Council in terms of the Article 54 (1) of the Constitution as amended by the 19th Amendment commenced its activities with effect from 15.10.2015.

The PSC, in pursuance of the Article 55(5) of the Constitution, submits an Annual Report to the Parliament every year and a Progress Report for each quarter is due to be submitted on the instructions of the Constitutional Council. As it was informed during the month of September 2016 to submit Progress Reports once in each quarter, the progress relating to all three quarters from 01.01.2016 to 30.09.2016 was submitted at one stretch.

In spite of the fact that the Progress Reports should be submitted to the parliament quarterly, the PSC engages itself in supervising its progress having obtain reports on monthly basis. Accordingly, the commission has carried out its activities during the last quarter from 01.04.2017 to 30.06.2017 without any major setbacks.

02. Meetings of the Public Service Commission

Details on meetings held during the period from 01.04.2017 to 30.06.2017

Month	No . of Meetings
April	07
May	07
June	08
Total	22

03. Activities carried out by each Division of the Public Service Commission

Following steps have been taken during the period to effectively and efficiently extend services to clients by the Public service Commission.

i. Establishments Division

The Establishments Division, in accordance with the delegation of power of the Public Service Commission as has been published in the gazette extraordinary No 1941/41 of 20.11.2015, carries out the work including formulation of service minutes (SMM) to each of the approved services in the public service and schemes of recruitment (SSOR) to every post, meeting with approval outside of such services.

In the formulation of such service minutes and schemes of recruitment, method of recruitment that should be followed for recruiting officers to all approved posts, eligibilities of recruitment, salary scale applicable to the post, conditions of services, methods of promotions and all other related particulars are to be incorporated. The Commission, prior to approval of the respective service minute or the scheme of recruitment 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 of Schemes of Recruitment.

Tasks carried out by the Establishments Division

- (i) Formulation of Services Minutes for every service approved in the Public Service.
- (ii) Formulation of Schemes of Recruitment for every post approved outside the above services.
- (iii) Matters relating to delegation of powers within the scope of the Public Service Commission
- (iv) Formulation of guidelines based on the procedural rule of the Public Service Commission.
- (v) Formulation and amendment of the transfer Schemes of all services.
- (vi) In case an approved Service Minute, Schemes of Recruitment or Schemes of Transfer is required to be amended, action to be taken to amend such many or Schemes on the recommendation of secretary concerned.
- (vii) Taking action to provide policy decision on requests received for solutions on problems arised in related to appointments, promotions, made by authorities to whom powers are delegated.
- (viii) Tacking action to solving matters pertaining to Procedural Rules of the Public Service Commission, Service Minutes, Schemas of Recruitment, Schemes of Transfer, and Circulars and instances where actions to be taken outside the orders of the Public Service Commission.

Progress of the Establishments Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	New Schemes of Recruitment	20
02	New Service Minutes	01
03	Schemes of Transfer	02
04	Amendments to Schemes of Recruitment	17
05	Amendments to Service Minutes	11
06	Amendments to Schemes of Transfer	06
07	Circulars	02
08	Request on deviation on Schemes of Recruitment in exceptional cases	04

09	Request on deviation from service minutes in exceptional cases	01
10	Policy matters	33
11	General	43
12	Matters pertaining to SC/AAT/CA	17
	Total	157

Complaints laid before AAT during the period under review

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decision upheld	Number of PSC decision revoked	Number pending as at 30.06.2017
32	04	36	00	00	36

Cases filed in the Supreme Court

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number dismissed and agreed with PSC decision	Number of PSC decision revoked	Number pending as at 30.06.2017
71	06	77	03	00	74

Cases filed in the court of Appeal

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decisions upheld	Number of PSC decisions revoked and granted relief	Number of pending as at 30.06.2017
10	00	10	00	00	10

- No requests have been made to the Parliamentary Commissioner for Administration (Ombudsman), Human Rights Commission and the Public Petition Committee.

ii. 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 Service) in respect of whom the powers of the Public Service Commission have not been

delegated as published in the Gazette Extraordinary No. 1941/41 dated 20.11.2015, No. 1989/29 dated 29.01.2016, No. 1990/24 dated 27.10.2016, No. 1992/7 dated 07.11.2016 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Appointment division of the Public Service Commission. .

Tasks carried out by the Appointments Division

- (i) Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions
- (ii) Conformation in service, Termination of service , Reversion to the former post.
- (iii) Appointment on acting / attending to duties basis

- (iv) Release (outright / temporary).

- (v) Recruitment on contract basis, Resignation from service , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds).
- (vi) Re- employment of retired public officers on contract basis, Appointment to scheduled posts in the Service Minutes (where applicable)
- (vii) 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.

Progress of the Appointments Division (01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	128
02	Confirmation	165
03	Recruitment	14
04	Re – employment on contract basis	213
05	Appointment on contract basis	08
06	Decisions on efficiency bars	170
07	Appointment to act / attend to the duties	178
08	Release	13
09	Resignation	05
10	Absorption	133
	Total	1027

Details of the pending cases and complains for which the division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	31	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	12	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	94	04
Cases filed after 01.04.2017	01	-----

iii. Promotions Division

Following functions relating to the Promotions 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 as published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016 , No. 1990/24 dated 27.10.2016, No. 1989/29 dated 29.01.2016, and the Gazette Extraordinary No. 1441/41 dated 20.11.2015 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Promotions Division of the Public Service Commission.

Tasks carried out by the Promotions Division

- I. Promotions to posts as per approved Service Minutes / Schemes of Recruitment (from grade to grade / Competitive Exams on seniority and merit basis / on the result of structured interviews)
- II. Appointment of Officers to relevant posts on Promotions based on results of structured interviews on seniority basis.
- III. Appointment to a new post giving prior approval thereto in transferring Officers of grade 1 and above belong to all island services from a post to post.
- IV. Producing observations and required reports on court cases filed in the Supreme court/ Court of appeal and appeals laid before Administrative Appeals Tribunal against orders/ decisions made by the Public Service Commission pertaining to matters referred to above.
- V. Dealing with matters pertaining to appeals laid before the Administrative Appeals Tribunal and cases filed in the Supreme Court / Court of appeals against orders / decisions made by the Public Service Commission having regard to above functions and appeared on behalf of the Public Service Commission whenever required.

Progress of the Promotions Division

(01.04.2017 to 30.06.2017)

Srl. No.	Matter	Number
01	Promotion from Grade to Grade	745
02	Promotion on selection	24
03	Appointment to posts	47
	Total	816

Details of the pending cases and complaints for which the Division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017.

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	36	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	05	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	66	-----
Cases filed after 01.04.2017	03	-----

iv. Disciplinary Division

Disciplinary matters of officers coming under the scope of Public Service Commission referred to in the Gazette Extraordinary No. 1941/41 dated 20.11.2015 amended by the Gazette No. 1955/22 dated 25.02.2016 and No. 2016/37 dated 26.04.2016, dealing with delegation of powers of the Public service Commission except officers falling under the Ministry of Education in terms of Gazettes Extraordinary No. 1989/27, 1989/28, 1989/29 dated 19.10.2016 and the Gazette Extraordinary No. 1992/7 dated 07.11.2016 and officers of Ministry of Health Nutrition and Indigenous Medicine in terms of Gazette Extraordinary No.1990/24 , 1990/25 dated 27.10.2016 are handled by the Disciplinary Division of the Public Service Commission in accordance with provisions of Article 57 (1) of the Constitution. Further, the Disciplinary Division, having extensively examined all documents received by the division extends much needed co – operation by way of making observations and recommendations to the Commission in order that it could arrive at decisions when and where necessary.

Role of the Disciplinary Division

Dealing with disciplinary matters of officers referred to in Para/above coming under the purview of the Public Service Commission

1. On disciplinary matters

- i . On receiving a preliminary investigation report conducted by the heads of Departments or secretaries of Ministries to the disciplinary division and following a proper study thereon with appropriately constructed observations, the Public Service Commission 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 Ministry Secretary and Head of Department. Upon consideration of the answers furnished by the accused officers to such charge sheet and the observations and recommendations thereon made by the respective Head of Department and Secretary of the Ministry, a decision will be made as to whether the institution of a formal disciplinary inquiry on the matter is feasible or not.
- iii. Where a 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 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 and Secretary to the Ministry.
- 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 and 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 re – instated in service following his interdiction or he could even been 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. Appeals made against disciplinary orders issued by the Education Service Committee and the Health Service Committee

Appeals made against disciplinary orders issued by the Education Service Committee on officers coming under the scope of the Ministry of Education in accordance with the Extraordinary Gazette Notification No.1989/27 , 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 of 07.11.2016 in terms of provisions in Article 57 (1) of the Constitution and disciplinary orders against officers coming under the scope of the Ministry of Health, Nutrition, and Indigenous Medicine issued by the Health Service Committee in accordance with Extraordinary Gazette Notifications No. 1990/24, 1990/25 of 27.10.2016 and the Gazette Extraordinary No. 2004/49 of 01.02.2017 and the observations and recommendations made by the Appointing Authority of those officers and respective committees on such appeals will be considered by the Commission as to whether to grant reliefs on such officers / dismissal of appeals.

i. Appeals against notices of vacation of post

Except officers fall under the Ministry of Health, Nutrition, and Indigenous Medicine in accordance with Extraordinary Gazette Notice bearing No. 2004/49 dated 01.02.2017 and No. 1990/24 , 1990/25 dated 27.10.2016 and officers coming under the scope of the Ministry of Education as stated in the Gazette Extraordinary No.1989/27, 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 dated 07.11.2016, appeals made against notices of VOP of officers coming under the scope of the Public Service Commission as stated in the Gazette Notification No. 1941/41of 20.11.2015 as amended by the Gazette No. 1955/22 of 25.02.2016 concerning the delegation of powers of the Public Service Commission and the observations and recommendations made by the Administrative Authority of those officers on such appeals will be re-considered by the Commission in deciding whether to appropriately re – instate such officers in service or not.

ii. Appeals laid before the Superior Courts, Administrative Appeals Tribunal, Human Rights Commission and Public Petitions Committee and Ombudsman

Preparation of observations on applications made before the Supreme Court (SC) against the decisions of the Public Service Commission concerning disciplinary orders and decisions on such disciplinary matters and observations on appeals made to the Administrative Appeals Tribunal, Public

Petitions Committee and the Ombudsman and makes its appearance before such institution whenever appeals being summoned and apart from inquires made by the Human Rights Commission would also be appropriately dealt with.

Progress of the Disciplinary Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Issuance of charge sheets	09
02	Amendments to charge sheets	03
03	Exoneration from charges	02
04	Dismissal from service	01
05	Other disciplinary punishments	09
06	Re- instatement in service	01
07	Dismissal of appeals	03
08	Retirement under section 12 of the pension minute	02
09	Compulsory retirement	01
10	Interdiction from Service	02
11	Conversion of retirement under disciplinary grounds to normal retirement	02
12	Retirement from service	01
13	Completion of disciplinary matters	06
14	Other general orders	51
15	Observation on appeals heard in the Administrative Appeals Tribunal	19
16	Observation on court applications	03
	Total	115

Court Cases dealt with during the period under review

	No. of SC Applications	No. of CA Applications	No. of AAT Appeals
Number pending to be appeared as at 01.04.2017	09	09	121
Number of cases finalized as at 01.04.2017 out of pending cases as at 30.06.2017	01	---	05
Number filed afresh from 01.04.2017 to 30.06.2017	00	01	07
Number pending as at 30.06.2017	08	10	123

v. Appeals Division

Appeals Division extends assistance to the commission to arrive at decisions on appeals submitted to the Public Service Commission to arrive at decisions on appeals submitted to the Public Service Commission in writing in terms of Article 58(1) of the Constitution 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.

Role of the appeals divisions

- i. Calling reports contained with observations and recommendations on each appeal from respective Ministry / Department.
- ii. Preparations of detail report on each appeal and forwarding it to the Public Service Commission
- iii. Conveyance the decisions on appeals made by the Public Service Commission to the appellant and other relevant parties.
- iv. Preparations of observations reports on appeals made to the Administrative Appeals Tribunal against the decisions of the Commission and makes its appearance before AAT.
- v. Making observations on petitions referred to it by the Public Petitions Committee regarding decisions of the Public Service Commission.
- vi. Making appearance before Public Petitions committee on petitions heard by the Public Petitions committee itself.

- vii. Making observations on applications laid before the Supreme Court and the Court of appeal against the decisions of the Public Service Commission.
- viii. Making observations relevant to petitions to the Parliamentary Commissioner of Administration (Ombudsman) against decisions of the Public Service Commission.
- ix. Making observations on applications made to the Human Rights Commission regarding decisions of the Public Service Commission.
- x. Forwarding information regarding cases filed in the Supreme Court and Court of Appeal to the Attorney General's Department.

Progress of the Appeals Division (01.04.2017 to 30.06.2017)

Srl.No	Matter	Number
01	Appeals received from 01.04.2017 to 30.06.2017	246
02	Number of Appeals for which reports on observations and recommendations were called by the Authority of power of delegation from 01.04.2017 to 30.06.2017 (Including appeals made during the previous years)	108
03	Number of appeals finalized from 01.04.2017 – 30.06.2017	193
	Details on finalize appeals as follows	
	Appeals on disciplinary matters	37
	Appeals on promotions	19
	Appeals on notices of vacation of post	51
	Appeals on Transfers	48
	Appeals on Appointments	01
	Appeals on interdiction	03
	other	34
	Total	193
04	Number of Supreme Court cases received from 01.04.2017 to 30.06.2017	05
05	Number of AAT cases received from 01.04.2017 to 30.06.2017	19
06	Inquires made by the Public Petitions Committee from 01.04.2017 to 30.06.2017	05

Court cases handle during the period under review

Details	Number as at 01.04.2017	Number received afresh from 01.04.2017 to 30.06.2017	Number of decisions given by the SC/ CA from 01.04.2017 to 30.06.2017	Number pending as at 30.06.2017
Number of Supreme court cases	30	05	06	29
Number of Court of Appeal cases	06	---	----	06

vi. Education Service Committee

In accordance with the delegation of powers by the Public Service Commission in terms of Article 57 (1) of the Constitution, the Gazette No. 1989/29 dated 19.10.2016 has been published for the Education Service Committee and the provisions relevant to delegation of powers in the Schedule “b” therein have been published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016, effective from the date 20.10.2016.

The Gazette Extraordinary No. 2014/03 dated 11.04.2017 has been published relevant to delegation of powers by the Public Service Commission in accordance with the Article 57 (1) of the Constitution.

Role of the Education Service Committee

The following functions relevant to officer with whom the powers have been delegated by the Public Service Commission having published in the Gazette Extraordinary No. 2014/03 dated 11.04.2017 are been dealt by the Education Service Committee.

- i. Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions, Conformation 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 , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds), dealing with appeals made against notices of vacation of posts , Re –appointment to the service/ post, Retirement, Re – employment of retired public officers on contract basis
- ii. Promotion (Grade to Grade/ on seniority and merit basis) in accordance with the approved Service Minutes / Schemas of recruitments / Schemas of promotions.
- iii. Granting relief for efficiency bar exams.
- iv. Disciplinary control and dismissal from service concerning offences set out in first Schedule of Chapter XLVIII of the Establishments Code in relation to offences falling under the scope of the Education Service Committee.

- v. Matters connected to political revenges.(Conveyance of the decision of the Public Service Commission No. PSC/EST/02-03/05/2016 dated 09.12.2016)

Progress of the Education Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number	
01	Retirement	67	
	Confirmation	25	
	Promotions	74	
	Absorptions	679	
	Releases	26	
	Attachments	01	
	Decisions on efficiency bars	22	
	Appointments to posts	06	
	Appeals	06	
	Other orders	15	
	Total		
02	Disciplinary		
	Amendments to Charge Sheets	01	
	Other disciplinary punishments	04	
	Retirement under section 12 of the Pension Minutes	02	
	Appointment of disciplinary inquiry officers	04	
	Other General Orders	11	
	Total		

Court cases relevant to the Education Service Committee

- Appointment to the post of Director Education (Sports and Physical Education)
Case No. SC(FR) 96/2017 - observations sent to the Hon. Attorney – General
- Appointment of Education Director, North Western Province
Case No. SC(FR) 110/2017 - proxy been sent to the Hon. Attorney – General

Health Service Committee

Powers have been delegated by the Public Service Commission to the Health Service Committee with effect from 01.11.2016 by the Gazette Extraordinary No. 1990/24 dated 27.10.2016 amended by the Gazettes Extraordinary No. 2009/18 dated 08.03.2017 and No. 2004/49 dated 10.02.2017. members for such committee have been appointed

with effect from 27.10.2016 by the Gazette Extraordinary bearing No. 1990/25 dated 27.10.2016.

Role of the Health Service Committee

Role of this committee is to making decisions on matters forwarded to the Committee in accordance with delegation of powers referred to above.

Progress of the Health Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	74
02	Confirmation	219
03	Issuance of appointment letters to the medical officers to whom letter of appointments have not so far been issued by the Public Service Commission prior to year 2017	173
04	Recruitment on contract basis	24
05	Promotions	470
06	Releases	14
07	Transfers	3056
08	Decisions on efficiency bars	126
09	Resignations	3
10	Covering of duties	6
11	Appointment to posts	12
12	Other decisions relevant to appointments	5
13	Issuance of charge sheets	5
14	Amendments to charge sheets	3
15	Interdiction	1
16	Exoneration from disciplinary cases	1
17	Other disciplinary punishments	2
18	Retirement under section 12 of Minute on pensions	1
19	Re- instatement in Service	1
20	Appointment of officers for formal disciplinary inquires	13
21	Other Orders relevant to disciplinary matters	13
	Total	4222

Court cases relevant to the Health Service Committee

Re- instatement of Medical Officer Mrs. R.M.P.M. Rathnayaka

Case No. SC(FR) 365/2016 – observations submitted to the Attorney General.

04. Steps taken to streamline activities of the Public Service Commission

Following functions during the period have been carried out by the Public Service Commission in order to contribute efficient and effective service to its clients

Establishments Division

- i. Sending reminders once in every month for making the tasks dealt with the Establishments Division more efficient and effective.
- ii. Summon officers in charge of the subject of the respective Ministry for holding discussions concerning problems relating to task carried out by the Establishment Division.
- iii. Taking actions to make available required facts true faxes by giving reminders over the telephone to Ministries – Departments who were failed in timely actions to send responses.

Appointment Division

- i. Making the path of easily and properly receiving information on appointment of officers to posts on the basis of confirm/acting/attending to duties in issuing the Public Service commission Circular No. 1/2007. Accordingly new format EST 12 has been introduced instead of formats EST 10 and EST 04 used so far. Therefore, appointment division could properly making appointments on acting attending to duties basis.
- ii. Taking prompt action to receive information from Ministries/Departments sending reminders and holding meetings with relevant officers in institution reducing delays presently experiencing in order to reduce documentation with the intention of delivering an expeditious service expected by public officers.
- iii. Implementing appropriate programme to receive and carrying out orders with in a specific time frame from the Public Service Commission giving targets all officers in the division.
- iv. Restructuring activities in the division implementing PRABHADARANI quality circle concurrently to the productivity programme making the functions of the division more effective and efficient.

Promotions Division

- i. Restructuring activities in the division implementing productivity concept within the division using the tool of brainstorming across the “ Abhiman” quality circle
- ii. Taking prompt action to receive information from Ministries / Departments, sending reminders and holding meetings with relevant officers in institutions reducing present delay in order to reduce documentation with the intention of delivering and expeditious service anticipated by public officers.
- iii. Officers attached to the Division are given targets to obtain decisions on each case within a specific time frame from the Public Service Commission and duly implementing functions more efficient and effectively.

Disciplinary Division

- i. Entering data in pending files in to a data base as initiating a project under the concept of “productivity” and successfully complete the project.
- ii. Initiating entering facts to be secured in documents forwarded to the record room having finalized disciplinary procedures and files that have been disposed.
- iii. Identifying and implementing proper procedure enabling to searching of files pending at the moment.

Appeals Division

- i. Sending reminders to get received observations /recommendations from delegated authorities relevant to appeals forwarded to the division and thereby making aware of Ministry Secretaries regarding delays caused thereon.

Education Service Committee

- i. Preparation of data management system.
- ii. Preparation of data management system for disciplinary matters.
- iii. Holding discussions with officers in the division regarding problems faced in dealing with matters in order to making an efficient and effective service.
- iv. Carrying out duties without any delay with the participation of all officers in the division and assuming duties even on holydays and special occasions.

- v. Balancing the tasks carried out by officers exchanging subjects among Public Management Assistant.

Health Service Committee

- i. The present data management system used by the office of the Public Service Commission has no room for a domain reserved for the Health Committee and therefore details relevant to documents being entered through a system (Access) newly being prepared.

Letters received by the committee being updated in accordance with a format from 25.04.2017 in a manner to easily get details of respective letters.

- ii. Taking prompt action regarding letters relevant to the Ministry of Health, Nutrition and Indigenous Medicine.

As soon as found shortcomings in letters received by the committee, such matters being solved by contacting respective officer over the phone and forwarded to the committee and decisions of the committee are also informed to the heads of institutions through faxes.

- iii. Preparation of work manuals enabling to executing duties efficiently on occasions where new entrants being recruited and recruitments being made on transfers.

- iv. Forwarding facts by minutes to the committee and conveyance of orders given by the committee and taking follow up measures.

05. Meetings held with Ministries and Departments

Srl. No.	Date	Matter	Ministry/ Department/ Institution participated
01	06.04.2017	Promotion of Railway Engine Drivers to the Special Grade.	Ministry of Transport and Civil Aviation Services
02	02.05.2017	Requests for reliefs in efficiency bar / language proficiency exams.	Ministry of Agriculture
03	05.05.2017	Filling of vacancies in Sri Lanka Architects Service , Grade 1	Ministry of Public Administration and Management
04	05.05.2017	Matters pertaining to Sri Lanka Medical Service	Ministry of Health Nutrition and Indigenous Medicine.

05	05.5.2017	Problems cropped up in appointments being made in the National Sports Science Institute and Sports Development Department.	Ministry of Sports Department of Sports Development National Sports Science Institute
06	16.05.2017	Sri Lanka Teacher Educationists' Service	Ministry of Education
07	22.05.2017	Promotions of officers in the Sri Lanka Technology Service of Irrigations and Water Resources Management to the Special Grade	Ministry of Irrigation and Water Resources Management Department of Irrigation
08	22.05.2017	Recruitment of officers to the Sri Lanka Engineering Service, Grade 111 Recruitment of officers to the Sri Lanka Accountants Service Recruitment of officers to Sri Lanka Planning Service, Grade 111	Ministry of Public Administration and Management
09	22.05.2017	Salary anomalies of Senior Officers in the unified postal service	Ministry of Posts, Postal Services and Muslim Religious affairs
10	23.05.2017	Matters pertaining to Development Officers Service	Ministry of Public Administration and Management
11	24.05.2017	Granting relief for completion of efficiency bars	Department of Social Services
12	25.05.2017	Problems on Scheme of Recruitment, MN – 5, Archeology Department	Ministry of Education Archeology Department
13	26.05.2017	Problems occurred in appointment of officers with qualification in Community Medicine to the Medical Administration Grade.	Sri Lanka Community Medicine Training School
14	30.05.2017	Further clarification on foreign leave obtained by State Counsels during the period of probation.	Ministry of Justice
15	02.06.2017	Problems cropped up in promotion of officers with medical administration qualifications to the medical administration grade	Sri Lanka Medical Administration School
16	02.06.2017	Problems occurred in recruiting senior lectures and principals to the training schools of medicine for Supplementary Professional Service and Para Medical Service	Ministry of Health Nutrition and Indigenous Medicine

17	12.06.2017	Granting Promotions to the special grade of Railway Engine Drivers' Service	Ministry of Transport and Civil Aviation Services Department of Railways
18	20.06.2017	Promotions of officers holding the post of Assistant Editor in the Office of Sinhala Dictionary to the Grade 11	Ministry of Internal Affairs, Wayamba Development and Cultural Affairs
19	29.06.2017	Schemes of Recruitment in the Department of Railways and Other matters	Department of Railways
20	29.06.2017	Promotion to the special grade of Railway Engine Drivers	Ministry of Transport and Civil Aviation Services Department of Railways
21	29.06.2017	On appointment of posts in grade 1 and special grade of Sri Lanka Agricultural Services	Ministry of Agriculture Department of Agriculture

06. Appearing in the Public Petitions Committee

Number of Inquires of Public Petitions Committee appeared from 01.04.2017 to 30.06.2017 is ten (10).

07. Withdrawing of cases filed in the Courts against the Government

Two (02) cases have been withdrawn filed in the court against the government during the prescribed period.

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01. Introduction

The new Public service Commission appointed by the President on the recommendation of the Constitutional Council in terms of the Article 54 (1) of the Constitution as amended by the 19th Amendment commenced its activities with effect from 15.10.2015.

The PSC, in pursuance of the Article 55(5) of the Constitution, submits an Annual Report to the Parliament every year and a Progress Report for each quarter is due to be submitted on the instructions of the Constitutional Council. As it was informed during the month of September 2016 to submit Progress Reports once in each quarter, the progress relating to all three quarters from 01.01.2016 to 30.09.2016 was submitted at one stretch.

In spite of the fact that the Progress Reports should be submitted to the parliament quarterly, the PSC engages itself in supervising its progress having obtain reports on monthly basis. Accordingly, the commission has carried out its activities during the last quarter from 01.04.2017 to 30.06.2017 without any major setbacks.

02. Meetings of the Public Service Commission

Details on meetings held during the period from 01.04.2017 to 30.06.2017

Month	No . of Meetings
April	07
May	07
June	08
Total	22

03. Activities carried out by each Division of the Public Service Commission

Following steps have been taken during the period to effectively and efficiently extend services to clients by the Public service Commission.

i. Establishments Division

The Establishments Division, in accordance with the delegation of power of the Public Service Commission as has been published in the gazette extraordinary No 1941/41 of 20.11.2015, carries out the work including formulation of service minutes (SMM) to each of the approved services in the public service and schemes of recruitment (SSOR) to every post, meeting with approval outside of such services.

In the formulation of such service minutes and schemes of recruitment, method of recruitment that should be followed for recruiting officers to all approved posts, eligibilities of recruitment, salary scale applicable to the post, conditions of services, methods of promotions and all other related particulars are to be incorporated. The Commission, prior to approval of the respective service minute or the scheme of recruitment 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 of Schemes of Recruitment.

Tasks carried out by the Establishments Division

- (i) Formulation of Services Minutes for every service approved in the Public Service.
- (ii) Formulation of Schemes of Recruitment for every post approved outside the above services.
- (iii) Matters relating to delegation of powers within the scope of the Public Service Commission
- (iv) Formulation of guidelines based on the procedural rule of the Public Service Commission.
- (v) Formulation and amendment of the transfer Schemes of all services.
- (vi) In case an approved Service Minute, Schemes of Recruitment or Schemes of Transfer is required to be amended, action to be taken to amend such many or Schemes on the recommendation of secretary concerned.
- (vii) Taking action to provide policy decision on requests received for solutions on problems arised in related to appointments, promotions, made by authorities to whom powers are delegated.
- (viii) Tacking action to solving matters pertaining to Procedural Rules of the Public Service Commission, Service Minutes, Schemas of Recruitment, Schemes of Transfer, and Circulars and instances where actions to be taken outside the orders of the Public Service Commission.

Progress of the Establishments Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	New Schemes of Recruitment	20
02	New Service Minutes	01
03	Schemes of Transfer	02
04	Amendments to Schemes of Recruitment	17
05	Amendments to Service Minutes	11
06	Amendments to Schemes of Transfer	06
07	Circulars	02
08	Request on deviation on Schemes of Recruitment in exceptional cases	04

09	Request on deviation from service minutes in exceptional cases	01
10	Policy matters	33
11	General	43
12	Matters pertaining to SC/AAT/CA	17
	Total	157

Complaints laid before AAT during the period under review

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decision upheld	Number of PSC decision revoked	Number pending as at 30.06.2017
32	04	36	00	00	36

Cases filed in the Supreme Court

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number dismissed and agreed with PSC decision	Number of PSC decision revoked	Number pending as at 30.06.2017
71	06	77	03	00	74

Cases filed in the court of Appeal

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decisions upheld	Number of PSC decisions revoked and granted relief	Number of pending as at 30.06.2017
10	00	10	00	00	10

- No requests have been made to the Parliamentary Commissioner for Administration (Ombudsman), Human Rights Commission and the Public Petition Committee.

ii. 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 Service) in respect of whom the powers of the Public Service Commission have not been

delegated as published in the Gazette Extraordinary No. 1941/41 dated 20.11.2015, No. 1989/29 dated 29.01.2016, No. 1990/24 dated 27.10.2016, No. 1992/7 dated 07.11.2016 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Appointment division of the Public Service Commission. .

Tasks carried out by the Appointments Division

- (i) Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions
- (ii) Conformation in service, Termination of service , Reversion to the former post.
- (iii) Appointment on acting / attending to duties basis

- (iv) Release (outright / temporary).

- (v) Recruitment on contract basis, Resignation from service , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds).
- (vi) Re- employment of retired public officers on contract basis, Appointment to scheduled posts in the Service Minutes (where applicable)
- (vii) 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.

Progress of the Appointments Division (01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	128
02	Confirmation	165
03	Recruitment	14
04	Re – employment on contract basis	213
05	Appointment on contract basis	08
06	Decisions on efficiency bars	170
07	Appointment to act / attend to the duties	178
08	Release	13
09	Resignation	05
10	Absorption	133
	Total	1027

Details of the pending cases and complains for which the division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	31	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	12	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	94	04
Cases filed after 01.04.2017	01	-----

iii. Promotions Division

Following functions relating to the Promotions 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 as published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016 , No. 1990/24 dated 27.10.2016, No. 1989/29 dated 29.01.2016, and the Gazette Extraordinary No. 1441/41 dated 20.11.2015 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Promotions Division of the Public Service Commission.

Tasks carried out by the Promotions Division

- I. Promotions to posts as per approved Service Minutes / Schemes of Recruitment (from grade to grade / Competitive Exams on seniority and merit basis / on the result of structured interviews)
- II. Appointment of Officers to relevant posts on Promotions based on results of structured interviews on seniority basis.
- III. Appointment to a new post giving prior approval thereto in transferring Officers of grade 1 and above belong to all island services from a post to post.
- IV. Producing observations and required reports on court cases filed in the Supreme court/ Court of appeal and appeals laid before Administrative Appeals Tribunal against orders/ decisions made by the Public Service Commission pertaining to matters referred to above.
- V. Dealing with matters pertaining to appeals laid before the Administrative Appeals Tribunal and cases filed in the Supreme Court / Court of appeals against orders / decisions made by the Public Service Commission having regard to above functions and appeared on behalf of the Public Service Commission whenever required.

Progress of the Promotions Division

(01.04.2017 to 30.06.2017)

Srl. No.	Matter	Number
01	Promotion from Grade to Grade	745
02	Promotion on selection	24
03	Appointment to posts	47
	Total	816

Details of the pending cases and complaints for which the Division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017.

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	36	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	05	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	66	-----
Cases filed after 01.04.2017	03	-----

iv. Disciplinary Division

Disciplinary matters of officers coming under the scope of Public Service Commission referred to in the Gazette Extraordinary No. 1941/41 dated 20.11.2015 amended by the Gazette No. 1955/22 dated 25.02.2016 and No. 2016/37 dated 26.04.2016, dealing with delegation of powers of the Public service Commission except officers falling under the Ministry of Education in terms of Gazettes Extraordinary No. 1989/27, 1989/28, 1989/29 dated 19.10.2016 and the Gazette Extraordinary No. 1992/7 dated 07.11.2016 and officers of Ministry of Health Nutrition and Indigenous Medicine in terms of Gazette Extraordinary No.1990/24 , 1990/25 dated 27.10.2016 are handled by the Disciplinary Division of the Public Service Commission in accordance with provisions of Article 57 (1) of the Constitution. Further, the Disciplinary Division, having extensively examined all documents received by the division extends much needed co – operation by way of making observations and recommendations to the Commission in order that it could arrive at decisions when and where necessary.

Role of the Disciplinary Division

Dealing with disciplinary matters of officers referred to in Para/above coming under the purview of the Public Service Commission

1. On disciplinary matters

- i . On receiving a preliminary investigation report conducted by the heads of Departments or secretaries of Ministries to the disciplinary division and following a proper study thereon with appropriately constructed observations, the Public Service Commission 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 Ministry Secretary and Head of Department. Upon consideration of the answers furnished by the accused officers to such charge sheet and the observations and recommendations thereon made by the respective Head of Department and Secretary of the Ministry, a decision will be made as to whether the institution of a formal disciplinary inquiry on the matter is feasible or not.
- iii. Where a 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 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 and Secretary to the Ministry.
- 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 and 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 re – instated in service following his interdiction or he could even been 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. Appeals made against disciplinary orders issued by the Education Service Committee and the Health Service Committee

Appeals made against disciplinary orders issued by the Education Service Committee on officers coming under the scope of the Ministry of Education in accordance with the Extraordinary Gazette Notification No.1989/27 , 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 of 07.11.2016 in terms of provisions in Article 57 (1) of the Constitution and disciplinary orders against officers coming under the scope of the Ministry of Health, Nutrition, and Indigenous Medicine issued by the Health Service Committee in accordance with Extraordinary Gazette Notifications No. 1990/24, 1990/25 of 27.10.2016 and the Gazette Extraordinary No. 2004/49 of 01.02.2017 and the observations and recommendations made by the Appointing Authority of those officers and respective committees on such appeals will be considered by the Commission as to whether to grant reliefs on such officers / dismissal of appeals.

i. Appeals against notices of vacation of post

Except officers fall under the Ministry of Health, Nutrition, and Indigenous Medicine in accordance with Extraordinary Gazette Notice bearing No. 2004/49 dated 01.02.2017 and No. 1990/24 , 1990/25 dated 27.10.2016 and officers coming under the scope of the Ministry of Education as stated in the Gazette Extraordinary No.1989/27, 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 dated 07.11.2016, appeals made against notices of VOP of officers coming under the scope of the Public Service Commission as stated in the Gazette Notification No. 1941/41of 20.11.2015 as amended by the Gazette No. 1955/22 of 25.02.2016 concerning the delegation of powers of the Public Service Commission and the observations and recommendations made by the Administrative Authority of those officers on such appeals will be re-considered by the Commission in deciding whether to appropriately re – instate such officers in service or not.

ii. Appeals laid before the Superior Courts, Administrative Appeals Tribunal, Human Rights Commission and Public Petitions Committee and Ombudsman

Preparation of observations on applications made before the Supreme Court (SC) against the decisions of the Public Service Commission concerning disciplinary orders and decisions on such disciplinary matters and observations on appeals made to the Administrative Appeals Tribunal, Public

Petitions Committee and the Ombudsman and makes its appearance before such institution whenever appeals being summoned and apart from inquires made by the Human Rights Commission would also be appropriately dealt with.

Progress of the Disciplinary Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Issuance of charge sheets	09
02	Amendments to charge sheets	03
03	Exoneration from charges	02
04	Dismissal from service	01
05	Other disciplinary punishments	09
06	Re- instatement in service	01
07	Dismissal of appeals	03
08	Retirement under section 12 of the pension minute	02
09	Compulsory retirement	01
10	Interdiction from Service	02
11	Conversion of retirement under disciplinary grounds to normal retirement	02
12	Retirement from service	01
13	Completion of disciplinary matters	06
14	Other general orders	51
15	Observation on appeals heard in the Administrative Appeals Tribunal	19
16	Observation on court applications	03
	Total	115

Court Cases dealt with during the period under review

	No. of SC Applications	No. of CA Applications	No. of AAT Appeals
Number pending to be appeared as at 01.04.2017	09	09	121
Number of cases finalized as at 01.04.2017 out of pending cases as at 30.06.2017	01	---	05
Number filed afresh from 01.04.2017 to 30.06.2017	00	01	07
Number pending as at 30.06.2017	08	10	123

v. Appeals Division

Appeals Division extends assistance to the commission to arrive at decisions on appeals submitted to the Public Service Commission to arrive at decisions on appeals submitted to the Public Service Commission in writing in terms of Article 58(1) of the Constitution 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.

Role of the appeals divisions

- i. Calling reports contained with observations and recommendations on each appeal from respective Ministry / Department.
- ii. Preparations of detail report on each appeal and forwarding it to the Public Service Commission
- iii. Conveyance the decisions on appeals made by the Public Service Commission to the appellant and other relevant parties.
- iv. Preparations of observations reports on appeals made to the Administrative Appeals Tribunal against the decisions of the Commission and makes its appearance before AAT.
- v. Making observations on petitions referred to it by the Public Petitions Committee regarding decisions of the Public Service Commission.
- vi. Making appearance before Public Petitions committee on petitions heard by the Public Petitions committee itself.

- vii. Making observations on applications laid before the Supreme Court and the Court of appeal against the decisions of the Public Service Commission.
- viii. Making observations relevant to petitions to the Parliamentary Commissioner of Administration (Ombudsman) against decisions of the Public Service Commission.
- ix. Making observations on applications made to the Human Rights Commission regarding decisions of the Public Service Commission.
- x. Forwarding information regarding cases filed in the Supreme Court and Court of Appeal to the Attorney General's Department.

Progress of the Appeals Division (01.04.2017 to 30.06.2017)

Srl.No	Matter	Number
01	Appeals received from 01.04.2017 to 30.06.2017	246
02	Number of Appeals for which reports on observations and recommendations were called by the Authority of power of delegation from 01.04.2017 to 30.06.2017 (Including appeals made during the previous years)	108
03	Number of appeals finalized from 01.04.2017 – 30.06.2017	193
	Details on finalize appeals as follows	
	Appeals on disciplinary matters	37
	Appeals on promotions	19
	Appeals on notices of vacation of post	51
	Appeals on Transfers	48
	Appeals on Appointments	01
	Appeals on interdiction	03
	other	34
	Total	193
04	Number of Supreme Court cases received from 01.04.2017 to 30.06.2017	05
05	Number of AAT cases received from 01.04.2017 to 30.06.2017	19
06	Inquires made by the Public Petitions Committee from 01.04.2017 to 30.06.2017	05

Court cases handle during the period under review

Details	Number as at 01.04.2017	Number received afresh from 01.04.2017 to 30.06.2017	Number of decisions given by the SC/ CA from 01.04.2017 to 30.06.2017	Number pending as at 30.06.2017
Number of Supreme court cases	30	05	06	29
Number of Court of Appeal cases	06	---	----	06

vi. Education Service Committee

In accordance with the delegation of powers by the Public Service Commission in terms of Article 57 (1) of the Constitution, the Gazette No. 1989/29 dated 19.10.2016 has been published for the Education Service Committee and the provisions relevant to delegation of powers in the Schedule “b” therein have been published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016, effective from the date 20.10.2016.

The Gazette Extraordinary No. 2014/03 dated 11.04.2017 has been published relevant to delegation of powers by the Public Service Commission in accordance with the Article 57 (1) of the Constitution.

Role of the Education Service Committee

The following functions relevant to officer with whom the powers have been delegated by the Public Service Commission having published in the Gazette Extraordinary No. 2014/03 dated 11.04.2017 are been dealt by the Education Service Committee.

- i. Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions, Conformation 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 , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds), dealing with appeals made against notices of vacation of posts , Re –appointment to the service/ post, Retirement, Re – employment of retired public officers on contract basis
- ii. Promotion (Grade to Grade/ on seniority and merit basis) in accordance with the approved Service Minutes / Schemas of recruitments / Schemas of promotions.
- iii. Granting relief for efficiency bar exams.
- iv. Disciplinary control and dismissal from service concerning offences set out in first Schedule of Chapter XLVIII of the Establishments Code in relation to offences falling under the scope of the Education Service Committee.

- v. Matters connected to political revenges.(Conveyance of the decision of the Public Service Commission No. PSC/EST/02-03/05/2016 dated 09.12.2016)

Progress of the Education Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number	
01	Retirement	67	
	Confirmation	25	
	Promotions	74	
	Absorptions	679	
	Releases	26	
	Attachments	01	
	Decisions on efficiency bars	22	
	Appointments to posts	06	
	Appeals	06	
	Other orders	15	
	Total		
02	Disciplinary		
	Amendments to Charge Sheets	01	
	Other disciplinary punishments	04	
	Retirement under section 12 of the Pension Minutes	02	
	Appointment of disciplinary inquiry officers	04	
	Other General Orders	11	
	Total		

Court cases relevant to the Education Service Committee

- Appointment to the post of Director Education (Sports and Physical Education)
Case No. SC(FR) 96/2017 - observations sent to the Hon. Attorney – General
- Appointment of Education Director, North Western Province
Case No. SC(FR) 110/2017 - proxy been sent to the Hon. Attorney – General

Health Service Committee

Powers have been delegated by the Public Service Commission to the Health Service Committee with effect from 01.11.2016 by the Gazette Extraordinary No. 1990/24 dated 27.10.2016 amended by the Gazettes Extraordinary No. 2009/18 dated 08.03.2017 and No. 2004/49 dated 10.02.2017. members for such committee have been appointed

with effect from 27.10.2016 by the Gazette Extraordinary bearing No. 1990/25 dated 27.10.2016.

Role of the Health Service Committee

Role of this committee is to making decisions on matters forwarded to the Committee in accordance with delegation of powers referred to above.

Progress of the Health Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	74
02	Confirmation	219
03	Issuance of appointment letters to the medical officers to whom letter of appointments have not so far been issued by the Public Service Commission prior to year 2017	173
04	Recruitment on contract basis	24
05	Promotions	470
06	Releases	14
07	Transfers	3056
08	Decisions on efficiency bars	126
09	Resignations	3
10	Covering of duties	6
11	Appointment to posts	12
12	Other decisions relevant to appointments	5
13	Issuance of charge sheets	5
14	Amendments to charge sheets	3
15	Interdiction	1
16	Exoneration from disciplinary cases	1
17	Other disciplinary punishments	2
18	Retirement under section 12 of Minute on pensions	1
19	Re- instatement in Service	1
20	Appointment of officers for formal disciplinary inquires	13
21	Other Orders relevant to disciplinary matters	13
	Total	4222

Court cases relevant to the Health Service Committee

Re- instatement of Medical Officer Mrs. R.M.P.M. Rathnayaka

Case No. SC(FR) 365/2016 – observations submitted to the Attorney General.

04. Steps taken to streamline activities of the Public Service Commission

Following functions during the period have been carried out by the Public Service Commission in order to contribute efficient and effective service to its clients

Establishments Division

- i. Sending reminders once in every month for making the tasks dealt with the Establishments Division more efficient and effective.
- ii. Summon officers in charge of the subject of the respective Ministry for holding discussions concerning problems relating to task carried out by the Establishment Division.
- iii. Taking actions to make available required facts true faxes by giving reminders over the telephone to Ministries – Departments who were failed in timely actions to send responses.

Appointment Division

- i. Making the path of easily and properly receiving information on appointment of officers to posts on the basis of confirm/acting/attending to duties in issuing the Public Service commission Circular No. 1/2007. Accordingly new format EST 12 has been introduced instead of formats EST 10 and EST 04 used so far. Therefore, appointment division could properly making appointments on acting attending to duties basis.
- ii. Taking prompt action to receive information from Ministries/Departments sending reminders and holding meetings with relevant officers in institution reducing delays presently experiencing in order to reduce documentation with the intention of delivering an expeditious service expected by public officers.
- iii. Implementing appropriate programme to receive and carrying out orders with in a specific time frame from the Public Service Commission giving targets all officers in the division.
- iv. Restructuring activities in the division implementing PRABHADARANI quality circle concurrently to the productivity programme making the functions of the division more effective and efficient.

Promotions Division

- i. Restructuring activities in the division implementing productivity concept within the division using the tool of brainstorming across the “ Abhiman” quality circle
- ii. Taking prompt action to receive information from Ministries / Departments, sending reminders and holding meetings with relevant officers in institutions reducing present delay in order to reduce documentation with the intention of delivering and expeditious service anticipated by public officers.
- iii. Officers attached to the Division are given targets to obtain decisions on each case within a specific time frame from the Public Service Commission and duly implementing functions more efficient and effectively.

Disciplinary Division

- i. Entering data in pending files in to a data base as initiating a project under the concept of “productivity” and successfully complete the project.
- ii. Initiating entering facts to be secured in documents forwarded to the record room having finalized disciplinary procedures and files that have been disposed.
- iii. Identifying and implementing proper procedure enabling to searching of files pending at the moment.

Appeals Division

- i. Sending reminders to get received observations /recommendations from delegated authorities relevant to appeals forwarded to the division and thereby making aware of Ministry Secretaries regarding delays caused thereon.

Education Service Committee

- i. Preparation of data management system.
- ii. Preparation of data management system for disciplinary matters.
- iii. Holding discussions with officers in the division regarding problems faced in dealing with matters in order to making an efficient and effective service.
- iv. Carrying out duties without any delay with the participation of all officers in the division and assuming duties even on holydays and special occasions.

- v. Balancing the tasks carried out by officers exchanging subjects among Public Management Assistant.

Health Service Committee

- i. The present data management system used by the office of the Public Service Commission has no room for a domain reserved for the Health Committee and therefore details relevant to documents being entered through a system (Access) newly being prepared.

Letters received by the committee being updated in accordance with a format from 25.04.2017 in a manner to easily get details of respective letters.

- ii. Taking prompt action regarding letters relevant to the Ministry of Health, Nutrition and Indigenous Medicine.

As soon as found shortcomings in letters received by the committee, such matters being solved by contacting respective officer over the phone and forwarded to the committee and decisions of the committee are also informed to the heads of institutions through faxes.

- iii. Preparation of work manuals enabling to executing duties efficiently on occasions where new entrants being recruited and recruitments being made on transfers.

- iv. Forwarding facts by minutes to the committee and conveyance of orders given by the committee and taking follow up measures.

05. Meetings held with Ministries and Departments

Srl. No.	Date	Matter	Ministry/ Department/ Institution participated
01	06.04.2017	Promotion of Railway Engine Drivers to the Special Grade.	Ministry of Transport and Civil Aviation Services
02	02.05.2017	Requests for reliefs in efficiency bar / language proficiency exams.	Ministry of Agriculture
03	05.05.2017	Filling of vacancies in Sri Lanka Architects Service , Grade 1	Ministry of Public Administration and Management
04	05.05.2017	Matters pertaining to Sri Lanka Medical Service	Ministry of Health Nutrition and Indigenous Medicine.

05	05.5.2017	Problems cropped up in appointments being made in the National Sports Science Institute and Sports Development Department.	Ministry of Sports Department of Sports Development National Sports Science Institute
06	16.05.2017	Sri Lanka Teacher Educationists' Service	Ministry of Education
07	22.05.2017	Promotions of officers in the Sri Lanka Technology Service of Irrigations and Water Resources Management to the Special Grade	Ministry of Irrigation and Water Resources Management Department of Irrigation
08	22.05.2017	Recruitment of officers to the Sri Lanka Engineering Service, Grade 111 Recruitment of officers to the Sri Lanka Accountants Service Recruitment of officers to Sri Lanka Planning Service, Grade 111	Ministry of Public Administration and Management
09	22.05.2017	Salary anomalies of Senior Officers in the unified postal service	Ministry of Posts, Postal Services and Muslim Religious affairs
10	23.05.2017	Matters pertaining to Development Officers Service	Ministry of Public Administration and Management
11	24.05.2017	Granting relief for completion of efficiency bars	Department of Social Services
12	25.05.2017	Problems on Scheme of Recruitment, MN – 5, Archeology Department	Ministry of Education Archeology Department
13	26.05.2017	Problems occurred in appointment of officers with qualification in Community Medicine to the Medical Administration Grade.	Sri Lanka Community Medicine Training School
14	30.05.2017	Further clarification on foreign leave obtained by State Counsels during the period of probation.	Ministry of Justice
15	02.06.2017	Problems cropped up in promotion of officers with medical administration qualifications to the medical administration grade	Sri Lanka Medical Administration School
16	02.06.2017	Problems occurred in recruiting senior lectures and principals to the training schools of medicine for Supplementary Professional Service and Para Medical Service	Ministry of Health Nutrition and Indigenous Medicine

17	12.06.2017	Granting Promotions to the special grade of Railway Engine Drivers' Service	Ministry of Transport and Civil Aviation Services Department of Railways
18	20.06.2017	Promotions of officers holding the post of Assistant Editor in the Office of Sinhala Dictionary to the Grade 11	Ministry of Internal Affairs, Wayamba Development and Cultural Affairs
19	29.06.2017	Schemes of Recruitment in the Department of Railways and Other matters	Department of Railways
20	29.06.2017	Promotion to the special grade of Railway Engine Drivers	Ministry of Transport and Civil Aviation Services Department of Railways
21	29.06.2017	On appointment of posts in grade 1 and special grade of Sri Lanka Agricultural Services	Ministry of Agriculture Department of Agriculture

06. Appearing in the Public Petitions Committee

Number of Inquires of Public Petitions Committee appeared from 01.04.2017 to 30.06.2017 is ten (10).

07. Withdrawing of cases filed in the Courts against the Government

Two (02) cases have been withdrawn filed in the court against the government during the prescribed period.

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01. Introduction

The new Public service Commission appointed by the President on the recommendation of the Constitutional Council in terms of the Article 54 (1) of the Constitution as amended by the 19th Amendment commenced its activities with effect from 15.10.2015.

The PSC, in pursuance of the Article 55(5) of the Constitution, submits an Annual Report to the Parliament every year and a Progress Report for each quarter is due to be submitted on the instructions of the Constitutional Council. As it was informed during the month of September 2016 to submit Progress Reports once in each quarter, the progress relating to all three quarters from 01.01.2016 to 30.09.2016 was submitted at one stretch.

In spite of the fact that the Progress Reports should be submitted to the parliament quarterly, the PSC engages itself in supervising its progress having obtain reports on monthly basis. Accordingly, the commission has carried out its activities during the last quarter from 01.04.2017 to 30.06.2017 without any major setbacks.

02. Meetings of the Public Service Commission

Details on meetings held during the period from 01.04.2017 to 30.06.2017

Month	No . of Meetings
April	07
May	07
June	08
Total	22

03. Activities carried out by each Division of the Public Service Commission

Following steps have been taken during the period to effectively and efficiently extend services to clients by the Public service Commission.

i. Establishments Division

The Establishments Division, in accordance with the delegation of power of the Public Service Commission as has been published in the gazette extraordinary No 1941/41 of 20.11.2015, carries out the work including formulation of service minutes (SMM) to each of the approved services in the public service and schemes of recruitment (SSOR) to every post, meeting with approval outside of such services.

In the formulation of such service minutes and schemes of recruitment, method of recruitment that should be followed for recruiting officers to all approved posts, eligibilities of recruitment, salary scale applicable to the post, conditions of services, methods of promotions and all other related particulars are to be incorporated. The Commission, prior to approval of the respective service minute or the scheme of recruitment 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 of Schemes of Recruitment.

Tasks carried out by the Establishments Division

- (i) Formulation of Services Minutes for every service approved in the Public Service.
- (ii) Formulation of Schemes of Recruitment for every post approved outside the above services.
- (iii) Matters relating to delegation of powers within the scope of the Public Service Commission
- (iv) Formulation of guidelines based on the procedural rule of the Public Service Commission.
- (v) Formulation and amendment of the transfer Schemes of all services.
- (vi) In case an approved Service Minute, Schemes of Recruitment or Schemes of Transfer is required to be amended, action to be taken to amend such many or Schemes on the recommendation of secretary concerned.
- (vii) Taking action to provide policy decision on requests received for solutions on problems arised in related to appointments, promotions, made by authorities to whom powers are delegated.
- (viii) Tacking action to solving matters pertaining to Procedural Rules of the Public Service Commission, Service Minutes, Schemas of Recruitment, Schemes of Transfer, and Circulars and instances where actions to be taken outside the orders of the Public Service Commission.

Progress of the Establishments Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	New Schemes of Recruitment	20
02	New Service Minutes	01
03	Schemes of Transfer	02
04	Amendments to Schemes of Recruitment	17
05	Amendments to Service Minutes	11
06	Amendments to Schemes of Transfer	06
07	Circulars	02
08	Request on deviation on Schemes of Recruitment in exceptional cases	04

09	Request on deviation from service minutes in exceptional cases	01
10	Policy matters	33
11	General	43
12	Matters pertaining to SC/AAT/CA	17
	Total	157

Complaints laid before AAT during the period under review

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decision upheld	Number of PSC decision revoked	Number pending as at 30.06.2017
32	04	36	00	00	36

Cases filed in the Supreme Court

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number dismissed and agreed with PSC decision	Number of PSC decision revoked	Number pending as at 30.06.2017
71	06	77	03	00	74

Cases filed in the court of Appeal

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decisions upheld	Number of PSC decisions revoked and granted relief	Number of pending as at 30.06.2017
10	00	10	00	00	10

- No requests have been made to the Parliamentary Commissioner for Administration (Ombudsman), Human Rights Commission and the Public Petition Committee.

ii. 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 Service) in respect of whom the powers of the Public Service Commission have not been

delegated as published in the Gazette Extraordinary No. 1941/41 dated 20.11.2015, No. 1989/29 dated 29.01.2016, No. 1990/24 dated 27.10.2016, No. 1992/7 dated 07.11.2016 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Appointment division of the Public Service Commission. .

Tasks carried out by the Appointments Division

- (i) Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions
- (ii) Conformation in service, Termination of service , Reversion to the former post.
- (iii) Appointment on acting / attending to duties basis

- (iv) Release (outright / temporary).

- (v) Recruitment on contract basis, Resignation from service , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds).
- (vi) Re- employment of retired public officers on contract basis, Appointment to scheduled posts in the Service Minutes (where applicable)
- (vii) 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.

Progress of the Appointments Division (01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	128
02	Confirmation	165
03	Recruitment	14
04	Re – employment on contract basis	213
05	Appointment on contract basis	08
06	Decisions on efficiency bars	170
07	Appointment to act / attend to the duties	178
08	Release	13
09	Resignation	05
10	Absorption	133
	Total	1027

Details of the pending cases and complains for which the division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	31	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	12	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	94	04
Cases filed after 01.04.2017	01	-----

iii. Promotions Division

Following functions relating to the Promotions 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 as published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016 , No. 1990/24 dated 27.10.2016, No. 1989/29 dated 29.01.2016, and the Gazette Extraordinary No. 1441/41 dated 20.11.2015 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Promotions Division of the Public Service Commission.

Tasks carried out by the Promotions Division

- I. Promotions to posts as per approved Service Minutes / Schemes of Recruitment (from grade to grade / Competitive Exams on seniority and merit basis / on the result of structured interviews)
- II. Appointment of Officers to relevant posts on Promotions based on results of structured interviews on seniority basis.
- III. Appointment to a new post giving prior approval thereto in transferring Officers of grade 1 and above belong to all island services from a post to post.
- IV. Producing observations and required reports on court cases filed in the Supreme court/ Court of appeal and appeals laid before Administrative Appeals Tribunal against orders/ decisions made by the Public Service Commission pertaining to matters referred to above.
- V. Dealing with matters pertaining to appeals laid before the Administrative Appeals Tribunal and cases filed in the Supreme Court / Court of appeals against orders / decisions made by the Public Service Commission having regard to above functions and appeared on behalf of the Public Service Commission whenever required.

Progress of the Promotions Division

(01.04.2017 to 30.06.2017)

Srl. No.	Matter	Number
01	Promotion from Grade to Grade	745
02	Promotion on selection	24
03	Appointment to posts	47
	Total	816

Details of the pending cases and complaints for which the Division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017.

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	36	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	05	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	66	-----
Cases filed after 01.04.2017	03	-----

iv. Disciplinary Division

Disciplinary matters of officers coming under the scope of Public Service Commission referred to in the Gazette Extraordinary No. 1941/41 dated 20.11.2015 amended by the Gazette No. 1955/22 dated 25.02.2016 and No. 2016/37 dated 26.04.2016, dealing with delegation of powers of the Public service Commission except officers falling under the Ministry of Education in terms of Gazettes Extraordinary No. 1989/27, 1989/28, 1989/29 dated 19.10.2016 and the Gazette Extraordinary No. 1992/7 dated 07.11.2016 and officers of Ministry of Health Nutrition and Indigenous Medicine in terms of Gazette Extraordinary No.1990/24 , 1990/25 dated 27.10.2016 are handled by the Disciplinary Division of the Public Service Commission in accordance with provisions of Article 57 (1) of the Constitution. Further, the Disciplinary Division, having extensively examined all documents received by the division extends much needed co – operation by way of making observations and recommendations to the Commission in order that it could arrive at decisions when and where necessary.

Role of the Disciplinary Division

Dealing with disciplinary matters of officers referred to in Para/above coming under the purview of the Public Service Commission

1. On disciplinary matters

- i. On receiving a preliminary investigation report conducted by the heads of Departments or secretaries of Ministries to the disciplinary division and following a proper study thereon with appropriately constructed observations, the Public Service Commission 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 Ministry Secretary and Head of Department. Upon consideration of the answers furnished by the accused officers to such charge sheet and the observations and recommendations thereon made by the respective Head of Department and Secretary of the Ministry, a decision will be made as to whether the institution of a formal disciplinary inquiry on the matter is feasible or not.
- iii. Where a 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 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 and Secretary to the Ministry.
- 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 and 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 re – instated in service following his interdiction or he could even been 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. Appeals made against disciplinary orders issued by the Education Service Committee and the Health Service Committee

Appeals made against disciplinary orders issued by the Education Service Committee on officers coming under the scope of the Ministry of Education in accordance with the Extraordinary Gazette Notification No.1989/27 , 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 of 07.11.2016 in terms of provisions in Article 57 (1) of the Constitution and disciplinary orders against officers coming under the scope of the Ministry of Health, Nutrition, and Indigenous Medicine issued by the Health Service Committee in accordance with Extraordinary Gazette Notifications No. 1990/24, 1990/25 of 27.10.2016 and the Gazette Extraordinary No. 2004/49 of 01.02.2017 and the observations and recommendations made by the Appointing Authority of those officers and respective committees on such appeals will be considered by the Commission as to whether to grant reliefs on such officers / dismissal of appeals.

i. Appeals against notices of vacation of post

Except officers fall under the Ministry of Health, Nutrition, and Indigenous Medicine in accordance with Extraordinary Gazette Notice bearing No. 2004/49 dated 01.02.2017 and No. 1990/24 , 1990/25 dated 27.10.2016 and officers coming under the scope of the Ministry of Education as stated in the Gazette Extraordinary No.1989/27, 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 dated 07.11.2016, appeals made against notices of VOP of officers coming under the scope of the Public Service Commission as stated in the Gazette Notification No. 1941/41of 20.11.2015 as amended by the Gazette No. 1955/22 of 25.02.2016 concerning the delegation of powers of the Public Service Commission and the observations and recommendations made by the Administrative Authority of those officers on such appeals will be re-considered by the Commission in deciding whether to appropriately re – instate such officers in service or not.

ii. Appeals laid before the Superior Courts, Administrative Appeals Tribunal, Human Rights Commission and Public Petitions Committee and Ombudsman

Preparation of observations on applications made before the Supreme Court (SC) against the decisions of the Public Service Commission concerning disciplinary orders and decisions on such disciplinary matters and observations on appeals made to the Administrative Appeals Tribunal, Public

Petitions Committee and the Ombudsman and makes its appearance before such institution whenever appeals being summoned and apart from inquires made by the Human Rights Commission would also be appropriately dealt with.

Progress of the Disciplinary Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Issuance of charge sheets	09
02	Amendments to charge sheets	03
03	Exoneration from charges	02
04	Dismissal from service	01
05	Other disciplinary punishments	09
06	Re- instatement in service	01
07	Dismissal of appeals	03
08	Retirement under section 12 of the pension minute	02
09	Compulsory retirement	01
10	Interdiction from Service	02
11	Conversion of retirement under disciplinary grounds to normal retirement	02
12	Retirement from service	01
13	Completion of disciplinary matters	06
14	Other general orders	51
15	Observation on appeals heard in the Administrative Appeals Tribunal	19
16	Observation on court applications	03
	Total	115

Court Cases dealt with during the period under review

	No. of SC Applications	No. of CA Applications	No. of AAT Appeals
Number pending to be appeared as at 01.04.2017	09	09	121
Number of cases finalized as at 01.04.2017 out of pending cases as at 30.06.2017	01	---	05
Number filed afresh from 01.04.2017 to 30.06.2017	00	01	07
Number pending as at 30.06.2017	08	10	123

v. Appeals Division

Appeals Division extends assistance to the commission to arrive at decisions on appeals submitted to the Public Service Commission to arrive at decisions on appeals submitted to the Public Service Commission in writing in terms of Article 58(1) of the Constitution 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.

Role of the appeals divisions

- i. Calling reports contained with observations and recommendations on each appeal from respective Ministry / Department.
- ii. Preparations of detail report on each appeal and forwarding it to the Public Service Commission
- iii. Conveyance the decisions on appeals made by the Public Service Commission to the appellant and other relevant parties.
- iv. Preparations of observations reports on appeals made to the Administrative Appeals Tribunal against the decisions of the Commission and makes its appearance before AAT.
- v. Making observations on petitions referred to it by the Public Petitions Committee regarding decisions of the Public Service Commission.
- vi. Making appearance before Public Petitions committee on petitions heard by the Public Petitions committee itself.

- vii. Making observations on applications laid before the Supreme Court and the Court of appeal against the decisions of the Public Service Commission.
- viii. Making observations relevant to petitions to the Parliamentary Commissioner of Administration (Ombudsman) against decisions of the Public Service Commission.
- ix. Making observations on applications made to the Human Rights Commission regarding decisions of the Public Service Commission.
- x. Forwarding information regarding cases filed in the Supreme Court and Court of Appeal to the Attorney General's Department.

Progress of the Appeals Division (01.04.2017 to 30.06.2017)

Srl.No	Matter	Number
01	Appeals received from 01.04.2017 to 30.06.2017	246
02	Number of Appeals for which reports on observations and recommendations were called by the Authority of power of delegation from 01.04.2017 to 30.06.2017 (Including appeals made during the previous years)	108
03	Number of appeals finalized from 01.04.2017 – 30.06.2017	193
	Details on finalize appeals as follows	
	Appeals on disciplinary matters	37
	Appeals on promotions	19
	Appeals on notices of vacation of post	51
	Appeals on Transfers	48
	Appeals on Appointments	01
	Appeals on interdiction	03
	other	34
	Total	193
04	Number of Supreme Court cases received from 01.04.2017 to 30.06.2017	05
05	Number of AAT cases received from 01.04.2017 to 30.06.2017	19
06	Inquires made by the Public Petitions Committee from 01.04.2017 to 30.06.2017	05

Court cases handle during the period under review

Details	Number as at 01.04.2017	Number received afresh from 01.04.2017 to 30.06.2017	Number of decisions given by the SC/ CA from 01.04.2017 to 30.06.2017	Number pending as at 30.06.2017
Number of Supreme court cases	30	05	06	29
Number of Court of Appeal cases	06	---	----	06

vi. Education Service Committee

In accordance with the delegation of powers by the Public Service Commission in terms of Article 57 (1) of the Constitution, the Gazette No. 1989/29 dated 19.10.2016 has been published for the Education Service Committee and the provisions relevant to delegation of powers in the Schedule “b” therein have been published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016, effective from the date 20.10.2016.

The Gazette Extraordinary No. 2014/03 dated 11.04.2017 has been published relevant to delegation of powers by the Public Service Commission in accordance with the Article 57 (1) of the Constitution.

Role of the Education Service Committee

The following functions relevant to officer with whom the powers have been delegated by the Public Service Commission having published in the Gazette Extraordinary No. 2014/03 dated 11.04.2017 are been dealt by the Education Service Committee.

- i. Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions, Conformation 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 , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds), dealing with appeals made against notices of vacation of posts , Re –appointment to the service/ post, Retirement, Re – employment of retired public officers on contract basis
- ii. Promotion (Grade to Grade/ on seniority and merit basis) in accordance with the approved Service Minutes / Schemas of recruitments / Schemas of promotions.
- iii. Granting relief for efficiency bar exams.
- iv. Disciplinary control and dismissal from service concerning offences set out in first Schedule of Chapter XLVIII of the Establishments Code in relation to offences falling under the scope of the Education Service Committee.

- v. Matters connected to political revenges.(Conveyance of the decision of the Public Service Commission No. PSC/EST/02-03/05/2016 dated 09.12.2016)

Progress of the Education Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number	
01	Retirement	67	
	Confirmation	25	
	Promotions	74	
	Absorptions	679	
	Releases	26	
	Attachments	01	
	Decisions on efficiency bars	22	
	Appointments to posts	06	
	Appeals	06	
	Other orders	15	
	Total		
02	Disciplinary		
	Amendments to Charge Sheets	01	
	Other disciplinary punishments	04	
	Retirement under section 12 of the Pension Minutes	02	
	Appointment of disciplinary inquiry officers	04	
	Other General Orders	11	
	Total		

Court cases relevant to the Education Service Committee

- Appointment to the post of Director Education (Sports and Physical Education)
Case No. SC(FR) 96/2017 - observations sent to the Hon. Attorney – General
- Appointment of Education Director, North Western Province
Case No. SC(FR) 110/2017 - proxy been sent to the Hon. Attorney – General

Health Service Committee

Powers have been delegated by the Public Service Commission to the Health Service Committee with effect from 01.11.2016 by the Gazette Extraordinary No. 1990/24 dated 27.10.2016 amended by the Gazettes Extraordinary No. 2009/18 dated 08.03.2017 and No. 2004/49 dated 10.02.2017. members for such committee have been appointed

with effect from 27.10.2016 by the Gazette Extraordinary bearing No. 1990/25 dated 27.10.2016.

Role of the Health Service Committee

Role of this committee is to making decisions on matters forwarded to the Committee in accordance with delegation of powers referred to above.

Progress of the Health Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	74
02	Confirmation	219
03	Issuance of appointment letters to the medical officers to whom letter of appointments have not so far been issued by the Public Service Commission prior to year 2017	173
04	Recruitment on contract basis	24
05	Promotions	470
06	Releases	14
07	Transfers	3056
08	Decisions on efficiency bars	126
09	Resignations	3
10	Covering of duties	6
11	Appointment to posts	12
12	Other decisions relevant to appointments	5
13	Issuance of charge sheets	5
14	Amendments to charge sheets	3
15	Interdiction	1
16	Exoneration from disciplinary cases	1
17	Other disciplinary punishments	2
18	Retirement under section 12 of Minute on pensions	1
19	Re- instatement in Service	1
20	Appointment of officers for formal disciplinary inquires	13
21	Other Orders relevant to disciplinary matters	13
	Total	4222

Court cases relevant to the Health Service Committee

Re- instatement of Medical Officer Mrs. R.M.P.M. Rathnayaka

Case No. SC(FR) 365/2016 – observations submitted to the Attorney General.

04. Steps taken to streamline activities of the Public Service Commission

Following functions during the period have been carried out by the Public Service Commission in order to contribute efficient and effective service to its clients

Establishments Division

- i. Sending reminders once in every month for making the tasks dealt with the Establishments Division more efficient and effective.
- ii. Summon officers in charge of the subject of the respective Ministry for holding discussions concerning problems relating to task carried out by the Establishment Division.
- iii. Taking actions to make available required facts true faxes by giving reminders over the telephone to Ministries – Departments who were failed in timely actions to send responses.

Appointment Division

- i. Making the path of easily and properly receiving information on appointment of officers to posts on the basis of confirm/acting/attending to duties in issuing the Public Service commission Circular No. 1/2007. Accordingly new format EST 12 has been introduced instead of formats EST 10 and EST 04 used so far. Therefore, appointment division could properly making appointments on acting attending to duties basis.
- ii. Taking prompt action to receive information from Ministries/Departments sending reminders and holding meetings with relevant officers in institution reducing delays presently experiencing in order to reduce documentation with the intention of delivering an expeditious service expected by public officers.
- iii. Implementing appropriate programme to receive and carrying out orders with in a specific time frame from the Public Service Commission giving targets all officers in the division.
- iv. Restructuring activities in the division implementing PRABHADARANI quality circle concurrently to the productivity programme making the functions of the division more effective and efficient.

Promotions Division

- i. Restructuring activities in the division implementing productivity concept within the division using the tool of brainstorming across the “ Abhiman” quality circle
- ii. Taking prompt action to receive information from Ministries / Departments, sending reminders and holding meetings with relevant officers in institutions reducing present delay in order to reduce documentation with the intention of delivering and expeditious service anticipated by public officers.
- iii. Officers attached to the Division are given targets to obtain decisions on each case within a specific time frame from the Public Service Commission and duly implementing functions more efficient and effectively.

Disciplinary Division

- i. Entering data in pending files in to a data base as initiating a project under the concept of “productivity” and successfully complete the project.
- ii. Initiating entering facts to be secured in documents forwarded to the record room having finalized disciplinary procedures and files that have been disposed.
- iii. Identifying and implementing proper procedure enabling to searching of files pending at the moment.

Appeals Division

- i. Sending reminders to get received observations /recommendations from delegated authorities relevant to appeals forwarded to the division and thereby making aware of Ministry Secretaries regarding delays caused thereon.

Education Service Committee

- i. Preparation of data management system.
- ii. Preparation of data management system for disciplinary matters.
- iii. Holding discussions with officers in the division regarding problems faced in dealing with matters in order to making an efficient and effective service.
- iv. Carrying out duties without any delay with the participation of all officers in the division and assuming duties even on holydays and special occasions.

- v. Balancing the tasks carried out by officers exchanging subjects among Public Management Assistant.

Health Service Committee

- i. The present data management system used by the office of the Public Service Commission has no room for a domain reserved for the Health Committee and therefore details relevant to documents being entered through a system (Access) newly being prepared.

Letters received by the committee being updated in accordance with a format from 25.04.2017 in a manner to easily get details of respective letters.

- ii. Taking prompt action regarding letters relevant to the Ministry of Health, Nutrition and Indigenous Medicine.

As soon as found shortcomings in letters received by the committee, such matters being solved by contacting respective officer over the phone and forwarded to the committee and decisions of the committee are also informed to the heads of institutions through faxes.

- iii. Preparation of work manuals enabling to executing duties efficiently on occasions where new entrants being recruited and recruitments being made on transfers.

- iv. Forwarding facts by minutes to the committee and conveyance of orders given by the committee and taking follow up measures.

05. Meetings held with Ministries and Departments

Srl. No.	Date	Matter	Ministry/ Department/ Institution participated
01	06.04.2017	Promotion of Railway Engine Drivers to the Special Grade.	Ministry of Transport and Civil Aviation Services
02	02.05.2017	Requests for reliefs in efficiency bar / language proficiency exams.	Ministry of Agriculture
03	05.05.2017	Filling of vacancies in Sri Lanka Architects Service , Grade 1	Ministry of Public Administration and Management
04	05.05.2017	Matters pertaining to Sri Lanka Medical Service	Ministry of Health Nutrition and Indigenous Medicine.

05	05.5.2017	Problems cropped up in appointments being made in the National Sports Science Institute and Sports Development Department.	Ministry of Sports Department of Sports Development National Sports Science Institute
06	16.05.2017	Sri Lanka Teacher Educationists' Service	Ministry of Education
07	22.05.2017	Promotions of officers in the Sri Lanka Technology Service of Irrigations and Water Resources Management to the Special Grade	Ministry of Irrigation and Water Resources Management Department of Irrigation
08	22.05.2017	Recruitment of officers to the Sri Lanka Engineering Service, Grade 111 Recruitment of officers to the Sri Lanka Accountants Service Recruitment of officers to Sri Lanka Planning Service, Grade 111	Ministry of Public Administration and Management
09	22.05.2017	Salary anomalies of Senior Officers in the unified postal service	Ministry of Posts, Postal Services and Muslim Religious affairs
10	23.05.2017	Matters pertaining to Development Officers Service	Ministry of Public Administration and Management
11	24.05.2017	Granting relief for completion of efficiency bars	Department of Social Services
12	25.05.2017	Problems on Scheme of Recruitment, MN – 5, Archeology Department	Ministry of Education Archeology Department
13	26.05.2017	Problems occurred in appointment of officers with qualification in Community Medicine to the Medical Administration Grade.	Sri Lanka Community Medicine Training School
14	30.05.2017	Further clarification on foreign leave obtained by State Counsels during the period of probation.	Ministry of Justice
15	02.06.2017	Problems cropped up in promotion of officers with medical administration qualifications to the medical administration grade	Sri Lanka Medical Administration School
16	02.06.2017	Problems occurred in recruiting senior lectures and principals to the training schools of medicine for Supplementary Professional Service and Para Medical Service	Ministry of Health Nutrition and Indigenous Medicine

17	12.06.2017	Granting Promotions to the special grade of Railway Engine Drivers' Service	Ministry of Transport and Civil Aviation Services Department of Railways
18	20.06.2017	Promotions of officers holding the post of Assistant Editor in the Office of Sinhala Dictionary to the Grade 11	Ministry of Internal Affairs, Wayamba Development and Cultural Affairs
19	29.06.2017	Schemes of Recruitment in the Department of Railways and Other matters	Department of Railways
20	29.06.2017	Promotion to the special grade of Railway Engine Drivers	Ministry of Transport and Civil Aviation Services Department of Railways
21	29.06.2017	On appointment of posts in grade 1 and special grade of Sri Lanka Agricultural Services	Ministry of Agriculture Department of Agriculture

06. Appearing in the Public Petitions Committee

Number of Inquires of Public Petitions Committee appeared from 01.04.2017 to 30.06.2017 is ten (10).

07. Withdrawing of cases filed in the Courts against the Government

Two (02) cases have been withdrawn filed in the court against the government during the prescribed period.

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01. Introduction

The new Public service Commission appointed by the President on the recommendation of the Constitutional Council in terms of the Article 54 (1) of the Constitution as amended by the 19th Amendment commenced its activities with effect from 15.10.2015.

The PSC, in pursuance of the Article 55(5) of the Constitution, submits an Annual Report to the Parliament every year and a Progress Report for each quarter is due to be submitted on the instructions of the Constitutional Council. As it was informed during the month of September 2016 to submit Progress Reports once in each quarter, the progress relating to all three quarters from 01.01.2016 to 30.09.2016 was submitted at one stretch.

In spite of the fact that the Progress Reports should be submitted to the parliament quarterly, the PSC engages itself in supervising its progress having obtain reports on monthly basis. Accordingly, the commission has carried out its activities during the last quarter from 01.04.2017 to 30.06.2017 without any major setbacks.

02. Meetings of the Public Service Commission

Details on meetings held during the period from 01.04.2017 to 30.06.2017

Month	No . of Meetings
April	07
May	07
June	08
Total	22

03. Activities carried out by each Division of the Public Service Commission

Following steps have been taken during the period to effectively and efficiently extend services to clients by the Public service Commission.

i. Establishments Division

The Establishments Division, in accordance with the delegation of power of the Public Service Commission as has been published in the gazette extraordinary No 1941/41 of 20.11.2015, carries out the work including formulation of service minutes (SMM) to each of the approved services in the public service and schemes of recruitment (SSOR) to every post, meeting with approval outside of such services.

In the formulation of such service minutes and schemes of recruitment, method of recruitment that should be followed for recruiting officers to all approved posts, eligibilities of recruitment, salary scale applicable to the post, conditions of services, methods of promotions and all other related particulars are to be incorporated. The Commission, prior to approval of the respective service minute or the scheme of recruitment 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 of Schemes of Recruitment.

Tasks carried out by the Establishments Division

- (i) Formulation of Services Minutes for every service approved in the Public Service.
- (ii) Formulation of Schemes of Recruitment for every post approved outside the above services.
- (iii) Matters relating to delegation of powers within the scope of the Public Service Commission
- (iv) Formulation of guidelines based on the procedural rule of the Public Service Commission.
- (v) Formulation and amendment of the transfer Schemes of all services.
- (vi) In case an approved Service Minute, Schemes of Recruitment or Schemes of Transfer is required to be amended, action to be taken to amend such many or Schemes on the recommendation of secretary concerned.
- (vii) Taking action to provide policy decision on requests received for solutions on problems arised in related to appointments, promotions, made by authorities to whom powers are delegated.
- (viii) Tacking action to solving matters pertaining to Procedural Rules of the Public Service Commission, Service Minutes, Schemas of Recruitment, Schemes of Transfer, and Circulars and instances where actions to be taken outside the orders of the Public Service Commission.

Progress of the Establishments Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	New Schemes of Recruitment	20
02	New Service Minutes	01
03	Schemes of Transfer	02
04	Amendments to Schemes of Recruitment	17
05	Amendments to Service Minutes	11
06	Amendments to Schemes of Transfer	06
07	Circulars	02
08	Request on deviation on Schemes of Recruitment in exceptional cases	04

09	Request on deviation from service minutes in exceptional cases	01
10	Policy matters	33
11	General	43
12	Matters pertaining to SC/AAT/CA	17
	Total	157

Complaints laid before AAT during the period under review

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decision upheld	Number of PSC decision revoked	Number pending as at 30.06.2017
32	04	36	00	00	36

Cases filed in the Supreme Court

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number dismissed and agreed with PSC decision	Number of PSC decision revoked	Number pending as at 30.06.2017
71	06	77	03	00	74

Cases filed in the court of Appeal

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decisions upheld	Number of PSC decisions revoked and granted relief	Number of pending as at 30.06.2017
10	00	10	00	00	10

- No requests have been made to the Parliamentary Commissioner for Administration (Ombudsman), Human Rights Commission and the Public Petition Committee.

ii. 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 Service) in respect of whom the powers of the Public Service Commission have not been

delegated as published in the Gazette Extraordinary No. 1941/41 dated 20.11.2015, No. 1989/29 dated 29.01.2016, No. 1990/24 dated 27.10.2016, No. 1992/7 dated 07.11.2016 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Appointment division of the Public Service Commission. .

Tasks carried out by the Appointments Division

- (i) Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions
- (ii) Conformation in service, Termination of service , Reversion to the former post.
- (iii) Appointment on acting / attending to duties basis

- (iv) Release (outright / temporary).

- (v) Recruitment on contract basis, Resignation from service , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds).
- (vi) Re- employment of retired public officers on contract basis, Appointment to scheduled posts in the Service Minutes (where applicable)
- (vii) 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.

Progress of the Appointments Division (01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	128
02	Confirmation	165
03	Recruitment	14
04	Re – employment on contract basis	213
05	Appointment on contract basis	08
06	Decisions on efficiency bars	170
07	Appointment to act / attend to the duties	178
08	Release	13
09	Resignation	05
10	Absorption	133
	Total	1027

Details of the pending cases and complains for which the division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	31	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	12	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	94	04
Cases filed after 01.04.2017	01	-----

iii. Promotions Division

Following functions relating to the Promotions 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 as published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016 , No. 1990/24 dated 27.10.2016, No. 1989/29 dated 29.01.2016, and the Gazette Extraordinary No. 1441/41 dated 20.11.2015 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Promotions Division of the Public Service Commission.

Tasks carried out by the Promotions Division

- I. Promotions to posts as per approved Service Minutes / Schemes of Recruitment (from grade to grade / Competitive Exams on seniority and merit basis / on the result of structured interviews)
- II. Appointment of Officers to relevant posts on Promotions based on results of structured interviews on seniority basis.
- III. Appointment to a new post giving prior approval thereto in transferring Officers of grade 1 and above belong to all island services from a post to post.
- IV. Producing observations and required reports on court cases filed in the Supreme court/ Court of appeal and appeals laid before Administrative Appeals Tribunal against orders/ decisions made by the Public Service Commission pertaining to matters referred to above.
- V. Dealing with matters pertaining to appeals laid before the Administrative Appeals Tribunal and cases filed in the Supreme Court / Court of appeals against orders / decisions made by the Public Service Commission having regard to above functions and appeared on behalf of the Public Service Commission whenever required.

Progress of the Promotions Division

(01.04.2017 to 30.06.2017)

Srl. No.	Matter	Number
01	Promotion from Grade to Grade	745
02	Promotion on selection	24
03	Appointment to posts	47
	Total	816

Details of the pending cases and complaints for which the Division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017.

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	36	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	05	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	66	-----
Cases filed after 01.04.2017	03	-----

iv. Disciplinary Division

Disciplinary matters of officers coming under the scope of Public Service Commission referred to in the Gazette Extraordinary No. 1941/41 dated 20.11.2015 amended by the Gazette No. 1955/22 dated 25.02.2016 and No. 2016/37 dated 26.04.2016, dealing with delegation of powers of the Public service Commission except officers falling under the Ministry of Education in terms of Gazettes Extraordinary No. 1989/27, 1989/28, 1989/29 dated 19.10.2016 and the Gazette Extraordinary No. 1992/7 dated 07.11.2016 and officers of Ministry of Health Nutrition and Indigenous Medicine in terms of Gazette Extraordinary No.1990/24 , 1990/25 dated 27.10.2016 are handled by the Disciplinary Division of the Public Service Commission in accordance with provisions of Article 57 (1) of the Constitution. Further, the Disciplinary Division, having extensively examined all documents received by the division extends much needed co – operation by way of making observations and recommendations to the Commission in order that it could arrive at decisions when and where necessary.

Role of the Disciplinary Division

Dealing with disciplinary matters of officers referred to in Para/above coming under the purview of the Public Service Commission

1. On disciplinary matters

- i. On receiving a preliminary investigation report conducted by the heads of Departments or secretaries of Ministries to the disciplinary division and following a proper study thereon with appropriately constructed observations, the Public Service Commission 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 Ministry Secretary and Head of Department. Upon consideration of the answers furnished by the accused officers to such charge sheet and the observations and recommendations thereon made by the respective Head of Department and Secretary of the Ministry, a decision will be made as to whether the institution of a formal disciplinary inquiry on the matter is feasible or not.
- iii. Where a 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 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 and Secretary to the Ministry.
- 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 and 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 re – instated 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. Appeals made against disciplinary orders issued by the Education Service Committee and the Health Service Committee

Appeals made against disciplinary orders issued by the Education Service Committee on officers coming under the scope of the Ministry of Education in accordance with the Extraordinary Gazette Notification No.1989/27 , 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 of 07.11.2016 in terms of provisions in Article 57 (1) of the Constitution and disciplinary orders against officers coming under the scope of the Ministry of Health, Nutrition, and Indigenous Medicine issued by the Health Service Committee in accordance with Extraordinary Gazette Notifications No. 1990/24, 1990/25 of 27.10.2016 and the Gazette Extraordinary No. 2004/49 of 01.02.2017 and the observations and recommendations made by the Appointing Authority of those officers and respective committees on such appeals will be considered by the Commission as to whether to grant reliefs on such officers / dismissal of appeals.

i. Appeals against notices of vacation of post

Except officers fall under the Ministry of Health, Nutrition, and Indigenous Medicine in accordance with Extraordinary Gazette Notice bearing No. 2004/49 dated 01.02.2017 and No. 1990/24 , 1990/25 dated 27.10.2016 and officers coming under the scope of the Ministry of Education as stated in the Gazette Extraordinary No.1989/27, 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 dated 07.11.2016, appeals made against notices of VOP of officers coming under the scope of the Public Service Commission as stated in the Gazette Notification No. 1941/41of 20.11.2015 as amended by the Gazette No. 1955/22 of 25.02.2016 concerning the delegation of powers of the Public Service Commission and the observations and recommendations made by the Administrative Authority of those officers on such appeals will be re-considered by the Commission in deciding whether to appropriately re – instate such officers in service or not.

ii. Appeals laid before the Superior Courts, Administrative Appeals Tribunal, Human Rights Commission and Public Petitions Committee and Ombudsman

Preparation of observations on applications made before the Supreme Court (SC) against the decisions of the Public Service Commission concerning disciplinary orders and decisions on such disciplinary matters and observations on appeals made to the Administrative Appeals Tribunal, Public

Petitions Committee and the Ombudsman and makes its appearance before such institution whenever appeals being summoned and apart from inquires made by the Human Rights Commission would also be appropriately dealt with.

Progress of the Disciplinary Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Issuance of charge sheets	09
02	Amendments to charge sheets	03
03	Exoneration from charges	02
04	Dismissal from service	01
05	Other disciplinary punishments	09
06	Re- instatement in service	01
07	Dismissal of appeals	03
08	Retirement under section 12 of the pension minute	02
09	Compulsory retirement	01
10	Interdiction from Service	02
11	Conversion of retirement under disciplinary grounds to normal retirement	02
12	Retirement from service	01
13	Completion of disciplinary matters	06
14	Other general orders	51
15	Observation on appeals heard in the Administrative Appeals Tribunal	19
16	Observation on court applications	03
	Total	115

Court Cases dealt with during the period under review

	No. of SC Applications	No. of CA Applications	No. of AAT Appeals
Number pending to be appeared as at 01.04.2017	09	09	121
Number of cases finalized as at 01.04.2017 out of pending cases as at 30.06.2017	01	---	05
Number filed afresh from 01.04.2017 to 30.06.2017	00	01	07
Number pending as at 30.06.2017	08	10	123

v. Appeals Division

Appeals Division extends assistance to the commission to arrive at decisions on appeals submitted to the Public Service Commission to arrive at decisions on appeals submitted to the Public Service Commission in writing in terms of Article 58(1) of the Constitution 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.

Role of the appeals divisions

- i. Calling reports contained with observations and recommendations on each appeal from respective Ministry / Department.
- ii. Preparations of detail report on each appeal and forwarding it to the Public Service Commission
- iii. Conveyance the decisions on appeals made by the Public Service Commission to the appellant and other relevant parties.
- iv. Preparations of observations reports on appeals made to the Administrative Appeals Tribunal against the decisions of the Commission and makes its appearance before AAT.
- v. Making observations on petitions referred to it by the Public Petitions Committee regarding decisions of the Public Service Commission.
- vi. Making appearance before Public Petitions committee on petitions heard by the Public Petitions committee itself.

- vii. Making observations on applications laid before the Supreme Court and the Court of appeal against the decisions of the Public Service Commission.
- viii. Making observations relevant to petitions to the Parliamentary Commissioner of Administration (Ombudsman) against decisions of the Public Service Commission.
- ix. Making observations on applications made to the Human Rights Commission regarding decisions of the Public Service Commission.
- x. Forwarding information regarding cases filed in the Supreme Court and Court of Appeal to the Attorney General's Department.

Progress of the Appeals Division (01.04.2017 to 30.06.2017)

Srl.No	Matter	Number
01	Appeals received from 01.04.2017 to 30.06.2017	246
02	Number of Appeals for which reports on observations and recommendations were called by the Authority of power of delegation from 01.04.2017 to 30.06.2017 (Including appeals made during the previous years)	108
03	Number of appeals finalized from 01.04.2017 – 30.06.2017	193
	Details on finalize appeals as follows	
	Appeals on disciplinary matters	37
	Appeals on promotions	19
	Appeals on notices of vacation of post	51
	Appeals on Transfers	48
	Appeals on Appointments	01
	Appeals on interdiction	03
	other	34
	Total	193
04	Number of Supreme Court cases received from 01.04.2017 to 30.06.2017	05
05	Number of AAT cases received from 01.04.2017 to 30.06.2017	19
06	Inquires made by the Public Petitions Committee from 01.04.2017 to 30.06.2017	05

Court cases handle during the period under review

Details	Number as at 01.04.2017	Number received afresh from 01.04.2017 to 30.06.2017	Number of decisions given by the SC/ CA from 01.04.2017 to 30.06.2017	Number pending as at 30.06.2017
Number of Supreme court cases	30	05	06	29
Number of Court of Appeal cases	06	---	----	06

vi. Education Service Committee

In accordance with the delegation of powers by the Public Service Commission in terms of Article 57 (1) of the Constitution, the Gazette No. 1989/29 dated 19.10.2016 has been published for the Education Service Committee and the provisions relevant to delegation of powers in the Schedule “b” therein have been published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016, effective from the date 20.10.2016.

The Gazette Extraordinary No. 2014/03 dated 11.04.2017 has been published relevant to delegation of powers by the Public Service Commission in accordance with the Article 57 (1) of the Constitution.

Role of the Education Service Committee

The following functions relevant to officer with whom the powers have been delegated by the Public Service Commission having published in the Gazette Extraordinary No. 2014/03 dated 11.04.2017 are been dealt by the Education Service Committee.

- i. Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions, Conformation 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 , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds), dealing with appeals made against notices of vacation of posts , Re –appointment to the service/ post, Retirement, Re – employment of retired public officers on contract basis
- ii. Promotion (Grade to Grade/ on seniority and merit basis) in accordance with the approved Service Minutes / Schemas of recruitments / Schemas of promotions.
- iii. Granting relief for efficiency bar exams.
- iv. Disciplinary control and dismissal from service concerning offences set out in first Schedule of Chapter XLVIII of the Establishments Code in relation to offences falling under the scope of the Education Service Committee.

- v. Matters connected to political revenges.(Conveyance of the decision of the Public Service Commission No. PSC/EST/02-03/05/2016 dated 09.12.2016)

Progress of the Education Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number	
01	Retirement	67	
	Confirmation	25	
	Promotions	74	
	Absorptions	679	
	Releases	26	
	Attachments	01	
	Decisions on efficiency bars	22	
	Appointments to posts	06	
	Appeals	06	
	Other orders	15	
	Total		
02	Disciplinary		
	Amendments to Charge Sheets	01	
	Other disciplinary punishments	04	
	Retirement under section 12 of the Pension Minutes	02	
	Appointment of disciplinary inquiry officers	04	
	Other General Orders	11	
	Total		

Court cases relevant to the Education Service Committee

- Appointment to the post of Director Education (Sports and Physical Education)
Case No. SC(FR) 96/2017 - observations sent to the Hon. Attorney – General
- Appointment of Education Director, North Western Province
Case No. SC(FR) 110/2017 - proxy been sent to the Hon. Attorney – General

Health Service Committee

Powers have been delegated by the Public Service Commission to the Health Service Committee with effect from 01.11.2016 by the Gazette Extraordinary No. 1990/24 dated 27.10.2016 amended by the Gazettes Extraordinary No. 2009/18 dated 08.03.2017 and No. 2004/49 dated 10.02.2017. members for such committee have been appointed

with effect from 27.10.2016 by the Gazette Extraordinary bearing No. 1990/25 dated 27.10.2016.

Role of the Health Service Committee

Role of this committee is to making decisions on matters forwarded to the Committee in accordance with delegation of powers referred to above.

Progress of the Health Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	74
02	Confirmation	219
03	Issuance of appointment letters to the medical officers to whom letter of appointments have not so far been issued by the Public Service Commission prior to year 2017	173
04	Recruitment on contract basis	24
05	Promotions	470
06	Releases	14
07	Transfers	3056
08	Decisions on efficiency bars	126
09	Resignations	3
10	Covering of duties	6
11	Appointment to posts	12
12	Other decisions relevant to appointments	5
13	Issuance of charge sheets	5
14	Amendments to charge sheets	3
15	Interdiction	1
16	Exoneration from disciplinary cases	1
17	Other disciplinary punishments	2
18	Retirement under section 12 of Minute on pensions	1
19	Re- instatement in Service	1
20	Appointment of officers for formal disciplinary inquires	13
21	Other Orders relevant to disciplinary matters	13
	Total	4222

Court cases relevant to the Health Service Committee

Re- instatement of Medical Officer Mrs. R.M.P.M. Rathnayaka

Case No. SC(FR) 365/2016 – observations submitted to the Attorney General.

04. Steps taken to streamline activities of the Public Service Commission

Following functions during the period have been carried out by the Public Service Commission in order to contribute efficient and effective service to its clients

Establishments Division

- i. Sending reminders once in every month for making the tasks dealt with the Establishments Division more efficient and effective.
- ii. Summon officers in charge of the subject of the respective Ministry for holding discussions concerning problems relating to task carried out by the Establishment Division.
- iii. Taking actions to make available required facts true faxes by giving reminders over the telephone to Ministries – Departments who were failed in timely actions to send responses.

Appointment Division

- i. Making the path of easily and properly receiving information on appointment of officers to posts on the basis of confirm/acting/attending to duties in issuing the Public Service commission Circular No. 1/2007. Accordingly new format EST 12 has been introduced instead of formats EST 10 and EST 04 used so far. Therefore, appointment division could properly making appointments on acting attending to duties basis.
- ii. Taking prompt action to receive information from Ministries/Departments sending reminders and holding meetings with relevant officers in institution reducing delays presently experiencing in order to reduce documentation with the intention of delivering an expeditious service expected by public officers.
- iii. Implementing appropriate programme to receive and carrying out orders with in a specific time frame from the Public Service Commission giving targets all officers in the division.
- iv. Restructuring activities in the division implementing PRABHADARANI quality circle concurrently to the productivity programme making the functions of the division more effective and efficient.

Promotions Division

- i. Restructuring activities in the division implementing productivity concept within the division using the tool of brainstorming across the “ Abhiman” quality circle
- ii. Taking prompt action to receive information from Ministries / Departments, sending reminders and holding meetings with relevant officers in institutions reducing present delay in order to reduce documentation with the intention of delivering and expeditious service anticipated by public officers.
- iii. Officers attached to the Division are given targets to obtain decisions on each case within a specific time frame from the Public Service Commission and duly implementing functions more efficient and effectively.

Disciplinary Division

- i. Entering data in pending files in to a data base as initiating a project under the concept of “productivity” and successfully complete the project.
- ii. Initiating entering facts to be secured in documents forwarded to the record room having finalized disciplinary procedures and files that have been disposed.
- iii. Identifying and implementing proper procedure enabling to searching of files pending at the moment.

Appeals Division

- i. Sending reminders to get received observations /recommendations from delegated authorities relevant to appeals forwarded to the division and thereby making aware of Ministry Secretaries regarding delays caused thereon.

Education Service Committee

- i. Preparation of data management system.
- ii. Preparation of data management system for disciplinary matters.
- iii. Holding discussions with officers in the division regarding problems faced in dealing with matters in order to making an efficient and effective service.
- iv. Carrying out duties without any delay with the participation of all officers in the division and assuming duties even on holydays and special occasions.

- v. Balancing the tasks carried out by officers exchanging subjects among Public Management Assistant.

Health Service Committee

- i. The present data management system used by the office of the Public Service Commission has no room for a domain reserved for the Health Committee and therefore details relevant to documents being entered through a system (Access) newly being prepared.

Letters received by the committee being updated in accordance with a format from 25.04.2017 in a manner to easily get details of respective letters.

- ii. Taking prompt action regarding letters relevant to the Ministry of Health, Nutrition and Indigenous Medicine.

As soon as found shortcomings in letters received by the committee, such matters being solved by contacting respective officer over the phone and forwarded to the committee and decisions of the committee are also informed to the heads of institutions through faxes.

- iii. Preparation of work manuals enabling to executing duties efficiently on occasions where new entrants being recruited and recruitments being made on transfers.

- iv. Forwarding facts by minutes to the committee and conveyance of orders given by the committee and taking follow up measures.

05. Meetings held with Ministries and Departments

Srl. No.	Date	Matter	Ministry/ Department/ Institution participated
01	06.04.2017	Promotion of Railway Engine Drivers to the Special Grade.	Ministry of Transport and Civil Aviation Services
02	02.05.2017	Requests for reliefs in efficiency bar / language proficiency exams.	Ministry of Agriculture
03	05.05.2017	Filling of vacancies in Sri Lanka Architects Service , Grade 1	Ministry of Public Administration and Management
04	05.05.2017	Matters pertaining to Sri Lanka Medical Service	Ministry of Health Nutrition and Indigenous Medicine.

05	05.5.2017	Problems cropped up in appointments being made in the National Sports Science Institute and Sports Development Department.	Ministry of Sports Department of Sports Development National Sports Science Institute
06	16.05.2017	Sri Lanka Teacher Educationists' Service	Ministry of Education
07	22.05.2017	Promotions of officers in the Sri Lanka Technology Service of Irrigations and Water Resources Management to the Special Grade	Ministry of Irrigation and Water Resources Management Department of Irrigation
08	22.05.2017	Recruitment of officers to the Sri Lanka Engineering Service, Grade 111 Recruitment of officers to the Sri Lanka Accountants Service Recruitment of officers to Sri Lanka Planning Service, Grade 111	Ministry of Public Administration and Management
09	22.05.2017	Salary anomalies of Senior Officers in the unified postal service	Ministry of Posts, Postal Services and Muslim Religious affairs
10	23.05.2017	Matters pertaining to Development Officers Service	Ministry of Public Administration and Management
11	24.05.2017	Granting relief for completion of efficiency bars	Department of Social Services
12	25.05.2017	Problems on Scheme of Recruitment, MN – 5, Archeology Department	Ministry of Education Archeology Department
13	26.05.2017	Problems occurred in appointment of officers with qualification in Community Medicine to the Medical Administration Grade.	Sri Lanka Community Medicine Training School
14	30.05.2017	Further clarification on foreign leave obtained by State Counsels during the period of probation.	Ministry of Justice
15	02.06.2017	Problems cropped up in promotion of officers with medical administration qualifications to the medical administration grade	Sri Lanka Medical Administration School
16	02.06.2017	Problems occurred in recruiting senior lectures and principals to the training schools of medicine for Supplementary Professional Service and Para Medical Service	Ministry of Health Nutrition and Indigenous Medicine

17	12.06.2017	Granting Promotions to the special grade of Railway Engine Drivers' Service	Ministry of Transport and Civil Aviation Services Department of Railways
18	20.06.2017	Promotions of officers holding the post of Assistant Editor in the Office of Sinhala Dictionary to the Grade 11	Ministry of Internal Affairs, Wayamba Development and Cultural Affairs
19	29.06.2017	Schemes of Recruitment in the Department of Railways and Other matters	Department of Railways
20	29.06.2017	Promotion to the special grade of Railway Engine Drivers	Ministry of Transport and Civil Aviation Services Department of Railways
21	29.06.2017	On appointment of posts in grade 1 and special grade of Sri Lanka Agricultural Services	Ministry of Agriculture Department of Agriculture

06. Appearing in the Public Petitions Committee

Number of Inquires of Public Petitions Committee appeared from 01.04.2017 to 30.06.2017 is ten (10).

07. Withdrawing of cases filed in the Courts against the Government

Two (02) cases have been withdrawn filed in the court against the government during the prescribed period.

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01. Introduction

The new Public service Commission appointed by the President on the recommendation of the Constitutional Council in terms of the Article 54 (1) of the Constitution as amended by the 19th Amendment commenced its activities with effect from 15.10.2015.

The PSC, in pursuance of the Article 55(5) of the Constitution, submits an Annual Report to the Parliament every year and a Progress Report for each quarter is due to be submitted on the instructions of the Constitutional Council. As it was informed during the month of September 2016 to submit Progress Reports once in each quarter, the progress relating to all three quarters from 01.01.2016 to 30.09.2016 was submitted at one stretch.

In spite of the fact that the Progress Reports should be submitted to the parliament quarterly, the PSC engages itself in supervising its progress having obtain reports on monthly basis. Accordingly, the commission has carried out its activities during the last quarter from 01.04.2017 to 30.06.2017 without any major setbacks.

02. Meetings of the Public Service Commission

Details on meetings held during the period from 01.04.2017 to 30.06.2017

Month	No . of Meetings
April	07
May	07
June	08
Total	22

03. Activities carried out by each Division of the Public Service Commission

Following steps have been taken during the period to effectively and efficiently extend services to clients by the Public service Commission.

i. Establishments Division

The Establishments Division, in accordance with the delegation of power of the Public Service Commission as has been published in the gazette extraordinary No 1941/41 of 20.11.2015, carries out the work including formulation of service minutes (SMM) to each of the approved services in the public service and schemes of recruitment (SSOR) to every post, meeting with approval outside of such services.

In the formulation of such service minutes and schemes of recruitment, method of recruitment that should be followed for recruiting officers to all approved posts, eligibilities of recruitment, salary scale applicable to the post, conditions of services, methods of promotions and all other related particulars are to be incorporated. The Commission, prior to approval of the respective service minute or the scheme of recruitment 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 of Schemes of Recruitment.

Tasks carried out by the Establishments Division

- (i) Formulation of Services Minutes for every service approved in the Public Service.
- (ii) Formulation of Schemes of Recruitment for every post approved outside the above services.
- (iii) Matters relating to delegation of powers within the scope of the Public Service Commission
- (iv) Formulation of guidelines based on the procedural rule of the Public Service Commission.
- (v) Formulation and amendment of the transfer Schemes of all services.
- (vi) In case an approved Service Minute, Schemes of Recruitment or Schemes of Transfer is required to be amended, action to be taken to amend such many or Schemes on the recommendation of secretary concerned.
- (vii) Taking action to provide policy decision on requests received for solutions on problems arised in related to appointments, promotions, made by authorities to whom powers are delegated.
- (viii) Tacking action to solving matters pertaining to Procedural Rules of the Public Service Commission, Service Minutes, Schemas of Recruitment, Schemes of Transfer, and Circulars and instances where actions to be taken outside the orders of the Public Service Commission.

Progress of the Establishments Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	New Schemes of Recruitment	20
02	New Service Minutes	01
03	Schemes of Transfer	02
04	Amendments to Schemes of Recruitment	17
05	Amendments to Service Minutes	11
06	Amendments to Schemes of Transfer	06
07	Circulars	02
08	Request on deviation on Schemes of Recruitment in exceptional cases	04

09	Request on deviation from service minutes in exceptional cases	01
10	Policy matters	33
11	General	43
12	Matters pertaining to SC/AAT/CA	17
	Total	157

Complaints laid before AAT during the period under review

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decision upheld	Number of PSC decision revoked	Number pending as at 30.06.2017
32	04	36	00	00	36

Cases filed in the Supreme Court

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number dismissed and agreed with PSC decision	Number of PSC decision revoked	Number pending as at 30.06.2017
71	06	77	03	00	74

Cases filed in the court of Appeal

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decisions upheld	Number of PSC decisions revoked and granted relief	Number of pending as at 30.06.2017
10	00	10	00	00	10

- No requests have been made to the Parliamentary Commissioner for Administration (Ombudsman), Human Rights Commission and the Public Petition Committee.

ii. 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 Service) in respect of whom the powers of the Public Service Commission have not been

delegated as published in the Gazette Extraordinary No. 1941/41 dated 20.11.2015, No. 1989/29 dated 29.01.2016, No. 1990/24 dated 27.10.2016, No. 1992/7 dated 07.11.2016 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Appointment division of the Public Service Commission. .

Tasks carried out by the Appointments Division

- (i) Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions
- (ii) Conformation in service, Termination of service , Reversion to the former post.
- (iii) Appointment on acting / attending to duties basis

- (iv) Release (outright / temporary).

- (v) Recruitment on contract basis, Resignation from service , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds).
- (vi) Re- employment of retired public officers on contract basis, Appointment to scheduled posts in the Service Minutes (where applicable)
- (vii) 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.

Progress of the Appointments Division (01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	128
02	Confirmation	165
03	Recruitment	14
04	Re – employment on contract basis	213
05	Appointment on contract basis	08
06	Decisions on efficiency bars	170
07	Appointment to act / attend to the duties	178
08	Release	13
09	Resignation	05
10	Absorption	133
	Total	1027

Details of the pending cases and complains for which the division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	31	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	12	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	94	04
Cases filed after 01.04.2017	01	-----

iii. Promotions Division

Following functions relating to the Promotions 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 as published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016 , No. 1990/24 dated 27.10.2016, No. 1989/29 dated 29.01.2016, and the Gazette Extraordinary No. 1441/41 dated 20.11.2015 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Promotions Division of the Public Service Commission.

Tasks carried out by the Promotions Division

- I. Promotions to posts as per approved Service Minutes / Schemes of Recruitment (from grade to grade / Competitive Exams on seniority and merit basis / on the result of structured interviews)
- II. Appointment of Officers to relevant posts on Promotions based on results of structured interviews on seniority basis.
- III. Appointment to a new post giving prior approval thereto in transferring Officers of grade 1 and above belong to all island services from a post to post.
- IV. Producing observations and required reports on court cases filed in the Supreme court/ Court of appeal and appeals laid before Administrative Appeals Tribunal against orders/ decisions made by the Public Service Commission pertaining to matters referred to above.
- V. Dealing with matters pertaining to appeals laid before the Administrative Appeals Tribunal and cases filed in the Supreme Court / Court of appeals against orders / decisions made by the Public Service Commission having regard to above functions and appeared on behalf of the Public Service Commission whenever required.

Progress of the Promotions Division

(01.04.2017 to 30.06.2017)

Srl. No.	Matter	Number
01	Promotion from Grade to Grade	745
02	Promotion on selection	24
03	Appointment to posts	47
	Total	816

Details of the pending cases and complaints for which the Division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017.

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	36	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	05	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	66	-----
Cases filed after 01.04.2017	03	-----

iv. Disciplinary Division

Disciplinary matters of officers coming under the scope of Public Service Commission referred to in the Gazette Extraordinary No. 1941/41 dated 20.11.2015 amended by the Gazette No. 1955/22 dated 25.02.2016 and No. 2016/37 dated 26.04.2016, dealing with delegation of powers of the Public service Commission except officers falling under the Ministry of Education in terms of Gazettes Extraordinary No. 1989/27, 1989/28, 1989/29 dated 19.10.2016 and the Gazette Extraordinary No. 1992/7 dated 07.11.2016 and officers of Ministry of Health Nutrition and Indigenous Medicine in terms of Gazette Extraordinary No.1990/24 , 1990/25 dated 27.10.2016 are handled by the Disciplinary Division of the Public Service Commission in accordance with provisions of Article 57 (1) of the Constitution. Further, the Disciplinary Division, having extensively examined all documents received by the division extends much needed co – operation by way of making observations and recommendations to the Commission in order that it could arrive at decisions when and where necessary.

Role of the Disciplinary Division

Dealing with disciplinary matters of officers referred to in Para/above coming under the purview of the Public Service Commission

1. On disciplinary matters

- i. On receiving a preliminary investigation report conducted by the heads of Departments or secretaries of Ministries to the disciplinary division and following a proper study thereon with appropriately constructed observations, the Public Service Commission 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 Ministry Secretary and Head of Department. Upon consideration of the answers furnished by the accused officers to such charge sheet and the observations and recommendations thereon made by the respective Head of Department and Secretary of the Ministry, a decision will be made as to whether the institution of a formal disciplinary inquiry on the matter is feasible or not.
- iii. Where a 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 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 and Secretary to the Ministry.
- 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 and 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 re – instated in service following his interdiction or he could even been 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. Appeals made against disciplinary orders issued by the Education Service Committee and the Health Service Committee

Appeals made against disciplinary orders issued by the Education Service Committee on officers coming under the scope of the Ministry of Education in accordance with the Extraordinary Gazette Notification No.1989/27 , 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 of 07.11.2016 in terms of provisions in Article 57 (1) of the Constitution and disciplinary orders against officers coming under the scope of the Ministry of Health, Nutrition, and Indigenous Medicine issued by the Health Service Committee in accordance with Extraordinary Gazette Notifications No. 1990/24, 1990/25 of 27.10.2016 and the Gazette Extraordinary No. 2004/49 of 01.02.2017 and the observations and recommendations made by the Appointing Authority of those officers and respective committees on such appeals will be considered by the Commission as to whether to grant reliefs on such officers / dismissal of appeals.

i. Appeals against notices of vacation of post

Except officers fall under the Ministry of Health, Nutrition, and Indigenous Medicine in accordance with Extraordinary Gazette Notice bearing No. 2004/49 dated 01.02.2017 and No. 1990/24 , 1990/25 dated 27.10.2016 and officers coming under the scope of the Ministry of Education as stated in the Gazette Extraordinary No.1989/27, 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 dated 07.11.2016, appeals made against notices of VOP of officers coming under the scope of the Public Service Commission as stated in the Gazette Notification No. 1941/41of 20.11.2015 as amended by the Gazette No. 1955/22 of 25.02.2016 concerning the delegation of powers of the Public Service Commission and the observations and recommendations made by the Administrative Authority of those officers on such appeals will be re-considered by the Commission in deciding whether to appropriately re – instate such officers in service or not.

ii. Appeals laid before the Superior Courts, Administrative Appeals Tribunal, Human Rights Commission and Public Petitions Committee and Ombudsman

Preparation of observations on applications made before the Supreme Court (SC) against the decisions of the Public Service Commission concerning disciplinary orders and decisions on such disciplinary matters and observations on appeals made to the Administrative Appeals Tribunal, Public

Petitions Committee and the Ombudsman and makes its appearance before such institution whenever appeals being summoned and apart from inquires made by the Human Rights Commission would also be appropriately dealt with.

Progress of the Disciplinary Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Issuance of charge sheets	09
02	Amendments to charge sheets	03
03	Exoneration from charges	02
04	Dismissal from service	01
05	Other disciplinary punishments	09
06	Re- instatement in service	01
07	Dismissal of appeals	03
08	Retirement under section 12 of the pension minute	02
09	Compulsory retirement	01
10	Interdiction from Service	02
11	Conversion of retirement under disciplinary grounds to normal retirement	02
12	Retirement from service	01
13	Completion of disciplinary matters	06
14	Other general orders	51
15	Observation on appeals heard in the Administrative Appeals Tribunal	19
16	Observation on court applications	03
	Total	115

Court Cases dealt with during the period under review

	No. of SC Applications	No. of CA Applications	No. of AAT Appeals
Number pending to be appeared as at 01.04.2017	09	09	121
Number of cases finalized as at 01.04.2017 out of pending cases as at 30.06.2017	01	---	05
Number filed afresh from 01.04.2017 to 30.06.2017	00	01	07
Number pending as at 30.06.2017	08	10	123

v. Appeals Division

Appeals Division extends assistance to the commission to arrive at decisions on appeals submitted to the Public Service Commission to arrive at decisions on appeals submitted to the Public Service Commission in writing in terms of Article 58(1) of the Constitution 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.

Role of the appeals divisions

- i. Calling reports contained with observations and recommendations on each appeal from respective Ministry / Department.
- ii. Preparations of detail report on each appeal and forwarding it to the Public Service Commission
- iii. Conveyance the decisions on appeals made by the Public Service Commission to the appellant and other relevant parties.
- iv. Preparations of observations reports on appeals made to the Administrative Appeals Tribunal against the decisions of the Commission and makes its appearance before AAT.
- v. Making observations on petitions referred to it by the Public Petitions Committee regarding decisions of the Public Service Commission.
- vi. Making appearance before Public Petitions committee on petitions heard by the Public Petitions committee itself.

- vii. Making observations on applications laid before the Supreme Court and the Court of appeal against the decisions of the Public Service Commission.
- viii. Making observations relevant to petitions to the Parliamentary Commissioner of Administration (Ombudsman) against decisions of the Public Service Commission.
- ix. Making observations on applications made to the Human Rights Commission regarding decisions of the Public Service Commission.
- x. Forwarding information regarding cases filed in the Supreme Court and Court of Appeal to the Attorney General's Department.

Progress of the Appeals Division (01.04.2017 to 30.06.2017)

Srl.No	Matter	Number
01	Appeals received from 01.04.2017 to 30.06.2017	246
02	Number of Appeals for which reports on observations and recommendations were called by the Authority of power of delegation from 01.04.2017 to 30.06.2017 (Including appeals made during the previous years)	108
03	Number of appeals finalized from 01.04.2017 – 30.06.2017	193
	Details on finalize appeals as follows	
	Appeals on disciplinary matters	37
	Appeals on promotions	19
	Appeals on notices of vacation of post	51
	Appeals on Transfers	48
	Appeals on Appointments	01
	Appeals on interdiction	03
	other	34
	Total	193
04	Number of Supreme Court cases received from 01.04.2017 to 30.06.2017	05
05	Number of AAT cases received from 01.04.2017 to 30.06.2017	19
06	Inquires made by the Public Petitions Committee from 01.04.2017 to 30.06.2017	05

Court cases handle during the period under review

Details	Number as at 01.04.2017	Number received afresh from 01.04.2017 to 30.06.2017	Number of decisions given by the SC/ CA from 01.04.2017 to 30.06.2017	Number pending as at 30.06.2017
Number of Supreme court cases	30	05	06	29
Number of Court of Appeal cases	06	---	----	06

vi. Education Service Committee

In accordance with the delegation of powers by the Public Service Commission in terms of Article 57 (1) of the Constitution, the Gazette No. 1989/29 dated 19.10.2016 has been published for the Education Service Committee and the provisions relevant to delegation of powers in the Schedule “b” therein have been published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016, effective from the date 20.10.2016.

The Gazette Extraordinary No. 2014/03 dated 11.04.2017 has been published relevant to delegation of powers by the Public Service Commission in accordance with the Article 57 (1) of the Constitution.

Role of the Education Service Committee

The following functions relevant to officer with whom the powers have been delegated by the Public Service Commission having published in the Gazette Extraordinary No. 2014/03 dated 11.04.2017 are been dealt by the Education Service Committee.

- i. Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions, Conformation 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 , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds), dealing with appeals made against notices of vacation of posts , Re –appointment to the service/ post, Retirement, Re – employment of retired public officers on contract basis
- ii. Promotion (Grade to Grade/ on seniority and merit basis) in accordance with the approved Service Minutes / Schemas of recruitments / Schemas of promotions.
- iii. Granting relief for efficiency bar exams.
- iv. Disciplinary control and dismissal from service concerning offences set out in first Schedule of Chapter XLVIII of the Establishments Code in relation to offences falling under the scope of the Education Service Committee.

- v. Matters connected to political revenges.(Conveyance of the decision of the Public Service Commission No. PSC/EST/02-03/05/2016 dated 09.12.2016)

Progress of the Education Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number	
01	Retirement	67	
	Confirmation	25	
	Promotions	74	
	Absorptions	679	
	Releases	26	
	Attachments	01	
	Decisions on efficiency bars	22	
	Appointments to posts	06	
	Appeals	06	
	Other orders	15	
	Total		
02	Disciplinary		
	Amendments to Charge Sheets	01	
	Other disciplinary punishments	04	
	Retirement under section 12 of the Pension Minutes	02	
	Appointment of disciplinary inquiry officers	04	
	Other General Orders	11	
	Total		

Court cases relevant to the Education Service Committee

- Appointment to the post of Director Education (Sports and Physical Education)
Case No. SC(FR) 96/2017 - observations sent to the Hon. Attorney – General
- Appointment of Education Director, North Western Province
Case No. SC(FR) 110/2017 - proxy been sent to the Hon. Attorney – General

Health Service Committee

Powers have been delegated by the Public Service Commission to the Health Service Committee with effect from 01.11.2016 by the Gazette Extraordinary No. 1990/24 dated 27.10.2016 amended by the Gazettes Extraordinary No. 2009/18 dated 08.03.2017 and No. 2004/49 dated 10.02.2017. members for such committee have been appointed

with effect from 27.10.2016 by the Gazette Extraordinary bearing No. 1990/25 dated 27.10.2016.

Role of the Health Service Committee

Role of this committee is to making decisions on matters forwarded to the Committee in accordance with delegation of powers referred to above.

Progress of the Health Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	74
02	Confirmation	219
03	Issuance of appointment letters to the medical officers to whom letter of appointments have not so far been issued by the Public Service Commission prior to year 2017	173
04	Recruitment on contract basis	24
05	Promotions	470
06	Releases	14
07	Transfers	3056
08	Decisions on efficiency bars	126
09	Resignations	3
10	Covering of duties	6
11	Appointment to posts	12
12	Other decisions relevant to appointments	5
13	Issuance of charge sheets	5
14	Amendments to charge sheets	3
15	Interdiction	1
16	Exoneration from disciplinary cases	1
17	Other disciplinary punishments	2
18	Retirement under section 12 of Minute on pensions	1
19	Re- instatement in Service	1
20	Appointment of officers for formal disciplinary inquires	13
21	Other Orders relevant to disciplinary matters	13
	Total	4222

Court cases relevant to the Health Service Committee

Re- instatement of Medical Officer Mrs. R.M.P.M. Rathnayaka

Case No. SC(FR) 365/2016 – observations submitted to the Attorney General.

04. Steps taken to streamline activities of the Public Service Commission

Following functions during the period have been carried out by the Public Service Commission in order to contribute efficient and effective service to its clients

Establishments Division

- i. Sending reminders once in every month for making the tasks dealt with the Establishments Division more efficient and effective.
- ii. Summon officers in charge of the subject of the respective Ministry for holding discussions concerning problems relating to task carried out by the Establishment Division.
- iii. Taking actions to make available required facts true faxes by giving reminders over the telephone to Ministries – Departments who were failed in timely actions to send responses.

Appointment Division

- i. Making the path of easily and properly receiving information on appointment of officers to posts on the basis of confirm/acting/attending to duties in issuing the Public Service commission Circular No. 1/2007. Accordingly new format EST 12 has been introduced instead of formats EST 10 and EST 04 used so far. Therefore, appointment division could properly making appointments on acting attending to duties basis.
- ii. Taking prompt action to receive information from Ministries/Departments sending reminders and holding meetings with relevant officers in institution reducing delays presently experiencing in order to reduce documentation with the intention of delivering an expeditious service expected by public officers.
- iii. Implementing appropriate programme to receive and carrying out orders with in a specific time frame from the Public Service Commission giving targets all officers in the division.
- iv. Restructuring activities in the division implementing PRABHADARANI quality circle concurrently to the productivity programme making the functions of the division more effective and efficient.

Promotions Division

- i. Restructuring activities in the division implementing productivity concept within the division using the tool of brainstorming across the “ Abhiman” quality circle
- ii. Taking prompt action to receive information from Ministries / Departments, sending reminders and holding meetings with relevant officers in institutions reducing present delay in order to reduce documentation with the intention of delivering and expeditious service anticipated by public officers.
- iii. Officers attached to the Division are given targets to obtain decisions on each case within a specific time frame from the Public Service Commission and duly implementing functions more efficient and effectively.

Disciplinary Division

- i. Entering data in pending files in to a data base as initiating a project under the concept of “productivity” and successfully complete the project.
- ii. Initiating entering facts to be secured in documents forwarded to the record room having finalized disciplinary procedures and files that have been disposed.
- iii. Identifying and implementing proper procedure enabling to searching of files pending at the moment.

Appeals Division

- i. Sending reminders to get received observations /recommendations from delegated authorities relevant to appeals forwarded to the division and thereby making aware of Ministry Secretaries regarding delays caused thereon.

Education Service Committee

- i. Preparation of data management system.
- ii. Preparation of data management system for disciplinary matters.
- iii. Holding discussions with officers in the division regarding problems faced in dealing with matters in order to making an efficient and effective service.
- iv. Carrying out duties without any delay with the participation of all officers in the division and assuming duties even on holydays and special occasions.

- v. Balancing the tasks carried out by officers exchanging subjects among Public Management Assistant.

Health Service Committee

- i. The present data management system used by the office of the Public Service Commission has no room for a domain reserved for the Health Committee and therefore details relevant to documents being entered through a system (Access) newly being prepared.

Letters received by the committee being updated in accordance with a format from 25.04.2017 in a manner to easily get details of respective letters.

- ii. Taking prompt action regarding letters relevant to the Ministry of Health, Nutrition and Indigenous Medicine.

As soon as found shortcomings in letters received by the committee, such matters being solved by contacting respective officer over the phone and forwarded to the committee and decisions of the committee are also informed to the heads of institutions through faxes.

- iii. Preparation of work manuals enabling to executing duties efficiently on occasions where new entrants being recruited and recruitments being made on transfers.

- iv. Forwarding facts by minutes to the committee and conveyance of orders given by the committee and taking follow up measures.

05. Meetings held with Ministries and Departments

Srl. No.	Date	Matter	Ministry/ Department/ Institution participated
01	06.04.2017	Promotion of Railway Engine Drivers to the Special Grade.	Ministry of Transport and Civil Aviation Services
02	02.05.2017	Requests for reliefs in efficiency bar / language proficiency exams.	Ministry of Agriculture
03	05.05.2017	Filling of vacancies in Sri Lanka Architects Service , Grade 1	Ministry of Public Administration and Management
04	05.05.2017	Matters pertaining to Sri Lanka Medical Service	Ministry of Health Nutrition and Indigenous Medicine.

05	05.5.2017	Problems cropped up in appointments being made in the National Sports Science Institute and Sports Development Department.	Ministry of Sports Department of Sports Development National Sports Science Institute
06	16.05.2017	Sri Lanka Teacher Educationists' Service	Ministry of Education
07	22.05.2017	Promotions of officers in the Sri Lanka Technology Service of Irrigations and Water Resources Management to the Special Grade	Ministry of Irrigation and Water Resources Management Department of Irrigation
08	22.05.2017	Recruitment of officers to the Sri Lanka Engineering Service, Grade 111 Recruitment of officers to the Sri Lanka Accountants Service Recruitment of officers to Sri Lanka Planning Service, Grade 111	Ministry of Public Administration and Management
09	22.05.2017	Salary anomalies of Senior Officers in the unified postal service	Ministry of Posts, Postal Services and Muslim Religious affairs
10	23.05.2017	Matters pertaining to Development Officers Service	Ministry of Public Administration and Management
11	24.05.2017	Granting relief for completion of efficiency bars	Department of Social Services
12	25.05.2017	Problems on Scheme of Recruitment, MN – 5, Archeology Department	Ministry of Education Archeology Department
13	26.05.2017	Problems occurred in appointment of officers with qualification in Community Medicine to the Medical Administration Grade.	Sri Lanka Community Medicine Training School
14	30.05.2017	Further clarification on foreign leave obtained by State Counsels during the period of probation.	Ministry of Justice
15	02.06.2017	Problems cropped up in promotion of officers with medical administration qualifications to the medical administration grade	Sri Lanka Medical Administration School
16	02.06.2017	Problems occurred in recruiting senior lectures and principals to the training schools of medicine for Supplementary Professional Service and Para Medical Service	Ministry of Health Nutrition and Indigenous Medicine

17	12.06.2017	Granting Promotions to the special grade of Railway Engine Drivers' Service	Ministry of Transport and Civil Aviation Services Department of Railways
18	20.06.2017	Promotions of officers holding the post of Assistant Editor in the Office of Sinhala Dictionary to the Grade 11	Ministry of Internal Affairs, Wayamba Development and Cultural Affairs
19	29.06.2017	Schemes of Recruitment in the Department of Railways and Other matters	Department of Railways
20	29.06.2017	Promotion to the special grade of Railway Engine Drivers	Ministry of Transport and Civil Aviation Services Department of Railways
21	29.06.2017	On appointment of posts in grade 1 and special grade of Sri Lanka Agricultural Services	Ministry of Agriculture Department of Agriculture

06. Appearing in the Public Petitions Committee

Number of Inquires of Public Petitions Committee appeared from 01.04.2017 to 30.06.2017 is ten (10).

07. Withdrawing of cases filed in the Courts against the Government

Two (02) cases have been withdrawn filed in the court against the government during the prescribed period.

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01. Introduction

The new Public service Commission appointed by the President on the recommendation of the Constitutional Council in terms of the Article 54 (1) of the Constitution as amended by the 19th Amendment commenced its activities with effect from 15.10.2015.

The PSC, in pursuance of the Article 55(5) of the Constitution, submits an Annual Report to the Parliament every year and a Progress Report for each quarter is due to be submitted on the instructions of the Constitutional Council. As it was informed during the month of September 2016 to submit Progress Reports once in each quarter, the progress relating to all three quarters from 01.01.2016 to 30.09.2016 was submitted at one stretch.

In spite of the fact that the Progress Reports should be submitted to the parliament quarterly, the PSC engages itself in supervising its progress having obtain reports on monthly basis. Accordingly, the commission has carried out its activities during the last quarter from 01.04.2017 to 30.06.2017 without any major setbacks.

02. Meetings of the Public Service Commission

Details on meetings held during the period from 01.04.2017 to 30.06.2017

Month	No . of Meetings
April	07
May	07
June	08
Total	22

03. Activities carried out by each Division of the Public Service Commission

Following steps have been taken during the period to effectively and efficiently extend services to clients by the Public service Commission.

i. Establishments Division

The Establishments Division, in accordance with the delegation of power of the Public Service Commission as has been published in the gazette extraordinary No 1941/41 of 20.11.2015, carries out the work including formulation of service minutes (SMM) to each of the approved services in the public service and schemes of recruitment (SSOR) to every post, meeting with approval outside of such services.

In the formulation of such service minutes and schemes of recruitment, method of recruitment that should be followed for recruiting officers to all approved posts, eligibilities of recruitment, salary scale applicable to the post, conditions of services, methods of promotions and all other related particulars are to be incorporated. The Commission, prior to approval of the respective service minute or the scheme of recruitment 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 of Schemes of Recruitment.

Tasks carried out by the Establishments Division

- (i) Formulation of Services Minutes for every service approved in the Public Service.
- (ii) Formulation of Schemes of Recruitment for every post approved outside the above services.
- (iii) Matters relating to delegation of powers within the scope of the Public Service Commission
- (iv) Formulation of guidelines based on the procedural rule of the Public Service Commission.
- (v) Formulation and amendment of the transfer Schemes of all services.
- (vi) In case an approved Service Minute, Schemes of Recruitment or Schemes of Transfer is required to be amended, action to be taken to amend such many or Schemes on the recommendation of secretary concerned.
- (vii) Taking action to provide policy decision on requests received for solutions on problems arised in related to appointments, promotions, made by authorities to whom powers are delegated.
- (viii) Tacking action to solving matters pertaining to Procedural Rules of the Public Service Commission, Service Minutes, Schemas of Recruitment, Schemes of Transfer, and Circulars and instances where actions to be taken outside the orders of the Public Service Commission.

Progress of the Establishments Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	New Schemes of Recruitment	20
02	New Service Minutes	01
03	Schemes of Transfer	02
04	Amendments to Schemes of Recruitment	17
05	Amendments to Service Minutes	11
06	Amendments to Schemes of Transfer	06
07	Circulars	02
08	Request on deviation on Schemes of Recruitment in exceptional cases	04

09	Request on deviation from service minutes in exceptional cases	01
10	Policy matters	33
11	General	43
12	Matters pertaining to SC/AAT/CA	17
	Total	157

Complaints laid before AAT during the period under review

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decision upheld	Number of PSC decision revoked	Number pending as at 30.06.2017
32	04	36	00	00	36

Cases filed in the Supreme Court

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number dismissed and agreed with PSC decision	Number of PSC decision revoked	Number pending as at 30.06.2017
71	06	77	03	00	74

Cases filed in the court of Appeal

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decisions upheld	Number of PSC decisions revoked and granted relief	Number of pending as at 30.06.2017
10	00	10	00	00	10

- No requests have been made to the Parliamentary Commissioner for Administration (Ombudsman), Human Rights Commission and the Public Petition Committee.

ii. 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 Service) in respect of whom the powers of the Public Service Commission have not been

delegated as published in the Gazette Extraordinary No. 1941/41 dated 20.11.2015, No. 1989/29 dated 29.01.2016, No. 1990/24 dated 27.10.2016, No. 1992/7 dated 07.11.2016 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Appointment division of the Public Service Commission. .

Tasks carried out by the Appointments Division

- (i) Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions
- (ii) Conformation in service, Termination of service , Reversion to the former post.
- (iii) Appointment on acting / attending to duties basis

- (iv) Release (outright / temporary).

- (v) Recruitment on contract basis, Resignation from service , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds).
- (vi) Re- employment of retired public officers on contract basis, Appointment to scheduled posts in the Service Minutes (where applicable)
- (vii) 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.

Progress of the Appointments Division (01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	128
02	Confirmation	165
03	Recruitment	14
04	Re – employment on contract basis	213
05	Appointment on contract basis	08
06	Decisions on efficiency bars	170
07	Appointment to act / attend to the duties	178
08	Release	13
09	Resignation	05
10	Absorption	133
	Total	1027

Details of the pending cases and complains for which the division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	31	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	12	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	94	04
Cases filed after 01.04.2017	01	-----

iii. Promotions Division

Following functions relating to the Promotions 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 as published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016 , No. 1990/24 dated 27.10.2016, No. 1989/29 dated 29.01.2016, and the Gazette Extraordinary No. 1441/41 dated 20.11.2015 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Promotions Division of the Public Service Commission.

Tasks carried out by the Promotions Division

- I. Promotions to posts as per approved Service Minutes / Schemes of Recruitment (from grade to grade / Competitive Exams on seniority and merit basis / on the result of structured interviews)
- II. Appointment of Officers to relevant posts on Promotions based on results of structured interviews on seniority basis.
- III. Appointment to a new post giving prior approval thereto in transferring Officers of grade 1 and above belong to all island services from a post to post.
- IV. Producing observations and required reports on court cases filed in the Supreme court/ Court of appeal and appeals laid before Administrative Appeals Tribunal against orders/ decisions made by the Public Service Commission pertaining to matters referred to above.
- V. Dealing with matters pertaining to appeals laid before the Administrative Appeals Tribunal and cases filed in the Supreme Court / Court of appeals against orders / decisions made by the Public Service Commission having regard to above functions and appeared on behalf of the Public Service Commission whenever required.

Progress of the Promotions Division

(01.04.2017 to 30.06.2017)

Srl. No.	Matter	Number
01	Promotion from Grade to Grade	745
02	Promotion on selection	24
03	Appointment to posts	47
	Total	816

Details of the pending cases and complaints for which the Division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017.

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	36	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	05	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	66	-----
Cases filed after 01.04.2017	03	-----

iv. Disciplinary Division

Disciplinary matters of officers coming under the scope of Public Service Commission referred to in the Gazette Extraordinary No. 1941/41 dated 20.11.2015 amended by the Gazette No. 1955/22 dated 25.02.2016 and No. 2016/37 dated 26.04.2016, dealing with delegation of powers of the Public service Commission except officers falling under the Ministry of Education in terms of Gazettes Extraordinary No. 1989/27, 1989/28, 1989/29 dated 19.10.2016 and the Gazette Extraordinary No. 1992/7 dated 07.11.2016 and officers of Ministry of Health Nutrition and Indigenous Medicine in terms of Gazette Extraordinary No.1990/24 , 1990/25 dated 27.10.2016 are handled by the Disciplinary Division of the Public Service Commission in accordance with provisions of Article 57 (1) of the Constitution. Further, the Disciplinary Division, having extensively examined all documents received by the division extends much needed co – operation by way of making observations and recommendations to the Commission in order that it could arrive at decisions when and where necessary.

Role of the Disciplinary Division

Dealing with disciplinary matters of officers referred to in Para/above coming under the purview of the Public Service Commission

1. On disciplinary matters

- i. On receiving a preliminary investigation report conducted by the heads of Departments or secretaries of Ministries to the disciplinary division and following a proper study thereon with appropriately constructed observations, the Public Service Commission 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 Ministry Secretary and Head of Department. Upon consideration of the answers furnished by the accused officers to such charge sheet and the observations and recommendations thereon made by the respective Head of Department and Secretary of the Ministry, a decision will be made as to whether the institution of a formal disciplinary inquiry on the matter is feasible or not.
- iii. Where a 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 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 and Secretary to the Ministry.
- 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 and 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 re – instated 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. Appeals made against disciplinary orders issued by the Education Service Committee and the Health Service Committee

Appeals made against disciplinary orders issued by the Education Service Committee on officers coming under the scope of the Ministry of Education in accordance with the Extraordinary Gazette Notification No.1989/27 , 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 of 07.11.2016 in terms of provisions in Article 57 (1) of the Constitution and disciplinary orders against officers coming under the scope of the Ministry of Health, Nutrition, and Indigenous Medicine issued by the Health Service Committee in accordance with Extraordinary Gazette Notifications No. 1990/24, 1990/25 of 27.10.2016 and the Gazette Extraordinary No. 2004/49 of 01.02.2017 and the observations and recommendations made by the Appointing Authority of those officers and respective committees on such appeals will be considered by the Commission as to whether to grant reliefs on such officers / dismissal of appeals.

i. Appeals against notices of vacation of post

Except officers fall under the Ministry of Health, Nutrition, and Indigenous Medicine in accordance with Extraordinary Gazette Notice bearing No. 2004/49 dated 01.02.2017 and No. 1990/24 , 1990/25 dated 27.10.2016 and officers coming under the scope of the Ministry of Education as stated in the Gazette Extraordinary No.1989/27, 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 dated 07.11.2016, appeals made against notices of VOP of officers coming under the scope of the Public Service Commission as stated in the Gazette Notification No. 1941/41of 20.11.2015 as amended by the Gazette No. 1955/22 of 25.02.2016 concerning the delegation of powers of the Public Service Commission and the observations and recommendations made by the Administrative Authority of those officers on such appeals will be re-considered by the Commission in deciding whether to appropriately re – instate such officers in service or not.

ii. Appeals laid before the Superior Courts, Administrative Appeals Tribunal, Human Rights Commission and Public Petitions Committee and Ombudsman

Preparation of observations on applications made before the Supreme Court (SC) against the decisions of the Public Service Commission concerning disciplinary orders and decisions on such disciplinary matters and observations on appeals made to the Administrative Appeals Tribunal, Public

Petitions Committee and the Ombudsman and makes its appearance before such institution whenever appeals being summoned and apart from inquires made by the Human Rights Commission would also be appropriately dealt with.

Progress of the Disciplinary Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Issuance of charge sheets	09
02	Amendments to charge sheets	03
03	Exoneration from charges	02
04	Dismissal from service	01
05	Other disciplinary punishments	09
06	Re- instatement in service	01
07	Dismissal of appeals	03
08	Retirement under section 12 of the pension minute	02
09	Compulsory retirement	01
10	Interdiction from Service	02
11	Conversion of retirement under disciplinary grounds to normal retirement	02
12	Retirement from service	01
13	Completion of disciplinary matters	06
14	Other general orders	51
15	Observation on appeals heard in the Administrative Appeals Tribunal	19
16	Observation on court applications	03
	Total	115

Court Cases dealt with during the period under review

	No. of SC Applications	No. of CA Applications	No. of AAT Appeals
Number pending to be appeared as at 01.04.2017	09	09	121
Number of cases finalized as at 01.04.2017 out of pending cases as at 30.06.2017	01	---	05
Number filed afresh from 01.04.2017 to 30.06.2017	00	01	07
Number pending as at 30.06.2017	08	10	123

v. Appeals Division

Appeals Division extends assistance to the commission to arrive at decisions on appeals submitted to the Public Service Commission to arrive at decisions on appeals submitted to the Public Service Commission in writing in terms of Article 58(1) of the Constitution 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.

Role of the appeals divisions

- i. Calling reports contained with observations and recommendations on each appeal from respective Ministry / Department.
- ii. Preparations of detail report on each appeal and forwarding it to the Public Service Commission
- iii. Conveyance the decisions on appeals made by the Public Service Commission to the appellant and other relevant parties.
- iv. Preparations of observations reports on appeals made to the Administrative Appeals Tribunal against the decisions of the Commission and makes its appearance before AAT.
- v. Making observations on petitions referred to it by the Public Petitions Committee regarding decisions of the Public Service Commission.
- vi. Making appearance before Public Petitions committee on petitions heard by the Public Petitions committee itself.

- vii. Making observations on applications laid before the Supreme Court and the Court of appeal against the decisions of the Public Service Commission.
- viii. Making observations relevant to petitions to the Parliamentary Commissioner of Administration (Ombudsman) against decisions of the Public Service Commission.
- ix. Making observations on applications made to the Human Rights Commission regarding decisions of the Public Service Commission.
- x. Forwarding information regarding cases filed in the Supreme Court and Court of Appeal to the Attorney General's Department.

Progress of the Appeals Division (01.04.2017 to 30.06.2017)

Srl.No	Matter	Number
01	Appeals received from 01.04.2017 to 30.06.2017	246
02	Number of Appeals for which reports on observations and recommendations were called by the Authority of power of delegation from 01.04.2017 to 30.06.2017 (Including appeals made during the previous years)	108
03	Number of appeals finalized from 01.04.2017 – 30.06.2017	193
	Details on finalize appeals as follows	
	Appeals on disciplinary matters	37
	Appeals on promotions	19
	Appeals on notices of vacation of post	51
	Appeals on Transfers	48
	Appeals on Appointments	01
	Appeals on interdiction	03
	other	34
	Total	193
04	Number of Supreme Court cases received from 01.04.2017 to 30.06.2017	05
05	Number of AAT cases received from 01.04.2017 to 30.06.2017	19
06	Inquires made by the Public Petitions Committee from 01.04.2017 to 30.06.2017	05

Court cases handle during the period under review

Details	Number as at 01.04.2017	Number received afresh from 01.04.2017 to 30.06.2017	Number of decisions given by the SC/ CA from 01.04.2017 to 30.06.2017	Number pending as at 30.06.2017
Number of Supreme court cases	30	05	06	29
Number of Court of Appeal cases	06	---	----	06

vi. Education Service Committee

In accordance with the delegation of powers by the Public Service Commission in terms of Article 57 (1) of the Constitution, the Gazette No. 1989/29 dated 19.10.2016 has been published for the Education Service Committee and the provisions relevant to delegation of powers in the Schedule “b” therein have been published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016, effective from the date 20.10.2016.

The Gazette Extraordinary No. 2014/03 dated 11.04.2017 has been published relevant to delegation of powers by the Public Service Commission in accordance with the Article 57 (1) of the Constitution.

Role of the Education Service Committee

The following functions relevant to officer with whom the powers have been delegated by the Public Service Commission having published in the Gazette Extraordinary No. 2014/03 dated 11.04.2017 are been dealt by the Education Service Committee.

- i. Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions, Conformation 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 , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds), dealing with appeals made against notices of vacation of posts , Re –appointment to the service/ post, Retirement, Re – employment of retired public officers on contract basis
- ii. Promotion (Grade to Grade/ on seniority and merit basis) in accordance with the approved Service Minutes / Schemas of recruitments / Schemas of promotions.
- iii. Granting relief for efficiency bar exams.
- iv. Disciplinary control and dismissal from service concerning offences set out in first Schedule of Chapter XLVIII of the Establishments Code in relation to offences falling under the scope of the Education Service Committee.

- v. Matters connected to political revenges.(Conveyance of the decision of the Public Service Commission No. PSC/EST/02-03/05/2016 dated 09.12.2016)

Progress of the Education Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number	
01	Retirement	67	
	Confirmation	25	
	Promotions	74	
	Absorptions	679	
	Releases	26	
	Attachments	01	
	Decisions on efficiency bars	22	
	Appointments to posts	06	
	Appeals	06	
	Other orders	15	
	Total		
02	Disciplinary		
	Amendments to Charge Sheets	01	
	Other disciplinary punishments	04	
	Retirement under section 12 of the Pension Minutes	02	
	Appointment of disciplinary inquiry officers	04	
	Other General Orders	11	
	Total		

Court cases relevant to the Education Service Committee

- Appointment to the post of Director Education (Sports and Physical Education)
Case No. SC(FR) 96/2017 - observations sent to the Hon. Attorney – General
- Appointment of Education Director, North Western Province
Case No. SC(FR) 110/2017 - proxy been sent to the Hon. Attorney – General

Health Service Committee

Powers have been delegated by the Public Service Commission to the Health Service Committee with effect from 01.11.2016 by the Gazette Extraordinary No. 1990/24 dated 27.10.2016 amended by the Gazettes Extraordinary No. 2009/18 dated 08.03.2017 and No. 2004/49 dated 10.02.2017. members for such committee have been appointed

with effect from 27.10.2016 by the Gazette Extraordinary bearing No. 1990/25 dated 27.10.2016.

Role of the Health Service Committee

Role of this committee is to making decisions on matters forwarded to the Committee in accordance with delegation of powers referred to above.

Progress of the Health Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	74
02	Confirmation	219
03	Issuance of appointment letters to the medical officers to whom letter of appointments have not so far been issued by the Public Service Commission prior to year 2017	173
04	Recruitment on contract basis	24
05	Promotions	470
06	Releases	14
07	Transfers	3056
08	Decisions on efficiency bars	126
09	Resignations	3
10	Covering of duties	6
11	Appointment to posts	12
12	Other decisions relevant to appointments	5
13	Issuance of charge sheets	5
14	Amendments to charge sheets	3
15	Interdiction	1
16	Exoneration from disciplinary cases	1
17	Other disciplinary punishments	2
18	Retirement under section 12 of Minute on pensions	1
19	Re- instatement in Service	1
20	Appointment of officers for formal disciplinary inquires	13
21	Other Orders relevant to disciplinary matters	13
	Total	4222

Court cases relevant to the Health Service Committee

Re- instatement of Medical Officer Mrs. R.M.P.M. Rathnayaka

Case No. SC(FR) 365/2016 – observations submitted to the Attorney General.

04. Steps taken to streamline activities of the Public Service Commission

Following functions during the period have been carried out by the Public Service Commission in order to contribute efficient and effective service to its clients

Establishments Division

- i. Sending reminders once in every month for making the tasks dealt with the Establishments Division more efficient and effective.
- ii. Summon officers in charge of the subject of the respective Ministry for holding discussions concerning problems relating to task carried out by the Establishment Division.
- iii. Taking actions to make available required facts true faxes by giving reminders over the telephone to Ministries – Departments who were failed in timely actions to send responses.

Appointment Division

- i. Making the path of easily and properly receiving information on appointment of officers to posts on the basis of confirm/acting/attending to duties in issuing the Public Service commission Circular No. 1/2007. Accordingly new format EST 12 has been introduced instead of formats EST 10 and EST 04 used so far. Therefore, appointment division could properly making appointments on acting attending to duties basis.
- ii. Taking prompt action to receive information from Ministries/Departments sending reminders and holding meetings with relevant officers in institution reducing delays presently experiencing in order to reduce documentation with the intention of delivering an expeditious service expected by public officers.
- iii. Implementing appropriate programme to receive and carrying out orders with in a specific time frame from the Public Service Commission giving targets all officers in the division.
- iv. Restructuring activities in the division implementing PRABHADARANI quality circle concurrently to the productivity programme making the functions of the division more effective and efficient.

Promotions Division

- i. Restructuring activities in the division implementing productivity concept within the division using the tool of brainstorming across the “ Abhiman” quality circle
- ii. Taking prompt action to receive information from Ministries / Departments, sending reminders and holding meetings with relevant officers in institutions reducing present delay in order to reduce documentation with the intention of delivering and expeditious service anticipated by public officers.
- iii. Officers attached to the Division are given targets to obtain decisions on each case within a specific time frame from the Public Service Commission and duly implementing functions more efficient and effectively.

Disciplinary Division

- i. Entering data in pending files in to a data base as initiating a project under the concept of “productivity” and successfully complete the project.
- ii. Initiating entering facts to be secured in documents forwarded to the record room having finalized disciplinary procedures and files that have been disposed.
- iii. Identifying and implementing proper procedure enabling to searching of files pending at the moment.

Appeals Division

- i. Sending reminders to get received observations /recommendations from delegated authorities relevant to appeals forwarded to the division and thereby making aware of Ministry Secretaries regarding delays caused thereon.

Education Service Committee

- i. Preparation of data management system.
- ii. Preparation of data management system for disciplinary matters.
- iii. Holding discussions with officers in the division regarding problems faced in dealing with matters in order to making an efficient and effective service.
- iv. Carrying out duties without any delay with the participation of all officers in the division and assuming duties even on holydays and special occasions.

- v. Balancing the tasks carried out by officers exchanging subjects among Public Management Assistant.

Health Service Committee

- i. The present data management system used by the office of the Public Service Commission has no room for a domain reserved for the Health Committee and therefore details relevant to documents being entered through a system (Access) newly being prepared.

Letters received by the committee being updated in accordance with a format from 25.04.2017 in a manner to easily get details of respective letters.

- ii. Taking prompt action regarding letters relevant to the Ministry of Health, Nutrition and Indigenous Medicine.

As soon as found shortcomings in letters received by the committee, such matters being solved by contacting respective officer over the phone and forwarded to the committee and decisions of the committee are also informed to the heads of institutions through faxes.

- iii. Preparation of work manuals enabling to executing duties efficiently on occasions where new entrants being recruited and recruitments being made on transfers.

- iv. Forwarding facts by minutes to the committee and conveyance of orders given by the committee and taking follow up measures.

05. Meetings held with Ministries and Departments

Srl. No.	Date	Matter	Ministry/ Department/ Institution participated
01	06.04.2017	Promotion of Railway Engine Drivers to the Special Grade.	Ministry of Transport and Civil Aviation Services
02	02.05.2017	Requests for reliefs in efficiency bar / language proficiency exams.	Ministry of Agriculture
03	05.05.2017	Filling of vacancies in Sri Lanka Architects Service , Grade 1	Ministry of Public Administration and Management
04	05.05.2017	Matters pertaining to Sri Lanka Medical Service	Ministry of Health Nutrition and Indigenous Medicine.

05	05.5.2017	Problems cropped up in appointments being made in the National Sports Science Institute and Sports Development Department.	Ministry of Sports Department of Sports Development National Sports Science Institute
06	16.05.2017	Sri Lanka Teacher Educationists' Service	Ministry of Education
07	22.05.2017	Promotions of officers in the Sri Lanka Technology Service of Irrigations and Water Resources Management to the Special Grade	Ministry of Irrigation and Water Resources Management Department of Irrigation
08	22.05.2017	Recruitment of officers to the Sri Lanka Engineering Service, Grade 111 Recruitment of officers to the Sri Lanka Accountants Service Recruitment of officers to Sri Lanka Planning Service, Grade 111	Ministry of Public Administration and Management
09	22.05.2017	Salary anomalies of Senior Officers in the unified postal service	Ministry of Posts, Postal Services and Muslim Religious affairs
10	23.05.2017	Matters pertaining to Development Officers Service	Ministry of Public Administration and Management
11	24.05.2017	Granting relief for completion of efficiency bars	Department of Social Services
12	25.05.2017	Problems on Scheme of Recruitment, MN – 5, Archeology Department	Ministry of Education Archeology Department
13	26.05.2017	Problems occurred in appointment of officers with qualification in Community Medicine to the Medical Administration Grade.	Sri Lanka Community Medicine Training School
14	30.05.2017	Further clarification on foreign leave obtained by State Counsels during the period of probation.	Ministry of Justice
15	02.06.2017	Problems cropped up in promotion of officers with medical administration qualifications to the medical administration grade	Sri Lanka Medical Administration School
16	02.06.2017	Problems occurred in recruiting senior lectures and principals to the training schools of medicine for Supplementary Professional Service and Para Medical Service	Ministry of Health Nutrition and Indigenous Medicine

17	12.06.2017	Granting Promotions to the special grade of Railway Engine Drivers' Service	Ministry of Transport and Civil Aviation Services Department of Railways
18	20.06.2017	Promotions of officers holding the post of Assistant Editor in the Office of Sinhala Dictionary to the Grade 11	Ministry of Internal Affairs, Wayamba Development and Cultural Affairs
19	29.06.2017	Schemes of Recruitment in the Department of Railways and Other matters	Department of Railways
20	29.06.2017	Promotion to the special grade of Railway Engine Drivers	Ministry of Transport and Civil Aviation Services Department of Railways
21	29.06.2017	On appointment of posts in grade 1 and special grade of Sri Lanka Agricultural Services	Ministry of Agriculture Department of Agriculture

06. Appearing in the Public Petitions Committee

Number of Inquires of Public Petitions Committee appeared from 01.04.2017 to 30.06.2017 is ten (10).

07. Withdrawing of cases filed in the Courts against the Government

Two (02) cases have been withdrawn filed in the court against the government during the prescribed period.

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01. Introduction

The new Public service Commission appointed by the President on the recommendation of the Constitutional Council in terms of the Article 54 (1) of the Constitution as amended by the 19th Amendment commenced its activities with effect from 15.10.2015.

The PSC, in pursuance of the Article 55(5) of the Constitution, submits an Annual Report to the Parliament every year and a Progress Report for each quarter is due to be submitted on the instructions of the Constitutional Council. As it was informed during the month of September 2016 to submit Progress Reports once in each quarter, the progress relating to all three quarters from 01.01.2016 to 30.09.2016 was submitted at one stretch.

In spite of the fact that the Progress Reports should be submitted to the parliament quarterly, the PSC engages itself in supervising its progress having obtain reports on monthly basis. Accordingly, the commission has carried out its activities during the last quarter from 01.04.2017 to 30.06.2017 without any major setbacks.

02. Meetings of the Public Service Commission

Details on meetings held during the period from 01.04.2017 to 30.06.2017

Month	No . of Meetings
April	07
May	07
June	08
Total	22

03. Activities carried out by each Division of the Public Service Commission

Following steps have been taken during the period to effectively and efficiently extend services to clients by the Public service Commission.

i. Establishments Division

The Establishments Division, in accordance with the delegation of power of the Public Service Commission as has been published in the gazette extraordinary No 1941/41 of 20.11.2015, carries out the work including formulation of service minutes (SMM) to each of the approved services in the public service and schemes of recruitment (SSOR) to every post, meeting with approval outside of such services.

In the formulation of such service minutes and schemes of recruitment, method of recruitment that should be followed for recruiting officers to all approved posts, eligibilities of recruitment, salary scale applicable to the post, conditions of services, methods of promotions and all other related particulars are to be incorporated. The Commission, prior to approval of the respective service minute or the scheme of recruitment 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 of Schemes of Recruitment.

Tasks carried out by the Establishments Division

- (i) Formulation of Services Minutes for every service approved in the Public Service.
- (ii) Formulation of Schemes of Recruitment for every post approved outside the above services.
- (iii) Matters relating to delegation of powers within the scope of the Public Service Commission
- (iv) Formulation of guidelines based on the procedural rule of the Public Service Commission.
- (v) Formulation and amendment of the transfer Schemes of all services.
- (vi) In case an approved Service Minute, Schemes of Recruitment or Schemes of Transfer is required to be amended, action to be taken to amend such many or Schemes on the recommendation of secretary concerned.
- (vii) Taking action to provide policy decision on requests received for solutions on problems arised in related to appointments, promotions, made by authorities to whom powers are delegated.
- (viii) Tacking action to solving matters pertaining to Procedural Rules of the Public Service Commission, Service Minutes, Schemas of Recruitment, Schemes of Transfer, and Circulars and instances where actions to be taken outside the orders of the Public Service Commission.

Progress of the Establishments Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	New Schemes of Recruitment	20
02	New Service Minutes	01
03	Schemes of Transfer	02
04	Amendments to Schemes of Recruitment	17
05	Amendments to Service Minutes	11
06	Amendments to Schemes of Transfer	06
07	Circulars	02
08	Request on deviation on Schemes of Recruitment in exceptional cases	04

09	Request on deviation from service minutes in exceptional cases	01
10	Policy matters	33
11	General	43
12	Matters pertaining to SC/AAT/CA	17
	Total	157

Complaints laid before AAT during the period under review

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decision upheld	Number of PSC decision revoked	Number pending as at 30.06.2017
32	04	36	00	00	36

Cases filed in the Supreme Court

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number dismissed and agreed with PSC decision	Number of PSC decision revoked	Number pending as at 30.06.2017
71	06	77	03	00	74

Cases filed in the court of Appeal

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decisions upheld	Number of PSC decisions revoked and granted relief	Number of pending as at 30.06.2017
10	00	10	00	00	10

- No requests have been made to the Parliamentary Commissioner for Administration (Ombudsman), Human Rights Commission and the Public Petition Committee.

ii. 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 Service) in respect of whom the powers of the Public Service Commission have not been

delegated as published in the Gazette Extraordinary No. 1941/41 dated 20.11.2015, No. 1989/29 dated 29.01.2016, No. 1990/24 dated 27.10.2016, No. 1992/7 dated 07.11.2016 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Appointment division of the Public Service Commission. .

Tasks carried out by the Appointments Division

- (i) Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions
- (ii) Conformation in service, Termination of service , Reversion to the former post.
- (iii) Appointment on acting / attending to duties basis

- (iv) Release (outright / temporary).

- (v) Recruitment on contract basis, Resignation from service , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds).
- (vi) Re- employment of retired public officers on contract basis, Appointment to scheduled posts in the Service Minutes (where applicable)
- (vii) 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.

Progress of the Appointments Division (01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	128
02	Confirmation	165
03	Recruitment	14
04	Re – employment on contract basis	213
05	Appointment on contract basis	08
06	Decisions on efficiency bars	170
07	Appointment to act / attend to the duties	178
08	Release	13
09	Resignation	05
10	Absorption	133
	Total	1027

Details of the pending cases and complains for which the division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	31	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	12	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	94	04
Cases filed after 01.04.2017	01	-----

iii. Promotions Division

Following functions relating to the Promotions 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 as published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016 , No. 1990/24 dated 27.10.2016, No. 1989/29 dated 29.01.2016, and the Gazette Extraordinary No. 1441/41 dated 20.11.2015 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Promotions Division of the Public Service Commission.

Tasks carried out by the Promotions Division

- I. Promotions to posts as per approved Service Minutes / Schemes of Recruitment (from grade to grade / Competitive Exams on seniority and merit basis / on the result of structured interviews)
- II. Appointment of Officers to relevant posts on Promotions based on results of structured interviews on seniority basis.
- III. Appointment to a new post giving prior approval thereto in transferring Officers of grade 1 and above belong to all island services from a post to post.
- IV. Producing observations and required reports on court cases filed in the Supreme court/ Court of appeal and appeals laid before Administrative Appeals Tribunal against orders/ decisions made by the Public Service Commission pertaining to matters referred to above.
- V. Dealing with matters pertaining to appeals laid before the Administrative Appeals Tribunal and cases filed in the Supreme Court / Court of appeals against orders / decisions made by the Public Service Commission having regard to above functions and appeared on behalf of the Public Service Commission whenever required.

Progress of the Promotions Division

(01.04.2017 to 30.06.2017)

Srl. No.	Matter	Number
01	Promotion from Grade to Grade	745
02	Promotion on selection	24
03	Appointment to posts	47
	Total	816

Details of the pending cases and complaints for which the Division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017.

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	36	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	05	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	66	-----
Cases filed after 01.04.2017	03	-----

iv. Disciplinary Division

Disciplinary matters of officers coming under the scope of Public Service Commission referred to in the Gazette Extraordinary No. 1941/41 dated 20.11.2015 amended by the Gazette No. 1955/22 dated 25.02.2016 and No. 2016/37 dated 26.04.2016, dealing with delegation of powers of the Public service Commission except officers falling under the Ministry of Education in terms of Gazettes Extraordinary No. 1989/27, 1989/28, 1989/29 dated 19.10.2016 and the Gazette Extraordinary No. 1992/7 dated 07.11.2016 and officers of Ministry of Health Nutrition and Indigenous Medicine in terms of Gazette Extraordinary No.1990/24 , 1990/25 dated 27.10.2016 are handled by the Disciplinary Division of the Public Service Commission in accordance with provisions of Article 57 (1) of the Constitution. Further, the Disciplinary Division, having extensively examined all documents received by the division extends much needed co – operation by way of making observations and recommendations to the Commission in order that it could arrive at decisions when and where necessary.

Role of the Disciplinary Division

Dealing with disciplinary matters of officers referred to in Para/above coming under the purview of the Public Service Commission

1. On disciplinary matters

- i. On receiving a preliminary investigation report conducted by the heads of Departments or secretaries of Ministries to the disciplinary division and following a proper study thereon with appropriately constructed observations, the Public Service Commission 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 Ministry Secretary and Head of Department. Upon consideration of the answers furnished by the accused officers to such charge sheet and the observations and recommendations thereon made by the respective Head of Department and Secretary of the Ministry, a decision will be made as to whether the institution of a formal disciplinary inquiry on the matter is feasible or not.
- iii. Where a 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 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 and Secretary to the Ministry.
- 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 and 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 re – instated in service following his interdiction or he could even been 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. Appeals made against disciplinary orders issued by the Education Service Committee and the Health Service Committee

Appeals made against disciplinary orders issued by the Education Service Committee on officers coming under the scope of the Ministry of Education in accordance with the Extraordinary Gazette Notification No.1989/27 , 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 of 07.11.2016 in terms of provisions in Article 57 (1) of the Constitution and disciplinary orders against officers coming under the scope of the Ministry of Health, Nutrition, and Indigenous Medicine issued by the Health Service Committee in accordance with Extraordinary Gazette Notifications No. 1990/24, 1990/25 of 27.10.2016 and the Gazette Extraordinary No. 2004/49 of 01.02.2017 and the observations and recommendations made by the Appointing Authority of those officers and respective committees on such appeals will be considered by the Commission as to whether to grant reliefs on such officers / dismissal of appeals.

i. Appeals against notices of vacation of post

Except officers fall under the Ministry of Health, Nutrition, and Indigenous Medicine in accordance with Extraordinary Gazette Notice bearing No. 2004/49 dated 01.02.2017 and No. 1990/24 , 1990/25 dated 27.10.2016 and officers coming under the scope of the Ministry of Education as stated in the Gazette Extraordinary No.1989/27, 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 dated 07.11.2016, appeals made against notices of VOP of officers coming under the scope of the Public Service Commission as stated in the Gazette Notification No. 1941/41of 20.11.2015 as amended by the Gazette No. 1955/22 of 25.02.2016 concerning the delegation of powers of the Public Service Commission and the observations and recommendations made by the Administrative Authority of those officers on such appeals will be re-considered by the Commission in deciding whether to appropriately re – instate such officers in service or not.

ii. Appeals laid before the Superior Courts, Administrative Appeals Tribunal, Human Rights Commission and Public Petitions Committee and Ombudsman

Preparation of observations on applications made before the Supreme Court (SC) against the decisions of the Public Service Commission concerning disciplinary orders and decisions on such disciplinary matters and observations on appeals made to the Administrative Appeals Tribunal, Public

Petitions Committee and the Ombudsman and makes its appearance before such institution whenever appeals being summoned and apart from inquires made by the Human Rights Commission would also be appropriately dealt with.

Progress of the Disciplinary Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Issuance of charge sheets	09
02	Amendments to charge sheets	03
03	Exoneration from charges	02
04	Dismissal from service	01
05	Other disciplinary punishments	09
06	Re- instatement in service	01
07	Dismissal of appeals	03
08	Retirement under section 12 of the pension minute	02
09	Compulsory retirement	01
10	Interdiction from Service	02
11	Conversion of retirement under disciplinary grounds to normal retirement	02
12	Retirement from service	01
13	Completion of disciplinary matters	06
14	Other general orders	51
15	Observation on appeals heard in the Administrative Appeals Tribunal	19
16	Observation on court applications	03
	Total	115

Court Cases dealt with during the period under review

	No. of SC Applications	No. of CA Applications	No. of AAT Appeals
Number pending to be appeared as at 01.04.2017	09	09	121
Number of cases finalized as at 01.04.2017 out of pending cases as at 30.06.2017	01	---	05
Number filed afresh from 01.04.2017 to 30.06.2017	00	01	07
Number pending as at 30.06.2017	08	10	123

v. Appeals Division

Appeals Division extends assistance to the commission to arrive at decisions on appeals submitted to the Public Service Commission to arrive at decisions on appeals submitted to the Public Service Commission in writing in terms of Article 58(1) of the Constitution 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.

Role of the appeals divisions

- i. Calling reports contained with observations and recommendations on each appeal from respective Ministry / Department.
- ii. Preparations of detail report on each appeal and forwarding it to the Public Service Commission
- iii. Conveyance the decisions on appeals made by the Public Service Commission to the appellant and other relevant parties.
- iv. Preparations of observations reports on appeals made to the Administrative Appeals Tribunal against the decisions of the Commission and makes its appearance before AAT.
- v. Making observations on petitions referred to it by the Public Petitions Committee regarding decisions of the Public Service Commission.
- vi. Making appearance before Public Petitions committee on petitions heard by the Public Petitions committee itself.

- vii. Making observations on applications laid before the Supreme Court and the Court of appeal against the decisions of the Public Service Commission.
- viii. Making observations relevant to petitions to the Parliamentary Commissioner of Administration (Ombudsman) against decisions of the Public Service Commission.
- ix. Making observations on applications made to the Human Rights Commission regarding decisions of the Public Service Commission.
- x. Forwarding information regarding cases filed in the Supreme Court and Court of Appeal to the Attorney General's Department.

Progress of the Appeals Division (01.04.2017 to 30.06.2017)

Srl.No	Matter	Number
01	Appeals received from 01.04.2017 to 30.06.2017	246
02	Number of Appeals for which reports on observations and recommendations were called by the Authority of power of delegation from 01.04.2017 to 30.06.2017 (Including appeals made during the previous years)	108
03	Number of appeals finalized from 01.04.2017 – 30.06.2017	193
	Details on finalize appeals as follows	
	Appeals on disciplinary matters	37
	Appeals on promotions	19
	Appeals on notices of vacation of post	51
	Appeals on Transfers	48
	Appeals on Appointments	01
	Appeals on interdiction	03
	other	34
	Total	193
04	Number of Supreme Court cases received from 01.04.2017 to 30.06.2017	05
05	Number of AAT cases received from 01.04.2017 to 30.06.2017	19
06	Inquires made by the Public Petitions Committee from 01.04.2017 to 30.06.2017	05

Court cases handle during the period under review

Details	Number as at 01.04.2017	Number received afresh from 01.04.2017 to 30.06.2017	Number of decisions given by the SC/ CA from 01.04.2017 to 30.06.2017	Number pending as at 30.06.2017
Number of Supreme court cases	30	05	06	29
Number of Court of Appeal cases	06	---	----	06

vi. Education Service Committee

In accordance with the delegation of powers by the Public Service Commission in terms of Article 57 (1) of the Constitution, the Gazette No. 1989/29 dated 19.10.2016 has been published for the Education Service Committee and the provisions relevant to delegation of powers in the Schedule “b” therein have been published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016, effective from the date 20.10.2016.

The Gazette Extraordinary No. 2014/03 dated 11.04.2017 has been published relevant to delegation of powers by the Public Service Commission in accordance with the Article 57 (1) of the Constitution.

Role of the Education Service Committee

The following functions relevant to officer with whom the powers have been delegated by the Public Service Commission having published in the Gazette Extraordinary No. 2014/03 dated 11.04.2017 are been dealt by the Education Service Committee.

- i. Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions, Conformation 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 , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds), dealing with appeals made against notices of vacation of posts , Re –appointment to the service/ post, Retirement, Re – employment of retired public officers on contract basis
- ii. Promotion (Grade to Grade/ on seniority and merit basis) in accordance with the approved Service Minutes / Schemas of recruitments / Schemas of promotions.
- iii. Granting relief for efficiency bar exams.
- iv. Disciplinary control and dismissal from service concerning offences set out in first Schedule of Chapter XLVIII of the Establishments Code in relation to offences falling under the scope of the Education Service Committee.

- v. Matters connected to political revenges.(Conveyance of the decision of the Public Service Commission No. PSC/EST/02-03/05/2016 dated 09.12.2016)

Progress of the Education Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number	
01	Retirement	67	
	Confirmation	25	
	Promotions	74	
	Absorptions	679	
	Releases	26	
	Attachments	01	
	Decisions on efficiency bars	22	
	Appointments to posts	06	
	Appeals	06	
	Other orders	15	
	Total		
02	Disciplinary		
	Amendments to Charge Sheets	01	
	Other disciplinary punishments	04	
	Retirement under section 12 of the Pension Minutes	02	
	Appointment of disciplinary inquiry officers	04	
	Other General Orders	11	
	Total		

Court cases relevant to the Education Service Committee

- Appointment to the post of Director Education (Sports and Physical Education)
Case No. SC(FR) 96/2017 - observations sent to the Hon. Attorney – General
- Appointment of Education Director, North Western Province
Case No. SC(FR) 110/2017 - proxy been sent to the Hon. Attorney – General

Health Service Committee

Powers have been delegated by the Public Service Commission to the Health Service Committee with effect from 01.11.2016 by the Gazette Extraordinary No. 1990/24 dated 27.10.2016 amended by the Gazettes Extraordinary No. 2009/18 dated 08.03.2017 and No. 2004/49 dated 10.02.2017. members for such committee have been appointed

with effect from 27.10.2016 by the Gazette Extraordinary bearing No. 1990/25 dated 27.10.2016.

Role of the Health Service Committee

Role of this committee is to making decisions on matters forwarded to the Committee in accordance with delegation of powers referred to above.

Progress of the Health Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	74
02	Confirmation	219
03	Issuance of appointment letters to the medical officers to whom letter of appointments have not so far been issued by the Public Service Commission prior to year 2017	173
04	Recruitment on contract basis	24
05	Promotions	470
06	Releases	14
07	Transfers	3056
08	Decisions on efficiency bars	126
09	Resignations	3
10	Covering of duties	6
11	Appointment to posts	12
12	Other decisions relevant to appointments	5
13	Issuance of charge sheets	5
14	Amendments to charge sheets	3
15	Interdiction	1
16	Exoneration from disciplinary cases	1
17	Other disciplinary punishments	2
18	Retirement under section 12 of Minute on pensions	1
19	Re- instatement in Service	1
20	Appointment of officers for formal disciplinary inquires	13
21	Other Orders relevant to disciplinary matters	13
	Total	4222

Court cases relevant to the Health Service Committee

Re- instatement of Medical Officer Mrs. R.M.P.M. Rathnayaka

Case No. SC(FR) 365/2016 – observations submitted to the Attorney General.

04. Steps taken to streamline activities of the Public Service Commission

Following functions during the period have been carried out by the Public Service Commission in order to contribute efficient and effective service to its clients

Establishments Division

- i. Sending reminders once in every month for making the tasks dealt with the Establishments Division more efficient and effective.
- ii. Summon officers in charge of the subject of the respective Ministry for holding discussions concerning problems relating to task carried out by the Establishment Division.
- iii. Taking actions to make available required facts true faxes by giving reminders over the telephone to Ministries – Departments who were failed in timely actions to send responses.

Appointment Division

- i. Making the path of easily and properly receiving information on appointment of officers to posts on the basis of confirm/acting/attending to duties in issuing the Public Service commission Circular No. 1/2007. Accordingly new format EST 12 has been introduced instead of formats EST 10 and EST 04 used so far. Therefore, appointment division could properly making appointments on acting attending to duties basis.
- ii. Taking prompt action to receive information from Ministries/Departments sending reminders and holding meetings with relevant officers in institution reducing delays presently experiencing in order to reduce documentation with the intention of delivering an expeditious service expected by public officers.
- iii. Implementing appropriate programme to receive and carrying out orders with in a specific time frame from the Public Service Commission giving targets all officers in the division.
- iv. Restructuring activities in the division implementing PRABHADARANI quality circle concurrently to the productivity programme making the functions of the division more effective and efficient.

Promotions Division

- i. Restructuring activities in the division implementing productivity concept within the division using the tool of brainstorming across the “ Abhiman” quality circle
- ii. Taking prompt action to receive information from Ministries / Departments, sending reminders and holding meetings with relevant officers in institutions reducing present delay in order to reduce documentation with the intention of delivering and expeditious service anticipated by public officers.
- iii. Officers attached to the Division are given targets to obtain decisions on each case within a specific time frame from the Public Service Commission and duly implementing functions more efficient and effectively.

Disciplinary Division

- i. Entering data in pending files in to a data base as initiating a project under the concept of “productivity” and successfully complete the project.
- ii. Initiating entering facts to be secured in documents forwarded to the record room having finalized disciplinary procedures and files that have been disposed.
- iii. Identifying and implementing proper procedure enabling to searching of files pending at the moment.

Appeals Division

- i. Sending reminders to get received observations /recommendations from delegated authorities relevant to appeals forwarded to the division and thereby making aware of Ministry Secretaries regarding delays caused thereon.

Education Service Committee

- i. Preparation of data management system.
- ii. Preparation of data management system for disciplinary matters.
- iii. Holding discussions with officers in the division regarding problems faced in dealing with matters in order to making an efficient and effective service.
- iv. Carrying out duties without any delay with the participation of all officers in the division and assuming duties even on holydays and special occasions.

- v. Balancing the tasks carried out by officers exchanging subjects among Public Management Assistant.

Health Service Committee

- i. The present data management system used by the office of the Public Service Commission has no room for a domain reserved for the Health Committee and therefore details relevant to documents being entered through a system (Access) newly being prepared.

Letters received by the committee being updated in accordance with a format from 25.04.2017 in a manner to easily get details of respective letters.

- ii. Taking prompt action regarding letters relevant to the Ministry of Health, Nutrition and Indigenous Medicine.

As soon as found shortcomings in letters received by the committee, such matters being solved by contacting respective officer over the phone and forwarded to the committee and decisions of the committee are also informed to the heads of institutions through faxes.

- iii. Preparation of work manuals enabling to executing duties efficiently on occasions where new entrants being recruited and recruitments being made on transfers.

- iv. Forwarding facts by minutes to the committee and conveyance of orders given by the committee and taking follow up measures.

05. Meetings held with Ministries and Departments

Srl. No.	Date	Matter	Ministry/ Department/ Institution participated
01	06.04.2017	Promotion of Railway Engine Drivers to the Special Grade.	Ministry of Transport and Civil Aviation Services
02	02.05.2017	Requests for reliefs in efficiency bar / language proficiency exams.	Ministry of Agriculture
03	05.05.2017	Filling of vacancies in Sri Lanka Architects Service , Grade 1	Ministry of Public Administration and Management
04	05.05.2017	Matters pertaining to Sri Lanka Medical Service	Ministry of Health Nutrition and Indigenous Medicine.

05	05.5.2017	Problems cropped up in appointments being made in the National Sports Science Institute and Sports Development Department.	Ministry of Sports Department of Sports Development National Sports Science Institute
06	16.05.2017	Sri Lanka Teacher Educationists' Service	Ministry of Education
07	22.05.2017	Promotions of officers in the Sri Lanka Technology Service of Irrigations and Water Resources Management to the Special Grade	Ministry of Irrigation and Water Resources Management Department of Irrigation
08	22.05.2017	Recruitment of officers to the Sri Lanka Engineering Service, Grade 111 Recruitment of officers to the Sri Lanka Accountants Service Recruitment of officers to Sri Lanka Planning Service, Grade 111	Ministry of Public Administration and Management
09	22.05.2017	Salary anomalies of Senior Officers in the unified postal service	Ministry of Posts, Postal Services and Muslim Religious affairs
10	23.05.2017	Matters pertaining to Development Officers Service	Ministry of Public Administration and Management
11	24.05.2017	Granting relief for completion of efficiency bars	Department of Social Services
12	25.05.2017	Problems on Scheme of Recruitment, MN – 5, Archeology Department	Ministry of Education Archeology Department
13	26.05.2017	Problems occurred in appointment of officers with qualification in Community Medicine to the Medical Administration Grade.	Sri Lanka Community Medicine Training School
14	30.05.2017	Further clarification on foreign leave obtained by State Counsels during the period of probation.	Ministry of Justice
15	02.06.2017	Problems cropped up in promotion of officers with medical administration qualifications to the medical administration grade	Sri Lanka Medical Administration School
16	02.06.2017	Problems occurred in recruiting senior lectures and principals to the training schools of medicine for Supplementary Professional Service and Para Medical Service	Ministry of Health Nutrition and Indigenous Medicine

17	12.06.2017	Granting Promotions to the special grade of Railway Engine Drivers' Service	Ministry of Transport and Civil Aviation Services Department of Railways
18	20.06.2017	Promotions of officers holding the post of Assistant Editor in the Office of Sinhala Dictionary to the Grade 11	Ministry of Internal Affairs, Wayamba Development and Cultural Affairs
19	29.06.2017	Schemes of Recruitment in the Department of Railways and Other matters	Department of Railways
20	29.06.2017	Promotion to the special grade of Railway Engine Drivers	Ministry of Transport and Civil Aviation Services Department of Railways
21	29.06.2017	On appointment of posts in grade 1 and special grade of Sri Lanka Agricultural Services	Ministry of Agriculture Department of Agriculture

06. Appearing in the Public Petitions Committee

Number of Inquires of Public Petitions Committee appeared from 01.04.2017 to 30.06.2017 is ten (10).

07. Withdrawing of cases filed in the Courts against the Government

Two (02) cases have been withdrawn filed in the court against the government during the prescribed period.

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01. Introduction

The new Public service Commission appointed by the President on the recommendation of the Constitutional Council in terms of the Article 54 (1) of the Constitution as amended by the 19th Amendment commenced its activities with effect from 15.10.2015.

The PSC, in pursuance of the Article 55(5) of the Constitution, submits an Annual Report to the Parliament every year and a Progress Report for each quarter is due to be submitted on the instructions of the Constitutional Council. As it was informed during the month of September 2016 to submit Progress Reports once in each quarter, the progress relating to all three quarters from 01.01.2016 to 30.09.2016 was submitted at one stretch.

In spite of the fact that the Progress Reports should be submitted to the parliament quarterly, the PSC engages itself in supervising its progress having obtain reports on monthly basis. Accordingly, the commission has carried out its activities during the last quarter from 01.04.2017 to 30.06.2017 without any major setbacks.

02. Meetings of the Public Service Commission

Details on meetings held during the period from 01.04.2017 to 30.06.2017

Month	No . of Meetings
April	07
May	07
June	08
Total	22

03. Activities carried out by each Division of the Public Service Commission

Following steps have been taken during the period to effectively and efficiently extend services to clients by the Public service Commission.

i. Establishments Division

The Establishments Division, in accordance with the delegation of power of the Public Service Commission as has been published in the gazette extraordinary No 1941/41 of 20.11.2015, carries out the work including formulation of service minutes (SMM) to each of the approved services in the public service and schemes of recruitment (SSOR) to every post, meeting with approval outside of such services.

In the formulation of such service minutes and schemes of recruitment, method of recruitment that should be followed for recruiting officers to all approved posts, eligibilities of recruitment, salary scale applicable to the post, conditions of services, methods of promotions and all other related particulars are to be incorporated. The Commission, prior to approval of the respective service minute or the scheme of recruitment 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 of Schemes of Recruitment.

Tasks carried out by the Establishments Division

- (i) Formulation of Services Minutes for every service approved in the Public Service.
- (ii) Formulation of Schemes of Recruitment for every post approved outside the above services.
- (iii) Matters relating to delegation of powers within the scope of the Public Service Commission
- (iv) Formulation of guidelines based on the procedural rule of the Public Service Commission.
- (v) Formulation and amendment of the transfer Schemes of all services.
- (vi) In case an approved Service Minute, Schemes of Recruitment or Schemes of Transfer is required to be amended, action to be taken to amend such many or Schemes on the recommendation of secretary concerned.
- (vii) Taking action to provide policy decision on requests received for solutions on problems arised in related to appointments, promotions, made by authorities to whom powers are delegated.
- (viii) Tacking action to solving matters pertaining to Procedural Rules of the Public Service Commission, Service Minutes, Schemas of Recruitment, Schemes of Transfer, and Circulars and instances where actions to be taken outside the orders of the Public Service Commission.

Progress of the Establishments Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	New Schemes of Recruitment	20
02	New Service Minutes	01
03	Schemes of Transfer	02
04	Amendments to Schemes of Recruitment	17
05	Amendments to Service Minutes	11
06	Amendments to Schemes of Transfer	06
07	Circulars	02
08	Request on deviation on Schemes of Recruitment in exceptional cases	04

09	Request on deviation from service minutes in exceptional cases	01
10	Policy matters	33
11	General	43
12	Matters pertaining to SC/AAT/CA	17
	Total	157

Complaints laid before AAT during the period under review

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decision upheld	Number of PSC decision revoked	Number pending as at 30.06.2017
32	04	36	00	00	36

Cases filed in the Supreme Court

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number dismissed and agreed with PSC decision	Number of PSC decision revoked	Number pending as at 30.06.2017
71	06	77	03	00	74

Cases filed in the court of Appeal

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decisions upheld	Number of PSC decisions revoked and granted relief	Number of pending as at 30.06.2017
10	00	10	00	00	10

- No requests have been made to the Parliamentary Commissioner for Administration (Ombudsman), Human Rights Commission and the Public Petition Committee.

ii. 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 Service) in respect of whom the powers of the Public Service Commission have not been

delegated as published in the Gazette Extraordinary No. 1941/41 dated 20.11.2015, No. 1989/29 dated 29.01.2016, No. 1990/24 dated 27.10.2016, No. 1992/7 dated 07.11.2016 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Appointment division of the Public Service Commission. .

Tasks carried out by the Appointments Division

- (i) Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions
- (ii) Conformation in service, Termination of service , Reversion to the former post.
- (iii) Appointment on acting / attending to duties basis

- (iv) Release (outright / temporary).

- (v) Recruitment on contract basis, Resignation from service , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds).
- (vi) Re- employment of retired public officers on contract basis, Appointment to scheduled posts in the Service Minutes (where applicable)
- (vii) 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.

Progress of the Appointments Division (01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	128
02	Confirmation	165
03	Recruitment	14
04	Re – employment on contract basis	213
05	Appointment on contract basis	08
06	Decisions on efficiency bars	170
07	Appointment to act / attend to the duties	178
08	Release	13
09	Resignation	05
10	Absorption	133
	Total	1027

Details of the pending cases and complains for which the division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	31	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	12	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	94	04
Cases filed after 01.04.2017	01	-----

iii. Promotions Division

Following functions relating to the Promotions 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 as published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016 , No. 1990/24 dated 27.10.2016, No. 1989/29 dated 29.01.2016, and the Gazette Extraordinary No. 1441/41 dated 20.11.2015 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Promotions Division of the Public Service Commission.

Tasks carried out by the Promotions Division

- I. Promotions to posts as per approved Service Minutes / Schemes of Recruitment (from grade to grade / Competitive Exams on seniority and merit basis / on the result of structured interviews)
- II. Appointment of Officers to relevant posts on Promotions based on results of structured interviews on seniority basis.
- III. Appointment to a new post giving prior approval thereto in transferring Officers of grade 1 and above belong to all island services from a post to post.
- IV. Producing observations and required reports on court cases filed in the Supreme court/ Court of appeal and appeals laid before Administrative Appeals Tribunal against orders/ decisions made by the Public Service Commission pertaining to matters referred to above.
- V. Dealing with matters pertaining to appeals laid before the Administrative Appeals Tribunal and cases filed in the Supreme Court / Court of appeals against orders / decisions made by the Public Service Commission having regard to above functions and appeared on behalf of the Public Service Commission whenever required.

Progress of the Promotions Division

(01.04.2017 to 30.06.2017)

Srl. No.	Matter	Number
01	Promotion from Grade to Grade	745
02	Promotion on selection	24
03	Appointment to posts	47
	Total	816

Details of the pending cases and complaints for which the Division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017.

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	36	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	05	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	66	-----
Cases filed after 01.04.2017	03	-----

iv. Disciplinary Division

Disciplinary matters of officers coming under the scope of Public Service Commission referred to in the Gazette Extraordinary No. 1941/41 dated 20.11.2015 amended by the Gazette No. 1955/22 dated 25.02.2016 and No. 2016/37 dated 26.04.2016, dealing with delegation of powers of the Public service Commission except officers falling under the Ministry of Education in terms of Gazettes Extraordinary No. 1989/27, 1989/28, 1989/29 dated 19.10.2016 and the Gazette Extraordinary No. 1992/7 dated 07.11.2016 and officers of Ministry of Health Nutrition and Indigenous Medicine in terms of Gazette Extraordinary No.1990/24 , 1990/25 dated 27.10.2016 are handled by the Disciplinary Division of the Public Service Commission in accordance with provisions of Article 57 (1) of the Constitution. Further, the Disciplinary Division, having extensively examined all documents received by the division extends much needed co – operation by way of making observations and recommendations to the Commission in order that it could arrive at decisions when and where necessary.

Role of the Disciplinary Division

Dealing with disciplinary matters of officers referred to in Para/above coming under the purview of the Public Service Commission

1. On disciplinary matters

- i. On receiving a preliminary investigation report conducted by the heads of Departments or secretaries of Ministries to the disciplinary division and following a proper study thereon with appropriately constructed observations, the Public Service Commission 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 Ministry Secretary and Head of Department. Upon consideration of the answers furnished by the accused officers to such charge sheet and the observations and recommendations thereon made by the respective Head of Department and Secretary of the Ministry, a decision will be made as to whether the institution of a formal disciplinary inquiry on the matter is feasible or not.
- iii. Where a 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 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 and Secretary to the Ministry.
- 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 and 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 re – instated 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. Appeals made against disciplinary orders issued by the Education Service Committee and the Health Service Committee

Appeals made against disciplinary orders issued by the Education Service Committee on officers coming under the scope of the Ministry of Education in accordance with the Extraordinary Gazette Notification No.1989/27 , 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 of 07.11.2016 in terms of provisions in Article 57 (1) of the Constitution and disciplinary orders against officers coming under the scope of the Ministry of Health, Nutrition, and Indigenous Medicine issued by the Health Service Committee in accordance with Extraordinary Gazette Notifications No. 1990/24, 1990/25 of 27.10.2016 and the Gazette Extraordinary No. 2004/49 of 01.02.2017 and the observations and recommendations made by the Appointing Authority of those officers and respective committees on such appeals will be considered by the Commission as to whether to grant reliefs on such officers / dismissal of appeals.

i. Appeals against notices of vacation of post

Except officers fall under the Ministry of Health, Nutrition, and Indigenous Medicine in accordance with Extraordinary Gazette Notice bearing No. 2004/49 dated 01.02.2017 and No. 1990/24 , 1990/25 dated 27.10.2016 and officers coming under the scope of the Ministry of Education as stated in the Gazette Extraordinary No.1989/27, 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 dated 07.11.2016, appeals made against notices of VOP of officers coming under the scope of the Public Service Commission as stated in the Gazette Notification No. 1941/41of 20.11.2015 as amended by the Gazette No. 1955/22 of 25.02.2016 concerning the delegation of powers of the Public Service Commission and the observations and recommendations made by the Administrative Authority of those officers on such appeals will be re – considered by the Commission in deciding whether to appropriately re – instate such officers in service or not.

ii. Appeals laid before the Superior Courts, Administrative Appeals Tribunal, Human Rights Commission and Public Petitions Committee and Ombudsman

Preparation of observations on applications made before the Supreme Court (SC) against the decisions of the Public Service Commission concerning disciplinary orders and decisions on such disciplinary matters and observations on appeals made to the Administrative Appeals Tribunal, Public

Petitions Committee and the Ombudsman and makes its appearance before such institution whenever appeals being summoned and apart from inquires made by the Human Rights Commission would also be appropriately dealt with.

Progress of the Disciplinary Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Issuance of charge sheets	09
02	Amendments to charge sheets	03
03	Exoneration from charges	02
04	Dismissal from service	01
05	Other disciplinary punishments	09
06	Re- instatement in service	01
07	Dismissal of appeals	03
08	Retirement under section 12 of the pension minute	02
09	Compulsory retirement	01
10	Interdiction from Service	02
11	Conversion of retirement under disciplinary grounds to normal retirement	02
12	Retirement from service	01
13	Completion of disciplinary matters	06
14	Other general orders	51
15	Observation on appeals heard in the Administrative Appeals Tribunal	19
16	Observation on court applications	03
	Total	115

Court Cases dealt with during the period under review

	No. of SC Applications	No. of CA Applications	No. of AAT Appeals
Number pending to be appeared as at 01.04.2017	09	09	121
Number of cases finalized as at 01.04.2017 out of pending cases as at 30.06.2017	01	---	05
Number filed afresh from 01.04.2017 to 30.06.2017	00	01	07
Number pending as at 30.06.2017	08	10	123

v. Appeals Division

Appeals Division extends assistance to the commission to arrive at decisions on appeals submitted to the Public Service Commission to arrive at decisions on appeals submitted to the Public Service Commission in writing in terms of Article 58(1) of the Constitution 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.

Role of the appeals divisions

- i. Calling reports contained with observations and recommendations on each appeal from respective Ministry / Department.
- ii. Preparations of detail report on each appeal and forwarding it to the Public Service Commission
- iii. Conveyance the decisions on appeals made by the Public Service Commission to the appellant and other relevant parties.
- iv. Preparations of observations reports on appeals made to the Administrative Appeals Tribunal against the decisions of the Commission and makes its appearance before AAT.
- v. Making observations on petitions referred to it by the Public Petitions Committee regarding decisions of the Public Service Commission.
- vi. Making appearance before Public Petitions committee on petitions heard by the Public Petitions committee itself.

- vii. Making observations on applications laid before the Supreme Court and the Court of appeal against the decisions of the Public Service Commission.
- viii. Making observations relevant to petitions to the Parliamentary Commissioner of Administration (Ombudsman) against decisions of the Public Service Commission.
- ix. Making observations on applications made to the Human Rights Commission regarding decisions of the Public Service Commission.
- x. Forwarding information regarding cases filed in the Supreme Court and Court of Appeal to the Attorney General's Department.

Progress of the Appeals Division (01.04.2017 to 30.06.2017)

Srl.No	Matter	Number
01	Appeals received from 01.04.2017 to 30.06.2017	246
02	Number of Appeals for which reports on observations and recommendations were called by the Authority of power of delegation from 01.04.2017 to 30.06.2017 (Including appeals made during the previous years)	108
03	Number of appeals finalized from 01.04.2017 – 30.06.2017	193
	Details on finalize appeals as follows	
	Appeals on disciplinary matters	37
	Appeals on promotions	19
	Appeals on notices of vacation of post	51
	Appeals on Transfers	48
	Appeals on Appointments	01
	Appeals on interdiction	03
	other	34
	Total	193
04	Number of Supreme Court cases received from 01.04.2017 to 30.06.2017	05
05	Number of AAT cases received from 01.04.2017 to 30.06.2017	19
06	Inquires made by the Public Petitions Committee from 01.04.2017 to 30.06.2017	05

Court cases handle during the period under review

Details	Number as at 01.04.2017	Number received afresh from 01.04.2017 to 30.06.2017	Number of decisions given by the SC/ CA from 01.04.2017 to 30.06.2017	Number pending as at 30.06.2017
Number of Supreme court cases	30	05	06	29
Number of Court of Appeal cases	06	---	----	06

vi. Education Service Committee

In accordance with the delegation of powers by the Public Service Commission in terms of Article 57 (1) of the Constitution, the Gazette No. 1989/29 dated 19.10.2016 has been published for the Education Service Committee and the provisions relevant to delegation of powers in the Schedule “b” therein have been published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016, effective from the date 20.10.2016.

The Gazette Extraordinary No. 2014/03 dated 11.04.2017 has been published relevant to delegation of powers by the Public Service Commission in accordance with the Article 57 (1) of the Constitution.

Role of the Education Service Committee

The following functions relevant to officer with whom the powers have been delegated by the Public Service Commission having published in the Gazette Extraordinary No. 2014/03 dated 11.04.2017 are been dealt by the Education Service Committee.

- i. Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions, Conformation 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 , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds), dealing with appeals made against notices of vacation of posts , Re –appointment to the service/ post, Retirement, Re – employment of retired public officers on contract basis
- ii. Promotion (Grade to Grade/ on seniority and merit basis) in accordance with the approved Service Minutes / Schemas of recruitments / Schemas of promotions.
- iii. Granting relief for efficiency bar exams.
- iv. Disciplinary control and dismissal from service concerning offences set out in first Schedule of Chapter XLVIII of the Establishments Code in relation to offences falling under the scope of the Education Service Committee.

- v. Matters connected to political revenges.(Conveyance of the decision of the Public Service Commission No. PSC/EST/02-03/05/2016 dated 09.12.2016)

Progress of the Education Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number	
01	Retirement	67	
	Confirmation	25	
	Promotions	74	
	Absorptions	679	
	Releases	26	
	Attachments	01	
	Decisions on efficiency bars	22	
	Appointments to posts	06	
	Appeals	06	
	Other orders	15	
	Total		
02	Disciplinary		
	Amendments to Charge Sheets	01	
	Other disciplinary punishments	04	
	Retirement under section 12 of the Pension Minutes	02	
	Appointment of disciplinary inquiry officers	04	
	Other General Orders	11	
	Total		

Court cases relevant to the Education Service Committee

- Appointment to the post of Director Education (Sports and Physical Education)
Case No. SC(FR) 96/2017 - observations sent to the Hon. Attorney – General
- Appointment of Education Director, North Western Province
Case No. SC(FR) 110/2017 - proxy been sent to the Hon. Attorney – General

Health Service Committee

Powers have been delegated by the Public Service Commission to the Health Service Committee with effect from 01.11.2016 by the Gazette Extraordinary No. 1990/24 dated 27.10.2016 amended by the Gazettes Extraordinary No. 2009/18 dated 08.03.2017 and No. 2004/49 dated 10.02.2017. members for such committee have been appointed

with effect from 27.10.2016 by the Gazette Extraordinary bearing No. 1990/25 dated 27.10.2016.

Role of the Health Service Committee

Role of this committee is to making decisions on matters forwarded to the Committee in accordance with delegation of powers referred to above.

Progress of the Health Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	74
02	Confirmation	219
03	Issuance of appointment letters to the medical officers to whom letter of appointments have not so far been issued by the Public Service Commission prior to year 2017	173
04	Recruitment on contract basis	24
05	Promotions	470
06	Releases	14
07	Transfers	3056
08	Decisions on efficiency bars	126
09	Resignations	3
10	Covering of duties	6
11	Appointment to posts	12
12	Other decisions relevant to appointments	5
13	Issuance of charge sheets	5
14	Amendments to charge sheets	3
15	Interdiction	1
16	Exoneration from disciplinary cases	1
17	Other disciplinary punishments	2
18	Retirement under section 12 of Minute on pensions	1
19	Re- instatement in Service	1
20	Appointment of officers for formal disciplinary inquires	13
21	Other Orders relevant to disciplinary matters	13
	Total	4222

Court cases relevant to the Health Service Committee

Re- instatement of Medical Officer Mrs. R.M.P.M. Rathnayaka

Case No. SC(FR) 365/2016 – observations submitted to the Attorney General.

04. Steps taken to streamline activities of the Public Service Commission

Following functions during the period have been carried out by the Public Service Commission in order to contribute efficient and effective service to its clients

Establishments Division

- i. Sending reminders once in every month for making the tasks dealt with the Establishments Division more efficient and effective.
- ii. Summon officers in charge of the subject of the respective Ministry for holding discussions concerning problems relating to task carried out by the Establishment Division.
- iii. Taking actions to make available required facts true faxes by giving reminders over the telephone to Ministries – Departments who were failed in timely actions to send responses.

Appointment Division

- i. Making the path of easily and properly receiving information on appointment of officers to posts on the basis of confirm/acting/attending to duties in issuing the Public Service commission Circular No. 1/2007. Accordingly new format EST 12 has been introduced instead of formats EST 10 and EST 04 used so far. Therefore, appointment division could properly making appointments on acting attending to duties basis.
- ii. Taking prompt action to receive information from Ministries/Departments sending reminders and holding meetings with relevant officers in institution reducing delays presently experiencing in order to reduce documentation with the intention of delivering an expeditious service expected by public officers.
- iii. Implementing appropriate programme to receive and carrying out orders with in a specific time frame from the Public Service Commission giving targets all officers in the division.
- iv. Restructuring activities in the division implementing PRABHADARANI quality circle concurrently to the productivity programme making the functions of the division more effective and efficient.

Promotions Division

- i. Restructuring activities in the division implementing productivity concept within the division using the tool of brainstorming across the “ Abhiman” quality circle
- ii. Taking prompt action to receive information from Ministries / Departments, sending reminders and holding meetings with relevant officers in institutions reducing present delay in order to reduce documentation with the intention of delivering and expeditious service anticipated by public officers.
- iii. Officers attached to the Division are given targets to obtain decisions on each case within a specific time frame from the Public Service Commission and duly implementing functions more efficient and effectively.

Disciplinary Division

- i. Entering data in pending files in to a data base as initiating a project under the concept of “productivity” and successfully complete the project.
- ii. Initiating entering facts to be secured in documents forwarded to the record room having finalized disciplinary procedures and files that have been disposed.
- iii. Identifying and implementing proper procedure enabling to searching of files pending at the moment.

Appeals Division

- i. Sending reminders to get received observations /recommendations from delegated authorities relevant to appeals forwarded to the division and thereby making aware of Ministry Secretaries regarding delays caused thereon.

Education Service Committee

- i. Preparation of data management system.
- ii. Preparation of data management system for disciplinary matters.
- iii. Holding discussions with officers in the division regarding problems faced in dealing with matters in order to making an efficient and effective service.
- iv. Carrying out duties without any delay with the participation of all officers in the division and assuming duties even on holydays and special occasions.

- v. Balancing the tasks carried out by officers exchanging subjects among Public Management Assistant.

Health Service Committee

- i. The present data management system used by the office of the Public Service Commission has no room for a domain reserved for the Health Committee and therefore details relevant to documents being entered through a system (Access) newly being prepared.

Letters received by the committee being updated in accordance with a format from 25.04.2017 in a manner to easily get details of respective letters.

- ii. Taking prompt action regarding letters relevant to the Ministry of Health, Nutrition and Indigenous Medicine.

As soon as found shortcomings in letters received by the committee, such matters being solved by contacting respective officer over the phone and forwarded to the committee and decisions of the committee are also informed to the heads of institutions through faxes.

- iii. Preparation of work manuals enabling to executing duties efficiently on occasions where new entrants being recruited and recruitments being made on transfers.

- iv. Forwarding facts by minutes to the committee and conveyance of orders given by the committee and taking follow up measures.

05. Meetings held with Ministries and Departments

Srl. No.	Date	Matter	Ministry/ Department/ Institution participated
01	06.04.2017	Promotion of Railway Engine Drivers to the Special Grade.	Ministry of Transport and Civil Aviation Services
02	02.05.2017	Requests for reliefs in efficiency bar / language proficiency exams.	Ministry of Agriculture
03	05.05.2017	Filling of vacancies in Sri Lanka Architects Service , Grade 1	Ministry of Public Administration and Management
04	05.05.2017	Matters pertaining to Sri Lanka Medical Service	Ministry of Health Nutrition and Indigenous Medicine.

05	05.5.2017	Problems cropped up in appointments being made in the National Sports Science Institute and Sports Development Department.	Ministry of Sports Department of Sports Development National Sports Science Institute
06	16.05.2017	Sri Lanka Teacher Educationists' Service	Ministry of Education
07	22.05.2017	Promotions of officers in the Sri Lanka Technology Service of Irrigations and Water Resources Management to the Special Grade	Ministry of Irrigation and Water Resources Management Department of Irrigation
08	22.05.2017	Recruitment of officers to the Sri Lanka Engineering Service, Grade 111 Recruitment of officers to the Sri Lanka Accountants Service Recruitment of officers to Sri Lanka Planning Service, Grade 111	Ministry of Public Administration and Management
09	22.05.2017	Salary anomalies of Senior Officers in the unified postal service	Ministry of Posts, Postal Services and Muslim Religious affairs
10	23.05.2017	Matters pertaining to Development Officers Service	Ministry of Public Administration and Management
11	24.05.2017	Granting relief for completion of efficiency bars	Department of Social Services
12	25.05.2017	Problems on Scheme of Recruitment, MN – 5, Archeology Department	Ministry of Education Archeology Department
13	26.05.2017	Problems occurred in appointment of officers with qualification in Community Medicine to the Medical Administration Grade.	Sri Lanka Community Medicine Training School
14	30.05.2017	Further clarification on foreign leave obtained by State Counsels during the period of probation.	Ministry of Justice
15	02.06.2017	Problems cropped up in promotion of officers with medical administration qualifications to the medical administration grade	Sri Lanka Medical Administration School
16	02.06.2017	Problems occurred in recruiting senior lectures and principals to the training schools of medicine for Supplementary Professional Service and Para Medical Service	Ministry of Health Nutrition and Indigenous Medicine

17	12.06.2017	Granting Promotions to the special grade of Railway Engine Drivers' Service	Ministry of Transport and Civil Aviation Services Department of Railways
18	20.06.2017	Promotions of officers holding the post of Assistant Editor in the Office of Sinhala Dictionary to the Grade 11	Ministry of Internal Affairs, Wayamba Development and Cultural Affairs
19	29.06.2017	Schemes of Recruitment in the Department of Railways and Other matters	Department of Railways
20	29.06.2017	Promotion to the special grade of Railway Engine Drivers	Ministry of Transport and Civil Aviation Services Department of Railways
21	29.06.2017	On appointment of posts in grade 1 and special grade of Sri Lanka Agricultural Services	Ministry of Agriculture Department of Agriculture

06. Appearing in the Public Petitions Committee

Number of Inquires of Public Petitions Committee appeared from 01.04.2017 to 30.06.2017 is ten (10).

07. Withdrawing of cases filed in the Courts against the Government

Two (02) cases have been withdrawn filed in the court against the government during the prescribed period.

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01. Introduction

The new Public service Commission appointed by the President on the recommendation of the Constitutional Council in terms of the Article 54 (1) of the Constitution as amended by the 19th Amendment commenced its activities with effect from 15.10.2015.

The PSC, in pursuance of the Article 55(5) of the Constitution, submits an Annual Report to the Parliament every year and a Progress Report for each quarter is due to be submitted on the instructions of the Constitutional Council. As it was informed during the month of September 2016 to submit Progress Reports once in each quarter, the progress relating to all three quarters from 01.01.2016 to 30.09.2016 was submitted at one stretch.

In spite of the fact that the Progress Reports should be submitted to the parliament quarterly, the PSC engages itself in supervising its progress having obtain reports on monthly basis. Accordingly, the commission has carried out its activities during the last quarter from 01.04.2017 to 30.06.2017 without any major setbacks.

02. Meetings of the Public Service Commission

Details on meetings held during the period from 01.04.2017 to 30.06.2017

Month	No . of Meetings
April	07
May	07
June	08
Total	22

03. Activities carried out by each Division of the Public Service Commission

Following steps have been taken during the period to effectively and efficiently extend services to clients by the Public service Commission.

i. Establishments Division

The Establishments Division, in accordance with the delegation of power of the Public Service Commission as has been published in the gazette extraordinary No 1941/41 of 20.11.2015, carries out the work including formulation of service minutes (SMM) to each of the approved services in the public service and schemes of recruitment (SSOR) to every post, meeting with approval outside of such services.

In the formulation of such service minutes and schemes of recruitment, method of recruitment that should be followed for recruiting officers to all approved posts, eligibilities of recruitment, salary scale applicable to the post, conditions of services, methods of promotions and all other related particulars are to be incorporated. The Commission, prior to approval of the respective service minute or the scheme of recruitment 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 of Schemes of Recruitment.

Tasks carried out by the Establishments Division

- (i) Formulation of Services Minutes for every service approved in the Public Service.
- (ii) Formulation of Schemes of Recruitment for every post approved outside the above services.
- (iii) Matters relating to delegation of powers within the scope of the Public Service Commission
- (iv) Formulation of guidelines based on the procedural rule of the Public Service Commission.
- (v) Formulation and amendment of the transfer Schemes of all services.
- (vi) In case an approved Service Minute, Schemes of Recruitment or Schemes of Transfer is required to be amended, action to be taken to amend such many or Schemes on the recommendation of secretary concerned.
- (vii) Taking action to provide policy decision on requests received for solutions on problems arised in related to appointments, promotions, made by authorities to whom powers are delegated.
- (viii) Tacking action to solving matters pertaining to Procedural Rules of the Public Service Commission, Service Minutes, Schemas of Recruitment, Schemes of Transfer, and Circulars and instances where actions to be taken outside the orders of the Public Service Commission.

Progress of the Establishments Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	New Schemes of Recruitment	20
02	New Service Minutes	01
03	Schemes of Transfer	02
04	Amendments to Schemes of Recruitment	17
05	Amendments to Service Minutes	11
06	Amendments to Schemes of Transfer	06
07	Circulars	02
08	Request on deviation on Schemes of Recruitment in exceptional cases	04

09	Request on deviation from service minutes in exceptional cases	01
10	Policy matters	33
11	General	43
12	Matters pertaining to SC/AAT/CA	17
	Total	157

Complaints laid before AAT during the period under review

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decision upheld	Number of PSC decision revoked	Number pending as at 30.06.2017
32	04	36	00	00	36

Cases filed in the Supreme Court

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number dismissed and agreed with PSC decision	Number of PSC decision revoked	Number pending as at 30.06.2017
71	06	77	03	00	74

Cases filed in the court of Appeal

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decisions upheld	Number of PSC decisions revoked and granted relief	Number of pending as at 30.06.2017
10	00	10	00	00	10

- No requests have been made to the Parliamentary Commissioner for Administration (Ombudsman), Human Rights Commission and the Public Petition Committee.

ii. 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 Service) in respect of whom the powers of the Public Service Commission have not been

delegated as published in the Gazette Extraordinary No. 1941/41 dated 20.11.2015, No. 1989/29 dated 29.01.2016, No. 1990/24 dated 27.10.2016, No. 1992/7 dated 07.11.2016 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Appointment division of the Public Service Commission. .

Tasks carried out by the Appointments Division

- (i) Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions
- (ii) Conformation in service, Termination of service , Reversion to the former post.
- (iii) Appointment on acting / attending to duties basis

- (iv) Release (outright / temporary).

- (v) Recruitment on contract basis, Resignation from service , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds).
- (vi) Re- employment of retired public officers on contract basis, Appointment to scheduled posts in the Service Minutes (where applicable)
- (vii) 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.

Progress of the Appointments Division (01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	128
02	Confirmation	165
03	Recruitment	14
04	Re – employment on contract basis	213
05	Appointment on contract basis	08
06	Decisions on efficiency bars	170
07	Appointment to act / attend to the duties	178
08	Release	13
09	Resignation	05
10	Absorption	133
	Total	1027

Details of the pending cases and complains for which the division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	31	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	12	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	94	04
Cases filed after 01.04.2017	01	-----

iii. Promotions Division

Following functions relating to the Promotions 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 as published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016 , No. 1990/24 dated 27.10.2016, No. 1989/29 dated 29.01.2016, and the Gazette Extraordinary No. 1441/41 dated 20.11.2015 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Promotions Division of the Public Service Commission.

Tasks carried out by the Promotions Division

- I. Promotions to posts as per approved Service Minutes / Schemes of Recruitment (from grade to grade / Competitive Exams on seniority and merit basis / on the result of structured interviews)
- II. Appointment of Officers to relevant posts on Promotions based on results of structured interviews on seniority basis.
- III. Appointment to a new post giving prior approval thereto in transferring Officers of grade 1 and above belong to all island services from a post to post.
- IV. Producing observations and required reports on court cases filed in the Supreme court/ Court of appeal and appeals laid before Administrative Appeals Tribunal against orders/ decisions made by the Public Service Commission pertaining to matters referred to above.
- V. Dealing with matters pertaining to appeals laid before the Administrative Appeals Tribunal and cases filed in the Supreme Court / Court of appeals against orders / decisions made by the Public Service Commission having regard to above functions and appeared on behalf of the Public Service Commission whenever required.

Progress of the Promotions Division

(01.04.2017 to 30.06.2017)

Srl. No.	Matter	Number
01	Promotion from Grade to Grade	745
02	Promotion on selection	24
03	Appointment to posts	47
	Total	816

Details of the pending cases and complaints for which the Division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017.

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	36	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	05	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	66	-----
Cases filed after 01.04.2017	03	-----

iv. Disciplinary Division

Disciplinary matters of officers coming under the scope of Public Service Commission referred to in the Gazette Extraordinary No. 1941/41 dated 20.11.2015 amended by the Gazette No. 1955/22 dated 25.02.2016 and No. 2016/37 dated 26.04.2016, dealing with delegation of powers of the Public service Commission except officers falling under the Ministry of Education in terms of Gazettes Extraordinary No. 1989/27, 1989/28, 1989/29 dated 19.10.2016 and the Gazette Extraordinary No. 1992/7 dated 07.11.2016 and officers of Ministry of Health Nutrition and Indigenous Medicine in terms of Gazette Extraordinary No.1990/24 , 1990/25 dated 27.10.2016 are handled by the Disciplinary Division of the Public Service Commission in accordance with provisions of Article 57 (1) of the Constitution. Further, the Disciplinary Division, having extensively examined all documents received by the division extends much needed co – operation by way of making observations and recommendations to the Commission in order that it could arrive at decisions when and where necessary.

Role of the Disciplinary Division

Dealing with disciplinary matters of officers referred to in Para/above coming under the purview of the Public Service Commission

1. On disciplinary matters

- i. On receiving a preliminary investigation report conducted by the heads of Departments or secretaries of Ministries to the disciplinary division and following a proper study thereon with appropriately constructed observations, the Public Service Commission 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 Ministry Secretary and Head of Department. Upon consideration of the answers furnished by the accused officers to such charge sheet and the observations and recommendations thereon made by the respective Head of Department and Secretary of the Ministry, a decision will be made as to whether the institution of a formal disciplinary inquiry on the matter is feasible or not.
- iii. Where a 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 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 and Secretary to the Ministry.
- 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 and 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 re – instated in service following his interdiction or he could even been 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. Appeals made against disciplinary orders issued by the Education Service Committee and the Health Service Committee

Appeals made against disciplinary orders issued by the Education Service Committee on officers coming under the scope of the Ministry of Education in accordance with the Extraordinary Gazette Notification No.1989/27 , 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 of 07.11.2016 in terms of provisions in Article 57 (1) of the Constitution and disciplinary orders against officers coming under the scope of the Ministry of Health, Nutrition, and Indigenous Medicine issued by the Health Service Committee in accordance with Extraordinary Gazette Notifications No. 1990/24, 1990/25 of 27.10.2016 and the Gazette Extraordinary No. 2004/49 of 01.02.2017 and the observations and recommendations made by the Appointing Authority of those officers and respective committees on such appeals will be considered by the Commission as to whether to grant reliefs on such officers / dismissal of appeals.

i. Appeals against notices of vacation of post

Except officers fall under the Ministry of Health, Nutrition, and Indigenous Medicine in accordance with Extraordinary Gazette Notice bearing No. 2004/49 dated 01.02.2017 and No. 1990/24 , 1990/25 dated 27.10.2016 and officers coming under the scope of the Ministry of Education as stated in the Gazette Extraordinary No.1989/27, 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 dated 07.11.2016, appeals made against notices of VOP of officers coming under the scope of the Public Service Commission as stated in the Gazette Notification No. 1941/41of 20.11.2015 as amended by the Gazette No. 1955/22 of 25.02.2016 concerning the delegation of powers of the Public Service Commission and the observations and recommendations made by the Administrative Authority of those officers on such appeals will be re-considered by the Commission in deciding whether to appropriately re – instate such officers in service or not.

ii. Appeals laid before the Superior Courts, Administrative Appeals Tribunal, Human Rights Commission and Public Petitions Committee and Ombudsman

Preparation of observations on applications made before the Supreme Court (SC) against the decisions of the Public Service Commission concerning disciplinary orders and decisions on such disciplinary matters and observations on appeals made to the Administrative Appeals Tribunal, Public

Petitions Committee and the Ombudsman and makes its appearance before such institution whenever appeals being summoned and apart from inquires made by the Human Rights Commission would also be appropriately dealt with.

Progress of the Disciplinary Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Issuance of charge sheets	09
02	Amendments to charge sheets	03
03	Exoneration from charges	02
04	Dismissal from service	01
05	Other disciplinary punishments	09
06	Re- instatement in service	01
07	Dismissal of appeals	03
08	Retirement under section 12 of the pension minute	02
09	Compulsory retirement	01
10	Interdiction from Service	02
11	Conversion of retirement under disciplinary grounds to normal retirement	02
12	Retirement from service	01
13	Completion of disciplinary matters	06
14	Other general orders	51
15	Observation on appeals heard in the Administrative Appeals Tribunal	19
16	Observation on court applications	03
	Total	115

Court Cases dealt with during the period under review

	No. of SC Applications	No. of CA Applications	No. of AAT Appeals
Number pending to be appeared as at 01.04.2017	09	09	121
Number of cases finalized as at 01.04.2017 out of pending cases as at 30.06.2017	01	---	05
Number filed afresh from 01.04.2017 to 30.06.2017	00	01	07
Number pending as at 30.06.2017	08	10	123

v. Appeals Division

Appeals Division extends assistance to the commission to arrive at decisions on appeals submitted to the Public Service Commission to arrive at decisions on appeals submitted to the Public Service Commission in writing in terms of Article 58(1) of the Constitution 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.

Role of the appeals divisions

- i. Calling reports contained with observations and recommendations on each appeal from respective Ministry / Department.
- ii. Preparations of detail report on each appeal and forwarding it to the Public Service Commission
- iii. Conveyance the decisions on appeals made by the Public Service Commission to the appellant and other relevant parties.
- iv. Preparations of observations reports on appeals made to the Administrative Appeals Tribunal against the decisions of the Commission and makes its appearance before AAT.
- v. Making observations on petitions referred to it by the Public Petitions Committee regarding decisions of the Public Service Commission.
- vi. Making appearance before Public Petitions committee on petitions heard by the Public Petitions committee itself.

- vii. Making observations on applications laid before the Supreme Court and the Court of appeal against the decisions of the Public Service Commission.
- viii. Making observations relevant to petitions to the Parliamentary Commissioner of Administration (Ombudsman) against decisions of the Public Service Commission.
- ix. Making observations on applications made to the Human Rights Commission regarding decisions of the Public Service Commission.
- x. Forwarding information regarding cases filed in the Supreme Court and Court of Appeal to the Attorney General's Department.

Progress of the Appeals Division (01.04.2017 to 30.06.2017)

Srl.No	Matter	Number
01	Appeals received from 01.04.2017 to 30.06.2017	246
02	Number of Appeals for which reports on observations and recommendations were called by the Authority of power of delegation from 01.04.2017 to 30.06.2017 (Including appeals made during the previous years)	108
03	Number of appeals finalized from 01.04.2017 – 30.06.2017	193
	Details on finalize appeals as follows	
	Appeals on disciplinary matters	37
	Appeals on promotions	19
	Appeals on notices of vacation of post	51
	Appeals on Transfers	48
	Appeals on Appointments	01
	Appeals on interdiction	03
	other	34
	Total	193
04	Number of Supreme Court cases received from 01.04.2017 to 30.06.2017	05
05	Number of AAT cases received from 01.04.2017 to 30.06.2017	19
06	Inquires made by the Public Petitions Committee from 01.04.2017 to 30.06.2017	05

Court cases handle during the period under review

Details	Number as at 01.04.2017	Number received afresh from 01.04.2017 to 30.06.2017	Number of decisions given by the SC/ CA from 01.04.2017 to 30.06.2017	Number pending as at 30.06.2017
Number of Supreme court cases	30	05	06	29
Number of Court of Appeal cases	06	---	----	06

vi. Education Service Committee

In accordance with the delegation of powers by the Public Service Commission in terms of Article 57 (1) of the Constitution, the Gazette No. 1989/29 dated 19.10.2016 has been published for the Education Service Committee and the provisions relevant to delegation of powers in the Schedule “b” therein have been published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016, effective from the date 20.10.2016.

The Gazette Extraordinary No. 2014/03 dated 11.04.2017 has been published relevant to delegation of powers by the Public Service Commission in accordance with the Article 57 (1) of the Constitution.

Role of the Education Service Committee

The following functions relevant to officer with whom the powers have been delegated by the Public Service Commission having published in the Gazette Extraordinary No. 2014/03 dated 11.04.2017 are been dealt by the Education Service Committee.

- i. Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions, Conformation 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 , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds), dealing with appeals made against notices of vacation of posts , Re –appointment to the service/ post, Retirement, Re – employment of retired public officers on contract basis
- ii. Promotion (Grade to Grade/ on seniority and merit basis) in accordance with the approved Service Minutes / Schemas of recruitments / Schemas of promotions.
- iii. Granting relief for efficiency bar exams.
- iv. Disciplinary control and dismissal from service concerning offences set out in first Schedule of Chapter XLVIII of the Establishments Code in relation to offences falling under the scope of the Education Service Committee.

- v. Matters connected to political revenges.(Conveyance of the decision of the Public Service Commission No. PSC/EST/02-03/05/2016 dated 09.12.2016)

Progress of the Education Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number	
01	Retirement	67	
	Confirmation	25	
	Promotions	74	
	Absorptions	679	
	Releases	26	
	Attachments	01	
	Decisions on efficiency bars	22	
	Appointments to posts	06	
	Appeals	06	
	Other orders	15	
	Total		
02	Disciplinary		
	Amendments to Charge Sheets	01	
	Other disciplinary punishments	04	
	Retirement under section 12 of the Pension Minutes	02	
	Appointment of disciplinary inquiry officers	04	
	Other General Orders	11	
	Total		

Court cases relevant to the Education Service Committee

- Appointment to the post of Director Education (Sports and Physical Education)
Case No. SC(FR) 96/2017 - observations sent to the Hon. Attorney – General
- Appointment of Education Director, North Western Province
Case No. SC(FR) 110/2017 - proxy been sent to the Hon. Attorney – General

Health Service Committee

Powers have been delegated by the Public Service Commission to the Health Service Committee with effect from 01.11.2016 by the Gazette Extraordinary No. 1990/24 dated 27.10.2016 amended by the Gazettes Extraordinary No. 2009/18 dated 08.03.2017 and No. 2004/49 dated 10.02.2017. members for such committee have been appointed

with effect from 27.10.2016 by the Gazette Extraordinary bearing No. 1990/25 dated 27.10.2016.

Role of the Health Service Committee

Role of this committee is to making decisions on matters forwarded to the Committee in accordance with delegation of powers referred to above.

Progress of the Health Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	74
02	Confirmation	219
03	Issuance of appointment letters to the medical officers to whom letter of appointments have not so far been issued by the Public Service Commission prior to year 2017	173
04	Recruitment on contract basis	24
05	Promotions	470
06	Releases	14
07	Transfers	3056
08	Decisions on efficiency bars	126
09	Resignations	3
10	Covering of duties	6
11	Appointment to posts	12
12	Other decisions relevant to appointments	5
13	Issuance of charge sheets	5
14	Amendments to charge sheets	3
15	Interdiction	1
16	Exoneration from disciplinary cases	1
17	Other disciplinary punishments	2
18	Retirement under section 12 of Minute on pensions	1
19	Re- instatement in Service	1
20	Appointment of officers for formal disciplinary inquires	13
21	Other Orders relevant to disciplinary matters	13
	Total	4222

Court cases relevant to the Health Service Committee

Re- instatement of Medical Officer Mrs. R.M.P.M. Rathnayaka

Case No. SC(FR) 365/2016 – observations submitted to the Attorney General.

04. Steps taken to streamline activities of the Public Service Commission

Following functions during the period have been carried out by the Public Service Commission in order to contribute efficient and effective service to its clients

Establishments Division

- i. Sending reminders once in every month for making the tasks dealt with the Establishments Division more efficient and effective.
- ii. Summon officers in charge of the subject of the respective Ministry for holding discussions concerning problems relating to task carried out by the Establishment Division.
- iii. Taking actions to make available required facts true faxes by giving reminders over the telephone to Ministries – Departments who were failed in timely actions to send responses.

Appointment Division

- i. Making the path of easily and properly receiving information on appointment of officers to posts on the basis of confirm/acting/attending to duties in issuing the Public Service commission Circular No. 1/2007. Accordingly new format EST 12 has been introduced instead of formats EST 10 and EST 04 used so far. Therefore, appointment division could properly making appointments on acting attending to duties basis.
- ii. Taking prompt action to receive information from Ministries/Departments sending reminders and holding meetings with relevant officers in institution reducing delays presently experiencing in order to reduce documentation with the intention of delivering an expeditious service expected by public officers.
- iii. Implementing appropriate programme to receive and carrying out orders with in a specific time frame from the Public Service Commission giving targets all officers in the division.
- iv. Restructuring activities in the division implementing PRABHADARANI quality circle concurrently to the productivity programme making the functions of the division more effective and efficient.

Promotions Division

- i. Restructuring activities in the division implementing productivity concept within the division using the tool of brainstorming across the “ Abhiman” quality circle
- ii. Taking prompt action to receive information from Ministries / Departments, sending reminders and holding meetings with relevant officers in institutions reducing present delay in order to reduce documentation with the intention of delivering and expeditious service anticipated by public officers.
- iii. Officers attached to the Division are given targets to obtain decisions on each case within a specific time frame from the Public Service Commission and duly implementing functions more efficient and effectively.

Disciplinary Division

- i. Entering data in pending files in to a data base as initiating a project under the concept of “productivity” and successfully complete the project.
- ii. Initiating entering facts to be secured in documents forwarded to the record room having finalized disciplinary procedures and files that have been disposed.
- iii. Identifying and implementing proper procedure enabling to searching of files pending at the moment.

Appeals Division

- i. Sending reminders to get received observations /recommendations from delegated authorities relevant to appeals forwarded to the division and thereby making aware of Ministry Secretaries regarding delays caused thereon.

Education Service Committee

- i. Preparation of data management system.
- ii. Preparation of data management system for disciplinary matters.
- iii. Holding discussions with officers in the division regarding problems faced in dealing with matters in order to making an efficient and effective service.
- iv. Carrying out duties without any delay with the participation of all officers in the division and assuming duties even on holydays and special occasions.

- v. Balancing the tasks carried out by officers exchanging subjects among Public Management Assistant.

Health Service Committee

- i. The present data management system used by the office of the Public Service Commission has no room for a domain reserved for the Health Committee and therefore details relevant to documents being entered through a system (Access) newly being prepared.

Letters received by the committee being updated in accordance with a format from 25.04.2017 in a manner to easily get details of respective letters.

- ii. Taking prompt action regarding letters relevant to the Ministry of Health, Nutrition and Indigenous Medicine.

As soon as found shortcomings in letters received by the committee, such matters being solved by contacting respective officer over the phone and forwarded to the committee and decisions of the committee are also informed to the heads of institutions through faxes.

- iii. Preparation of work manuals enabling to executing duties efficiently on occasions where new entrants being recruited and recruitments being made on transfers.

- iv. Forwarding facts by minutes to the committee and conveyance of orders given by the committee and taking follow up measures.

05. Meetings held with Ministries and Departments

Srl. No.	Date	Matter	Ministry/ Department/ Institution participated
01	06.04.2017	Promotion of Railway Engine Drivers to the Special Grade.	Ministry of Transport and Civil Aviation Services
02	02.05.2017	Requests for reliefs in efficiency bar / language proficiency exams.	Ministry of Agriculture
03	05.05.2017	Filling of vacancies in Sri Lanka Architects Service , Grade 1	Ministry of Public Administration and Management
04	05.05.2017	Matters pertaining to Sri Lanka Medical Service	Ministry of Health Nutrition and Indigenous Medicine.

05	05.5.2017	Problems cropped up in appointments being made in the National Sports Science Institute and Sports Development Department.	Ministry of Sports Department of Sports Development National Sports Science Institute
06	16.05.2017	Sri Lanka Teacher Educationists' Service	Ministry of Education
07	22.05.2017	Promotions of officers in the Sri Lanka Technology Service of Irrigations and Water Resources Management to the Special Grade	Ministry of Irrigation and Water Resources Management Department of Irrigation
08	22.05.2017	Recruitment of officers to the Sri Lanka Engineering Service, Grade 111 Recruitment of officers to the Sri Lanka Accountants Service Recruitment of officers to Sri Lanka Planning Service, Grade 111	Ministry of Public Administration and Management
09	22.05.2017	Salary anomalies of Senior Officers in the unified postal service	Ministry of Posts, Postal Services and Muslim Religious affairs
10	23.05.2017	Matters pertaining to Development Officers Service	Ministry of Public Administration and Management
11	24.05.2017	Granting relief for completion of efficiency bars	Department of Social Services
12	25.05.2017	Problems on Scheme of Recruitment, MN – 5, Archeology Department	Ministry of Education Archeology Department
13	26.05.2017	Problems occurred in appointment of officers with qualification in Community Medicine to the Medical Administration Grade.	Sri Lanka Community Medicine Training School
14	30.05.2017	Further clarification on foreign leave obtained by State Counsels during the period of probation.	Ministry of Justice
15	02.06.2017	Problems cropped up in promotion of officers with medical administration qualifications to the medical administration grade	Sri Lanka Medical Administration School
16	02.06.2017	Problems occurred in recruiting senior lectures and principals to the training schools of medicine for Supplementary Professional Service and Para Medical Service	Ministry of Health Nutrition and Indigenous Medicine

17	12.06.2017	Granting Promotions to the special grade of Railway Engine Drivers' Service	Ministry of Transport and Civil Aviation Services Department of Railways
18	20.06.2017	Promotions of officers holding the post of Assistant Editor in the Office of Sinhala Dictionary to the Grade 11	Ministry of Internal Affairs, Wayamba Development and Cultural Affairs
19	29.06.2017	Schemes of Recruitment in the Department of Railways and Other matters	Department of Railways
20	29.06.2017	Promotion to the special grade of Railway Engine Drivers	Ministry of Transport and Civil Aviation Services Department of Railways
21	29.06.2017	On appointment of posts in grade 1 and special grade of Sri Lanka Agricultural Services	Ministry of Agriculture Department of Agriculture

06. Appearing in the Public Petitions Committee

Number of Inquires of Public Petitions Committee appeared from 01.04.2017 to 30.06.2017 is ten (10).

07. Withdrawing of cases filed in the Courts against the Government

Two (02) cases have been withdrawn filed in the court against the government during the prescribed period.

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01. Introduction

The new Public service Commission appointed by the President on the recommendation of the Constitutional Council in terms of the Article 54 (1) of the Constitution as amended by the 19th Amendment commenced its activities with effect from 15.10.2015.

The PSC, in pursuance of the Article 55(5) of the Constitution, submits an Annual Report to the Parliament every year and a Progress Report for each quarter is due to be submitted on the instructions of the Constitutional Council. As it was informed during the month of September 2016 to submit Progress Reports once in each quarter, the progress relating to all three quarters from 01.01.2016 to 30.09.2016 was submitted at one stretch.

In spite of the fact that the Progress Reports should be submitted to the parliament quarterly, the PSC engages itself in supervising its progress having obtain reports on monthly basis. Accordingly, the commission has carried out its activities during the last quarter from 01.04.2017 to 30.06.2017 without any major setbacks.

02. Meetings of the Public Service Commission

Details on meetings held during the period from 01.04.2017 to 30.06.2017

Month	No . of Meetings
April	07
May	07
June	08
Total	22

03. Activities carried out by each Division of the Public Service Commission

Following steps have been taken during the period to effectively and efficiently extend services to clients by the Public service Commission.

i. Establishments Division

The Establishments Division, in accordance with the delegation of power of the Public Service Commission as has been published in the gazette extraordinary No 1941/41 of 20.11.2015, carries out the work including formulation of service minutes (SMM) to each of the approved services in the public service and schemes of recruitment (SSOR) to every post, meeting with approval outside of such services.

In the formulation of such service minutes and schemes of recruitment, method of recruitment that should be followed for recruiting officers to all approved posts, eligibilities of recruitment, salary scale applicable to the post, conditions of services, methods of promotions and all other related particulars are to be incorporated. The Commission, prior to approval of the respective service minute or the scheme of recruitment 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 of Schemes of Recruitment.

Tasks carried out by the Establishments Division

- (i) Formulation of Services Minutes for every service approved in the Public Service.
- (ii) Formulation of Schemes of Recruitment for every post approved outside the above services.
- (iii) Matters relating to delegation of powers within the scope of the Public Service Commission
- (iv) Formulation of guidelines based on the procedural rule of the Public Service Commission.
- (v) Formulation and amendment of the transfer Schemes of all services.
- (vi) In case an approved Service Minute, Schemes of Recruitment or Schemes of Transfer is required to be amended, action to be taken to amend such many or Schemes on the recommendation of secretary concerned.
- (vii) Taking action to provide policy decision on requests received for solutions on problems arised in related to appointments, promotions, made by authorities to whom powers are delegated.
- (viii) Tacking action to solving matters pertaining to Procedural Rules of the Public Service Commission, Service Minutes, Schemas of Recruitment, Schemes of Transfer, and Circulars and instances where actions to be taken outside the orders of the Public Service Commission.

Progress of the Establishments Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	New Schemes of Recruitment	20
02	New Service Minutes	01
03	Schemes of Transfer	02
04	Amendments to Schemes of Recruitment	17
05	Amendments to Service Minutes	11
06	Amendments to Schemes of Transfer	06
07	Circulars	02
08	Request on deviation on Schemes of Recruitment in exceptional cases	04

09	Request on deviation from service minutes in exceptional cases	01
10	Policy matters	33
11	General	43
12	Matters pertaining to SC/AAT/CA	17
	Total	157

Complaints laid before AAT during the period under review

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decision upheld	Number of PSC decision revoked	Number pending as at 30.06.2017
32	04	36	00	00	36

Cases filed in the Supreme Court

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number dismissed and agreed with PSC decision	Number of PSC decision revoked	Number pending as at 30.06.2017
71	06	77	03	00	74

Cases filed in the court of Appeal

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decisions upheld	Number of PSC decisions revoked and granted relief	Number of pending as at 30.06.2017
10	00	10	00	00	10

- No requests have been made to the Parliamentary Commissioner for Administration (Ombudsman), Human Rights Commission and the Public Petition Committee.

ii. 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 Service) in respect of whom the powers of the Public Service Commission have not been

delegated as published in the Gazette Extraordinary No. 1941/41 dated 20.11.2015, No. 1989/29 dated 29.01.2016, No. 1990/24 dated 27.10.2016, No. 1992/7 dated 07.11.2016 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Appointment division of the Public Service Commission. .

Tasks carried out by the Appointments Division

- (i) Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions
- (ii) Conformation in service, Termination of service , Reversion to the former post.
- (iii) Appointment on acting / attending to duties basis

- (iv) Release (outright / temporary).

- (v) Recruitment on contract basis, Resignation from service , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds).
- (vi) Re- employment of retired public officers on contract basis, Appointment to scheduled posts in the Service Minutes (where applicable)
- (vii) 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.

Progress of the Appointments Division (01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	128
02	Confirmation	165
03	Recruitment	14
04	Re – employment on contract basis	213
05	Appointment on contract basis	08
06	Decisions on efficiency bars	170
07	Appointment to act / attend to the duties	178
08	Release	13
09	Resignation	05
10	Absorption	133
	Total	1027

Details of the pending cases and complains for which the division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	31	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	12	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	94	04
Cases filed after 01.04.2017	01	-----

iii. Promotions Division

Following functions relating to the Promotions 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 as published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016 , No. 1990/24 dated 27.10.2016, No. 1989/29 dated 29.01.2016, and the Gazette Extraordinary No. 1441/41 dated 20.11.2015 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Promotions Division of the Public Service Commission.

Tasks carried out by the Promotions Division

- I. Promotions to posts as per approved Service Minutes / Schemes of Recruitment (from grade to grade / Competitive Exams on seniority and merit basis / on the result of structured interviews)
- II. Appointment of Officers to relevant posts on Promotions based on results of structured interviews on seniority basis.
- III. Appointment to a new post giving prior approval thereto in transferring Officers of grade 1 and above belong to all island services from a post to post.
- IV. Producing observations and required reports on court cases filed in the Supreme court/ Court of appeal and appeals laid before Administrative Appeals Tribunal against orders/ decisions made by the Public Service Commission pertaining to matters referred to above.
- V. Dealing with matters pertaining to appeals laid before the Administrative Appeals Tribunal and cases filed in the Supreme Court / Court of appeals against orders / decisions made by the Public Service Commission having regard to above functions and appeared on behalf of the Public Service Commission whenever required.

Progress of the Promotions Division

(01.04.2017 to 30.06.2017)

Srl. No.	Matter	Number
01	Promotion from Grade to Grade	745
02	Promotion on selection	24
03	Appointment to posts	47
	Total	816

Details of the pending cases and complaints for which the Division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017.

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	36	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	05	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	66	-----
Cases filed after 01.04.2017	03	-----

iv. Disciplinary Division

Disciplinary matters of officers coming under the scope of Public Service Commission referred to in the Gazette Extraordinary No. 1941/41 dated 20.11.2015 amended by the Gazette No. 1955/22 dated 25.02.2016 and No. 2016/37 dated 26.04.2016, dealing with delegation of powers of the Public service Commission except officers falling under the Ministry of Education in terms of Gazettes Extraordinary No. 1989/27, 1989/28, 1989/29 dated 19.10.2016 and the Gazette Extraordinary No. 1992/7 dated 07.11.2016 and officers of Ministry of Health Nutrition and Indigenous Medicine in terms of Gazette Extraordinary No.1990/24 , 1990/25 dated 27.10.2016 are handled by the Disciplinary Division of the Public Service Commission in accordance with provisions of Article 57 (1) of the Constitution. Further, the Disciplinary Division, having extensively examined all documents received by the division extends much needed co – operation by way of making observations and recommendations to the Commission in order that it could arrive at decisions when and where necessary.

Role of the Disciplinary Division

Dealing with disciplinary matters of officers referred to in Para/above coming under the purview of the Public Service Commission

1. On disciplinary matters

- i. On receiving a preliminary investigation report conducted by the heads of Departments or secretaries of Ministries to the disciplinary division and following a proper study thereon with appropriately constructed observations, the Public Service Commission 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 Ministry Secretary and Head of Department. Upon consideration of the answers furnished by the accused officers to such charge sheet and the observations and recommendations thereon made by the respective Head of Department and Secretary of the Ministry, a decision will be made as to whether the institution of a formal disciplinary inquiry on the matter is feasible or not.
- iii. Where a 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 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 and Secretary to the Ministry.
- 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 and 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 re – instated 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. Appeals made against disciplinary orders issued by the Education Service Committee and the Health Service Committee

Appeals made against disciplinary orders issued by the Education Service Committee on officers coming under the scope of the Ministry of Education in accordance with the Extraordinary Gazette Notification No.1989/27 , 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 of 07.11.2016 in terms of provisions in Article 57 (1) of the Constitution and disciplinary orders against officers coming under the scope of the Ministry of Health, Nutrition, and Indigenous Medicine issued by the Health Service Committee in accordance with Extraordinary Gazette Notifications No. 1990/24, 1990/25 of 27.10.2016 and the Gazette Extraordinary No. 2004/49 of 01.02.2017 and the observations and recommendations made by the Appointing Authority of those officers and respective committees on such appeals will be considered by the Commission as to whether to grant reliefs on such officers / dismissal of appeals.

i. Appeals against notices of vacation of post

Except officers fall under the Ministry of Health, Nutrition, and Indigenous Medicine in accordance with Extraordinary Gazette Notice bearing No. 2004/49 dated 01.02.2017 and No. 1990/24 , 1990/25 dated 27.10.2016 and officers coming under the scope of the Ministry of Education as stated in the Gazette Extraordinary No.1989/27, 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 dated 07.11.2016, appeals made against notices of VOP of officers coming under the scope of the Public Service Commission as stated in the Gazette Notification No. 1941/41of 20.11.2015 as amended by the Gazette No. 1955/22 of 25.02.2016 concerning the delegation of powers of the Public Service Commission and the observations and recommendations made by the Administrative Authority of those officers on such appeals will be re-considered by the Commission in deciding whether to appropriately re – instate such officers in service or not.

ii. Appeals laid before the Superior Courts, Administrative Appeals Tribunal, Human Rights Commission and Public Petitions Committee and Ombudsman

Preparation of observations on applications made before the Supreme Court (SC) against the decisions of the Public Service Commission concerning disciplinary orders and decisions on such disciplinary matters and observations on appeals made to the Administrative Appeals Tribunal, Public

Petitions Committee and the Ombudsman and makes its appearance before such institution whenever appeals being summoned and apart from inquires made by the Human Rights Commission would also be appropriately dealt with.

Progress of the Disciplinary Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Issuance of charge sheets	09
02	Amendments to charge sheets	03
03	Exoneration from charges	02
04	Dismissal from service	01
05	Other disciplinary punishments	09
06	Re- instatement in service	01
07	Dismissal of appeals	03
08	Retirement under section 12 of the pension minute	02
09	Compulsory retirement	01
10	Interdiction from Service	02
11	Conversion of retirement under disciplinary grounds to normal retirement	02
12	Retirement from service	01
13	Completion of disciplinary matters	06
14	Other general orders	51
15	Observation on appeals heard in the Administrative Appeals Tribunal	19
16	Observation on court applications	03
	Total	115

Court Cases dealt with during the period under review

	No. of SC Applications	No. of CA Applications	No. of AAT Appeals
Number pending to be appeared as at 01.04.2017	09	09	121
Number of cases finalized as at 01.04.2017 out of pending cases as at 30.06.2017	01	---	05
Number filed afresh from 01.04.2017 to 30.06.2017	00	01	07
Number pending as at 30.06.2017	08	10	123

v. Appeals Division

Appeals Division extends assistance to the commission to arrive at decisions on appeals submitted to the Public Service Commission to arrive at decisions on appeals submitted to the Public Service Commission in writing in terms of Article 58(1) of the Constitution 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.

Role of the appeals divisions

- i. Calling reports contained with observations and recommendations on each appeal from respective Ministry / Department.
- ii. Preparations of detail report on each appeal and forwarding it to the Public Service Commission
- iii. Conveyance the decisions on appeals made by the Public Service Commission to the appellant and other relevant parties.
- iv. Preparations of observations reports on appeals made to the Administrative Appeals Tribunal against the decisions of the Commission and makes its appearance before AAT.
- v. Making observations on petitions referred to it by the Public Petitions Committee regarding decisions of the Public Service Commission.
- vi. Making appearance before Public Petitions committee on petitions heard by the Public Petitions committee itself.

- vii. Making observations on applications laid before the Supreme Court and the Court of appeal against the decisions of the Public Service Commission.
- viii. Making observations relevant to petitions to the Parliamentary Commissioner of Administration (Ombudsman) against decisions of the Public Service Commission.
- ix. Making observations on applications made to the Human Rights Commission regarding decisions of the Public Service Commission.
- x. Forwarding information regarding cases filed in the Supreme Court and Court of Appeal to the Attorney General's Department.

Progress of the Appeals Division (01.04.2017 to 30.06.2017)

Srl.No	Matter	Number
01	Appeals received from 01.04.2017 to 30.06.2017	246
02	Number of Appeals for which reports on observations and recommendations were called by the Authority of power of delegation from 01.04.2017 to 30.06.2017 (Including appeals made during the previous years)	108
03	Number of appeals finalized from 01.04.2017 – 30.06.2017	193
	Details on finalize appeals as follows	
	Appeals on disciplinary matters	37
	Appeals on promotions	19
	Appeals on notices of vacation of post	51
	Appeals on Transfers	48
	Appeals on Appointments	01
	Appeals on interdiction	03
	other	34
	Total	193
04	Number of Supreme Court cases received from 01.04.2017 to 30.06.2017	05
05	Number of AAT cases received from 01.04.2017 to 30.06.2017	19
06	Inquires made by the Public Petitions Committee from 01.04.2017 to 30.06.2017	05

Court cases handle during the period under review

Details	Number as at 01.04.2017	Number received afresh from 01.04.2017 to 30.06.2017	Number of decisions given by the SC/ CA from 01.04.2017 to 30.06.2017	Number pending as at 30.06.2017
Number of Supreme court cases	30	05	06	29
Number of Court of Appeal cases	06	---	----	06

vi. Education Service Committee

In accordance with the delegation of powers by the Public Service Commission in terms of Article 57 (1) of the Constitution, the Gazette No. 1989/29 dated 19.10.2016 has been published for the Education Service Committee and the provisions relevant to delegation of powers in the Schedule “b” therein have been published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016, effective from the date 20.10.2016.

The Gazette Extraordinary No. 2014/03 dated 11.04.2017 has been published relevant to delegation of powers by the Public Service Commission in accordance with the Article 57 (1) of the Constitution.

Role of the Education Service Committee

The following functions relevant to officer with whom the powers have been delegated by the Public Service Commission having published in the Gazette Extraordinary No. 2014/03 dated 11.04.2017 are been dealt by the Education Service Committee.

- i. Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions, Conformation 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 , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds), dealing with appeals made against notices of vacation of posts , Re –appointment to the service/ post, Retirement, Re – employment of retired public officers on contract basis
- ii. Promotion (Grade to Grade/ on seniority and merit basis) in accordance with the approved Service Minutes / Schemas of recruitments / Schemas of promotions.
- iii. Granting relief for efficiency bar exams.
- iv. Disciplinary control and dismissal from service concerning offences set out in first Schedule of Chapter XLVIII of the Establishments Code in relation to offences falling under the scope of the Education Service Committee.

- v. Matters connected to political revenges.(Conveyance of the decision of the Public Service Commission No. PSC/EST/02-03/05/2016 dated 09.12.2016)

Progress of the Education Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number	
01	Retirement	67	
	Confirmation	25	
	Promotions	74	
	Absorptions	679	
	Releases	26	
	Attachments	01	
	Decisions on efficiency bars	22	
	Appointments to posts	06	
	Appeals	06	
	Other orders	15	
	Total		
02	Disciplinary		
	Amendments to Charge Sheets	01	
	Other disciplinary punishments	04	
	Retirement under section 12 of the Pension Minutes	02	
	Appointment of disciplinary inquiry officers	04	
	Other General Orders	11	
	Total		

Court cases relevant to the Education Service Committee

- Appointment to the post of Director Education (Sports and Physical Education)
Case No. SC(FR) 96/2017 - observations sent to the Hon. Attorney – General
- Appointment of Education Director, North Western Province
Case No. SC(FR) 110/2017 - proxy been sent to the Hon. Attorney – General

Health Service Committee

Powers have been delegated by the Public Service Commission to the Health Service Committee with effect from 01.11.2016 by the Gazette Extraordinary No. 1990/24 dated 27.10.2016 amended by the Gazettes Extraordinary No. 2009/18 dated 08.03.2017 and No. 2004/49 dated 10.02.2017. members for such committee have been appointed

with effect from 27.10.2016 by the Gazette Extraordinary bearing No. 1990/25 dated 27.10.2016.

Role of the Health Service Committee

Role of this committee is to making decisions on matters forwarded to the Committee in accordance with delegation of powers referred to above.

Progress of the Health Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	74
02	Confirmation	219
03	Issuance of appointment letters to the medical officers to whom letter of appointments have not so far been issued by the Public Service Commission prior to year 2017	173
04	Recruitment on contract basis	24
05	Promotions	470
06	Releases	14
07	Transfers	3056
08	Decisions on efficiency bars	126
09	Resignations	3
10	Covering of duties	6
11	Appointment to posts	12
12	Other decisions relevant to appointments	5
13	Issuance of charge sheets	5
14	Amendments to charge sheets	3
15	Interdiction	1
16	Exoneration from disciplinary cases	1
17	Other disciplinary punishments	2
18	Retirement under section 12 of Minute on pensions	1
19	Re- instatement in Service	1
20	Appointment of officers for formal disciplinary inquires	13
21	Other Orders relevant to disciplinary matters	13
	Total	4222

Court cases relevant to the Health Service Committee

Re- instatement of Medical Officer Mrs. R.M.P.M. Rathnayaka

Case No. SC(FR) 365/2016 – observations submitted to the Attorney General.

04. Steps taken to streamline activities of the Public Service Commission

Following functions during the period have been carried out by the Public Service Commission in order to contribute efficient and effective service to its clients

Establishments Division

- i. Sending reminders once in every month for making the tasks dealt with the Establishments Division more efficient and effective.
- ii. Summon officers in charge of the subject of the respective Ministry for holding discussions concerning problems relating to task carried out by the Establishment Division.
- iii. Taking actions to make available required facts true faxes by giving reminders over the telephone to Ministries – Departments who were failed in timely actions to send responses.

Appointment Division

- i. Making the path of easily and properly receiving information on appointment of officers to posts on the basis of confirm/acting/attending to duties in issuing the Public Service commission Circular No. 1/2007. Accordingly new format EST 12 has been introduced instead of formats EST 10 and EST 04 used so far. Therefore, appointment division could properly making appointments on acting attending to duties basis.
- ii. Taking prompt action to receive information from Ministries/Departments sending reminders and holding meetings with relevant officers in institution reducing delays presently experiencing in order to reduce documentation with the intention of delivering an expeditious service expected by public officers.
- iii. Implementing appropriate programme to receive and carrying out orders with in a specific time frame from the Public Service Commission giving targets all officers in the division.
- iv. Restructuring activities in the division implementing PRABHADARANI quality circle concurrently to the productivity programme making the functions of the division more effective and efficient.

Promotions Division

- i. Restructuring activities in the division implementing productivity concept within the division using the tool of brainstorming across the “ Abhiman” quality circle
- ii. Taking prompt action to receive information from Ministries / Departments, sending reminders and holding meetings with relevant officers in institutions reducing present delay in order to reduce documentation with the intention of delivering and expeditious service anticipated by public officers.
- iii. Officers attached to the Division are given targets to obtain decisions on each case within a specific time frame from the Public Service Commission and duly implementing functions more efficient and effectively.

Disciplinary Division

- i. Entering data in pending files in to a data base as initiating a project under the concept of “productivity” and successfully complete the project.
- ii. Initiating entering facts to be secured in documents forwarded to the record room having finalized disciplinary procedures and files that have been disposed.
- iii. Identifying and implementing proper procedure enabling to searching of files pending at the moment.

Appeals Division

- i. Sending reminders to get received observations /recommendations from delegated authorities relevant to appeals forwarded to the division and thereby making aware of Ministry Secretaries regarding delays caused thereon.

Education Service Committee

- i. Preparation of data management system.
- ii. Preparation of data management system for disciplinary matters.
- iii. Holding discussions with officers in the division regarding problems faced in dealing with matters in order to making an efficient and effective service.
- iv. Carrying out duties without any delay with the participation of all officers in the division and assuming duties even on holydays and special occasions.

- v. Balancing the tasks carried out by officers exchanging subjects among Public Management Assistant.

Health Service Committee

- i. The present data management system used by the office of the Public Service Commission has no room for a domain reserved for the Health Committee and therefore details relevant to documents being entered through a system (Access) newly being prepared.

Letters received by the committee being updated in accordance with a format from 25.04.2017 in a manner to easily get details of respective letters.

- ii. Taking prompt action regarding letters relevant to the Ministry of Health, Nutrition and Indigenous Medicine.

As soon as found shortcomings in letters received by the committee, such matters being solved by contacting respective officer over the phone and forwarded to the committee and decisions of the committee are also informed to the heads of institutions through faxes.

- iii. Preparation of work manuals enabling to executing duties efficiently on occasions where new entrants being recruited and recruitments being made on transfers.

- iv. Forwarding facts by minutes to the committee and conveyance of orders given by the committee and taking follow up measures.

05. Meetings held with Ministries and Departments

Srl. No.	Date	Matter	Ministry/ Department/ Institution participated
01	06.04.2017	Promotion of Railway Engine Drivers to the Special Grade.	Ministry of Transport and Civil Aviation Services
02	02.05.2017	Requests for reliefs in efficiency bar / language proficiency exams.	Ministry of Agriculture
03	05.05.2017	Filling of vacancies in Sri Lanka Architects Service , Grade 1	Ministry of Public Administration and Management
04	05.05.2017	Matters pertaining to Sri Lanka Medical Service	Ministry of Health Nutrition and Indigenous Medicine.

05	05.5.2017	Problems cropped up in appointments being made in the National Sports Science Institute and Sports Development Department.	Ministry of Sports Department of Sports Development National Sports Science Institute
06	16.05.2017	Sri Lanka Teacher Educationists' Service	Ministry of Education
07	22.05.2017	Promotions of officers in the Sri Lanka Technology Service of Irrigations and Water Resources Management to the Special Grade	Ministry of Irrigation and Water Resources Management Department of Irrigation
08	22.05.2017	Recruitment of officers to the Sri Lanka Engineering Service, Grade 111 Recruitment of officers to the Sri Lanka Accountants Service Recruitment of officers to Sri Lanka Planning Service, Grade 111	Ministry of Public Administration and Management
09	22.05.2017	Salary anomalies of Senior Officers in the unified postal service	Ministry of Posts, Postal Services and Muslim Religious affairs
10	23.05.2017	Matters pertaining to Development Officers Service	Ministry of Public Administration and Management
11	24.05.2017	Granting relief for completion of efficiency bars	Department of Social Services
12	25.05.2017	Problems on Scheme of Recruitment, MN – 5, Archeology Department	Ministry of Education Archeology Department
13	26.05.2017	Problems occurred in appointment of officers with qualification in Community Medicine to the Medical Administration Grade.	Sri Lanka Community Medicine Training School
14	30.05.2017	Further clarification on foreign leave obtained by State Counsels during the period of probation.	Ministry of Justice
15	02.06.2017	Problems cropped up in promotion of officers with medical administration qualifications to the medical administration grade	Sri Lanka Medical Administration School
16	02.06.2017	Problems occurred in recruiting senior lectures and principals to the training schools of medicine for Supplementary Professional Service and Para Medical Service	Ministry of Health Nutrition and Indigenous Medicine

17	12.06.2017	Granting Promotions to the special grade of Railway Engine Drivers' Service	Ministry of Transport and Civil Aviation Services Department of Railways
18	20.06.2017	Promotions of officers holding the post of Assistant Editor in the Office of Sinhala Dictionary to the Grade 11	Ministry of Internal Affairs, Wayamba Development and Cultural Affairs
19	29.06.2017	Schemes of Recruitment in the Department of Railways and Other matters	Department of Railways
20	29.06.2017	Promotion to the special grade of Railway Engine Drivers	Ministry of Transport and Civil Aviation Services Department of Railways
21	29.06.2017	On appointment of posts in grade 1 and special grade of Sri Lanka Agricultural Services	Ministry of Agriculture Department of Agriculture

06. Appearing in the Public Petitions Committee

Number of Inquires of Public Petitions Committee appeared from 01.04.2017 to 30.06.2017 is ten (10).

07. Withdrawing of cases filed in the Courts against the Government

Two (02) cases have been withdrawn filed in the court against the government during the prescribed period.

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01. Introduction

The new Public service Commission appointed by the President on the recommendation of the Constitutional Council in terms of the Article 54 (1) of the Constitution as amended by the 19th Amendment commenced its activities with effect from 15.10.2015.

The PSC, in pursuance of the Article 55(5) of the Constitution, submits an Annual Report to the Parliament every year and a Progress Report for each quarter is due to be submitted on the instructions of the Constitutional Council. As it was informed during the month of September 2016 to submit Progress Reports once in each quarter, the progress relating to all three quarters from 01.01.2016 to 30.09.2016 was submitted at one stretch.

In spite of the fact that the Progress Reports should be submitted to the parliament quarterly, the PSC engages itself in supervising its progress having obtain reports on monthly basis. Accordingly, the commission has carried out its activities during the last quarter from 01.04.2017 to 30.06.2017 without any major setbacks.

02. Meetings of the Public Service Commission

Details on meetings held during the period from 01.04.2017 to 30.06.2017

Month	No . of Meetings
April	07
May	07
June	08
Total	22

03. Activities carried out by each Division of the Public Service Commission

Following steps have been taken during the period to effectively and efficiently extend services to clients by the Public service Commission.

i. Establishments Division

The Establishments Division, in accordance with the delegation of power of the Public Service Commission as has been published in the gazette extraordinary No 1941/41 of 20.11.2015, carries out the work including formulation of service minutes (SMM) to each of the approved services in the public service and schemes of recruitment (SSOR) to every post, meeting with approval outside of such services.

In the formulation of such service minutes and schemes of recruitment, method of recruitment that should be followed for recruiting officers to all approved posts, eligibilities of recruitment, salary scale applicable to the post, conditions of services, methods of promotions and all other related particulars are to be incorporated. The Commission, prior to approval of the respective service minute or the scheme of recruitment 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 of Schemes of Recruitment.

Tasks carried out by the Establishments Division

- (i) Formulation of Services Minutes for every service approved in the Public Service.
- (ii) Formulation of Schemes of Recruitment for every post approved outside the above services.
- (iii) Matters relating to delegation of powers within the scope of the Public Service Commission
- (iv) Formulation of guidelines based on the procedural rule of the Public Service Commission.
- (v) Formulation and amendment of the transfer Schemes of all services.
- (vi) In case an approved Service Minute, Schemes of Recruitment or Schemes of Transfer is required to be amended, action to be taken to amend such many or Schemes on the recommendation of secretary concerned.
- (vii) Taking action to provide policy decision on requests received for solutions on problems arised in related to appointments, promotions, made by authorities to whom powers are delegated.
- (viii) Tacking action to solving matters pertaining to Procedural Rules of the Public Service Commission, Service Minutes, Schemas of Recruitment, Schemes of Transfer, and Circulars and instances where actions to be taken outside the orders of the Public Service Commission.

Progress of the Establishments Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	New Schemes of Recruitment	20
02	New Service Minutes	01
03	Schemes of Transfer	02
04	Amendments to Schemes of Recruitment	17
05	Amendments to Service Minutes	11
06	Amendments to Schemes of Transfer	06
07	Circulars	02
08	Request on deviation on Schemes of Recruitment in exceptional cases	04

09	Request on deviation from service minutes in exceptional cases	01
10	Policy matters	33
11	General	43
12	Matters pertaining to SC/AAT/CA	17
	Total	157

Complaints laid before AAT during the period under review

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decision upheld	Number of PSC decision revoked	Number pending as at 30.06.2017
32	04	36	00	00	36

Cases filed in the Supreme Court

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number dismissed and agreed with PSC decision	Number of PSC decision revoked	Number pending as at 30.06.2017
71	06	77	03	00	74

Cases filed in the court of Appeal

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decisions upheld	Number of PSC decisions revoked and granted relief	Number of pending as at 30.06.2017
10	00	10	00	00	10

- No requests have been made to the Parliamentary Commissioner for Administration (Ombudsman), Human Rights Commission and the Public Petition Committee.

ii. 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 Service) in respect of whom the powers of the Public Service Commission have not been

delegated as published in the Gazette Extraordinary No. 1941/41 dated 20.11.2015, No. 1989/29 dated 29.01.2016, No. 1990/24 dated 27.10.2016, No. 1992/7 dated 07.11.2016 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Appointment division of the Public Service Commission. .

Tasks carried out by the Appointments Division

- (i) Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions
- (ii) Conformation in service, Termination of service , Reversion to the former post.
- (iii) Appointment on acting / attending to duties basis

- (iv) Release (outright / temporary).

- (v) Recruitment on contract basis, Resignation from service , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds).
- (vi) Re- employment of retired public officers on contract basis, Appointment to scheduled posts in the Service Minutes (where applicable)
- (vii) 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.

Progress of the Appointments Division (01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	128
02	Confirmation	165
03	Recruitment	14
04	Re – employment on contract basis	213
05	Appointment on contract basis	08
06	Decisions on efficiency bars	170
07	Appointment to act / attend to the duties	178
08	Release	13
09	Resignation	05
10	Absorption	133
	Total	1027

Details of the pending cases and complains for which the division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	31	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	12	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	94	04
Cases filed after 01.04.2017	01	-----

iii. Promotions Division

Following functions relating to the Promotions 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 as published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016 , No. 1990/24 dated 27.10.2016, No. 1989/29 dated 29.01.2016, and the Gazette Extraordinary No. 1441/41 dated 20.11.2015 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Promotions Division of the Public Service Commission.

Tasks carried out by the Promotions Division

- I. Promotions to posts as per approved Service Minutes / Schemes of Recruitment (from grade to grade / Competitive Exams on seniority and merit basis / on the result of structured interviews)
- II. Appointment of Officers to relevant posts on Promotions based on results of structured interviews on seniority basis.
- III. Appointment to a new post giving prior approval thereto in transferring Officers of grade 1 and above belong to all island services from a post to post.
- IV. Producing observations and required reports on court cases filed in the Supreme court/ Court of appeal and appeals laid before Administrative Appeals Tribunal against orders/ decisions made by the Public Service Commission pertaining to matters referred to above.
- V. Dealing with matters pertaining to appeals laid before the Administrative Appeals Tribunal and cases filed in the Supreme Court / Court of appeals against orders / decisions made by the Public Service Commission having regard to above functions and appeared on behalf of the Public Service Commission whenever required.

Progress of the Promotions Division

(01.04.2017 to 30.06.2017)

Srl. No.	Matter	Number
01	Promotion from Grade to Grade	745
02	Promotion on selection	24
03	Appointment to posts	47
	Total	816

Details of the pending cases and complaints for which the Division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017.

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	36	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	05	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	66	-----
Cases filed after 01.04.2017	03	-----

iv. Disciplinary Division

Disciplinary matters of officers coming under the scope of Public Service Commission referred to in the Gazette Extraordinary No. 1941/41 dated 20.11.2015 amended by the Gazette No. 1955/22 dated 25.02.2016 and No. 2016/37 dated 26.04.2016, dealing with delegation of powers of the Public service Commission except officers falling under the Ministry of Education in terms of Gazettes Extraordinary No. 1989/27, 1989/28, 1989/29 dated 19.10.2016 and the Gazette Extraordinary No. 1992/7 dated 07.11.2016 and officers of Ministry of Health Nutrition and Indigenous Medicine in terms of Gazette Extraordinary No.1990/24 , 1990/25 dated 27.10.2016 are handled by the Disciplinary Division of the Public Service Commission in accordance with provisions of Article 57 (1) of the Constitution. Further, the Disciplinary Division, having extensively examined all documents received by the division extends much needed co – operation by way of making observations and recommendations to the Commission in order that it could arrive at decisions when and where necessary.

Role of the Disciplinary Division

Dealing with disciplinary matters of officers referred to in Para/above coming under the purview of the Public Service Commission

1. On disciplinary matters

- i. On receiving a preliminary investigation report conducted by the heads of Departments or secretaries of Ministries to the disciplinary division and following a proper study thereon with appropriately constructed observations, the Public Service Commission 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 Ministry Secretary and Head of Department. Upon consideration of the answers furnished by the accused officers to such charge sheet and the observations and recommendations thereon made by the respective Head of Department and Secretary of the Ministry, a decision will be made as to whether the institution of a formal disciplinary inquiry on the matter is feasible or not.
- iii. Where a 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 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 and Secretary to the Ministry.
- 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 and 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 re – instated in service following his interdiction or he could even been 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. Appeals made against disciplinary orders issued by the Education Service Committee and the Health Service Committee

Appeals made against disciplinary orders issued by the Education Service Committee on officers coming under the scope of the Ministry of Education in accordance with the Extraordinary Gazette Notification No.1989/27 , 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 of 07.11.2016 in terms of provisions in Article 57 (1) of the Constitution and disciplinary orders against officers coming under the scope of the Ministry of Health, Nutrition, and Indigenous Medicine issued by the Health Service Committee in accordance with Extraordinary Gazette Notifications No. 1990/24, 1990/25 of 27.10.2016 and the Gazette Extraordinary No. 2004/49 of 01.02.2017 and the observations and recommendations made by the Appointing Authority of those officers and respective committees on such appeals will be considered by the Commission as to whether to grant reliefs on such officers / dismissal of appeals.

i. Appeals against notices of vacation of post

Except officers fall under the Ministry of Health, Nutrition, and Indigenous Medicine in accordance with Extraordinary Gazette Notice bearing No. 2004/49 dated 01.02.2017 and No. 1990/24 , 1990/25 dated 27.10.2016 and officers coming under the scope of the Ministry of Education as stated in the Gazette Extraordinary No.1989/27, 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 dated 07.11.2016, appeals made against notices of VOP of officers coming under the scope of the Public Service Commission as stated in the Gazette Notification No. 1941/41of 20.11.2015 as amended by the Gazette No. 1955/22 of 25.02.2016 concerning the delegation of powers of the Public Service Commission and the observations and recommendations made by the Administrative Authority of those officers on such appeals will be re-considered by the Commission in deciding whether to appropriately re – instate such officers in service or not.

ii. Appeals laid before the Superior Courts, Administrative Appeals Tribunal, Human Rights Commission and Public Petitions Committee and Ombudsman

Preparation of observations on applications made before the Supreme Court (SC) against the decisions of the Public Service Commission concerning disciplinary orders and decisions on such disciplinary matters and observations on appeals made to the Administrative Appeals Tribunal, Public

Petitions Committee and the Ombudsman and makes its appearance before such institution whenever appeals being summoned and apart from inquires made by the Human Rights Commission would also be appropriately dealt with.

Progress of the Disciplinary Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Issuance of charge sheets	09
02	Amendments to charge sheets	03
03	Exoneration from charges	02
04	Dismissal from service	01
05	Other disciplinary punishments	09
06	Re- instatement in service	01
07	Dismissal of appeals	03
08	Retirement under section 12 of the pension minute	02
09	Compulsory retirement	01
10	Interdiction from Service	02
11	Conversion of retirement under disciplinary grounds to normal retirement	02
12	Retirement from service	01
13	Completion of disciplinary matters	06
14	Other general orders	51
15	Observation on appeals heard in the Administrative Appeals Tribunal	19
16	Observation on court applications	03
	Total	115

Court Cases dealt with during the period under review

	No. of SC Applications	No. of CA Applications	No. of AAT Appeals
Number pending to be appeared as at 01.04.2017	09	09	121
Number of cases finalized as at 01.04.2017 out of pending cases as at 30.06.2017	01	---	05
Number filed afresh from 01.04.2017 to 30.06.2017	00	01	07
Number pending as at 30.06.2017	08	10	123

v. Appeals Division

Appeals Division extends assistance to the commission to arrive at decisions on appeals submitted to the Public Service Commission to arrive at decisions on appeals submitted to the Public Service Commission in writing in terms of Article 58(1) of the Constitution 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.

Role of the appeals divisions

- i. Calling reports contained with observations and recommendations on each appeal from respective Ministry / Department.
- ii. Preparations of detail report on each appeal and forwarding it to the Public Service Commission
- iii. Conveyance the decisions on appeals made by the Public Service Commission to the appellant and other relevant parties.
- iv. Preparations of observations reports on appeals made to the Administrative Appeals Tribunal against the decisions of the Commission and makes its appearance before AAT.
- v. Making observations on petitions referred to it by the Public Petitions Committee regarding decisions of the Public Service Commission.
- vi. Making appearance before Public Petitions committee on petitions heard by the Public Petitions committee itself.

- vii. Making observations on applications laid before the Supreme Court and the Court of appeal against the decisions of the Public Service Commission.
- viii. Making observations relevant to petitions to the Parliamentary Commissioner of Administration (Ombudsman) against decisions of the Public Service Commission.
- ix. Making observations on applications made to the Human Rights Commission regarding decisions of the Public Service Commission.
- x. Forwarding information regarding cases filed in the Supreme Court and Court of Appeal to the Attorney General's Department.

Progress of the Appeals Division (01.04.2017 to 30.06.2017)

Srl.No	Matter	Number
01	Appeals received from 01.04.2017 to 30.06.2017	246
02	Number of Appeals for which reports on observations and recommendations were called by the Authority of power of delegation from 01.04.2017 to 30.06.2017 (Including appeals made during the previous years)	108
03	Number of appeals finalized from 01.04.2017 – 30.06.2017	193
	Details on finalize appeals as follows	
	Appeals on disciplinary matters	37
	Appeals on promotions	19
	Appeals on notices of vacation of post	51
	Appeals on Transfers	48
	Appeals on Appointments	01
	Appeals on interdiction	03
	other	34
	Total	193
04	Number of Supreme Court cases received from 01.04.2017 to 30.06.2017	05
05	Number of AAT cases received from 01.04.2017 to 30.06.2017	19
06	Inquires made by the Public Petitions Committee from 01.04.2017 to 30.06.2017	05

Court cases handle during the period under review

Details	Number as at 01.04.2017	Number received afresh from 01.04.2017 to 30.06.2017	Number of decisions given by the SC/ CA from 01.04.2017 to 30.06.2017	Number pending as at 30.06.2017
Number of Supreme court cases	30	05	06	29
Number of Court of Appeal cases	06	---	----	06

vi. Education Service Committee

In accordance with the delegation of powers by the Public Service Commission in terms of Article 57 (1) of the Constitution, the Gazette No. 1989/29 dated 19.10.2016 has been published for the Education Service Committee and the provisions relevant to delegation of powers in the Schedule “b” therein have been published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016, effective from the date 20.10.2016.

The Gazette Extraordinary No. 2014/03 dated 11.04.2017 has been published relevant to delegation of powers by the Public Service Commission in accordance with the Article 57 (1) of the Constitution.

Role of the Education Service Committee

The following functions relevant to officer with whom the powers have been delegated by the Public Service Commission having published in the Gazette Extraordinary No. 2014/03 dated 11.04.2017 are been dealt by the Education Service Committee.

- i. Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions, Conformation 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 , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds), dealing with appeals made against notices of vacation of posts , Re –appointment to the service/ post, Retirement, Re – employment of retired public officers on contract basis
- ii. Promotion (Grade to Grade/ on seniority and merit basis) in accordance with the approved Service Minutes / Schemas of recruitments / Schemas of promotions.
- iii. Granting relief for efficiency bar exams.
- iv. Disciplinary control and dismissal from service concerning offences set out in first Schedule of Chapter XLVIII of the Establishments Code in relation to offences falling under the scope of the Education Service Committee.

- v. Matters connected to political revenges.(Conveyance of the decision of the Public Service Commission No. PSC/EST/02-03/05/2016 dated 09.12.2016)

Progress of the Education Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number	
01	Retirement	67	
	Confirmation	25	
	Promotions	74	
	Absorptions	679	
	Releases	26	
	Attachments	01	
	Decisions on efficiency bars	22	
	Appointments to posts	06	
	Appeals	06	
	Other orders	15	
	Total		
02	Disciplinary		
	Amendments to Charge Sheets	01	
	Other disciplinary punishments	04	
	Retirement under section 12 of the Pension Minutes	02	
	Appointment of disciplinary inquiry officers	04	
	Other General Orders	11	
	Total		

Court cases relevant to the Education Service Committee

- Appointment to the post of Director Education (Sports and Physical Education)
Case No. SC(FR) 96/2017 - observations sent to the Hon. Attorney – General
- Appointment of Education Director, North Western Province
Case No. SC(FR) 110/2017 - proxy been sent to the Hon. Attorney – General

Health Service Committee

Powers have been delegated by the Public Service Commission to the Health Service Committee with effect from 01.11.2016 by the Gazette Extraordinary No. 1990/24 dated 27.10.2016 amended by the Gazettes Extraordinary No. 2009/18 dated 08.03.2017 and No. 2004/49 dated 10.02.2017. members for such committee have been appointed

with effect from 27.10.2016 by the Gazette Extraordinary bearing No. 1990/25 dated 27.10.2016.

Role of the Health Service Committee

Role of this committee is to making decisions on matters forwarded to the Committee in accordance with delegation of powers referred to above.

Progress of the Health Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	74
02	Confirmation	219
03	Issuance of appointment letters to the medical officers to whom letter of appointments have not so far been issued by the Public Service Commission prior to year 2017	173
04	Recruitment on contract basis	24
05	Promotions	470
06	Releases	14
07	Transfers	3056
08	Decisions on efficiency bars	126
09	Resignations	3
10	Covering of duties	6
11	Appointment to posts	12
12	Other decisions relevant to appointments	5
13	Issuance of charge sheets	5
14	Amendments to charge sheets	3
15	Interdiction	1
16	Exoneration from disciplinary cases	1
17	Other disciplinary punishments	2
18	Retirement under section 12 of Minute on pensions	1
19	Re- instatement in Service	1
20	Appointment of officers for formal disciplinary inquires	13
21	Other Orders relevant to disciplinary matters	13
	Total	4222

Court cases relevant to the Health Service Committee

Re- instatement of Medical Officer Mrs. R.M.P.M. Rathnayaka

Case No. SC(FR) 365/2016 – observations submitted to the Attorney General.

04. Steps taken to streamline activities of the Public Service Commission

Following functions during the period have been carried out by the Public Service Commission in order to contribute efficient and effective service to its clients

Establishments Division

- i. Sending reminders once in every month for making the tasks dealt with the Establishments Division more efficient and effective.
- ii. Summon officers in charge of the subject of the respective Ministry for holding discussions concerning problems relating to task carried out by the Establishment Division.
- iii. Taking actions to make available required facts true faxes by giving reminders over the telephone to Ministries – Departments who were failed in timely actions to send responses.

Appointment Division

- i. Making the path of easily and properly receiving information on appointment of officers to posts on the basis of confirm/acting/attending to duties in issuing the Public Service commission Circular No. 1/2007. Accordingly new format EST 12 has been introduced instead of formats EST 10 and EST 04 used so far. Therefore, appointment division could properly making appointments on acting attending to duties basis.
- ii. Taking prompt action to receive information from Ministries/Departments sending reminders and holding meetings with relevant officers in institution reducing delays presently experiencing in order to reduce documentation with the intention of delivering an expeditious service expected by public officers.
- iii. Implementing appropriate programme to receive and carrying out orders with in a specific time frame from the Public Service Commission giving targets all officers in the division.
- iv. Restructuring activities in the division implementing PRABHADARANI quality circle concurrently to the productivity programme making the functions of the division more effective and efficient.

Promotions Division

- i. Restructuring activities in the division implementing productivity concept within the division using the tool of brainstorming across the “ Abhiman” quality circle
- ii. Taking prompt action to receive information from Ministries / Departments, sending reminders and holding meetings with relevant officers in institutions reducing present delay in order to reduce documentation with the intention of delivering and expeditious service anticipated by public officers.
- iii. Officers attached to the Division are given targets to obtain decisions on each case within a specific time frame from the Public Service Commission and duly implementing functions more efficient and effectively.

Disciplinary Division

- i. Entering data in pending files in to a data base as initiating a project under the concept of “productivity” and successfully complete the project.
- ii. Initiating entering facts to be secured in documents forwarded to the record room having finalized disciplinary procedures and files that have been disposed.
- iii. Identifying and implementing proper procedure enabling to searching of files pending at the moment.

Appeals Division

- i. Sending reminders to get received observations /recommendations from delegated authorities relevant to appeals forwarded to the division and thereby making aware of Ministry Secretaries regarding delays caused thereon.

Education Service Committee

- i. Preparation of data management system.
- ii. Preparation of data management system for disciplinary matters.
- iii. Holding discussions with officers in the division regarding problems faced in dealing with matters in order to making an efficient and effective service.
- iv. Carrying out duties without any delay with the participation of all officers in the division and assuming duties even on holydays and special occasions.

- v. Balancing the tasks carried out by officers exchanging subjects among Public Management Assistant.

Health Service Committee

- i. The present data management system used by the office of the Public Service Commission has no room for a domain reserved for the Health Committee and therefore details relevant to documents being entered through a system (Access) newly being prepared.

Letters received by the committee being updated in accordance with a format from 25.04.2017 in a manner to easily get details of respective letters.

- ii. Taking prompt action regarding letters relevant to the Ministry of Health, Nutrition and Indigenous Medicine.

As soon as found shortcomings in letters received by the committee, such matters being solved by contacting respective officer over the phone and forwarded to the committee and decisions of the committee are also informed to the heads of institutions through faxes.

- iii. Preparation of work manuals enabling to executing duties efficiently on occasions where new entrants being recruited and recruitments being made on transfers.

- iv. Forwarding facts by minutes to the committee and conveyance of orders given by the committee and taking follow up measures.

05. Meetings held with Ministries and Departments

Srl. No.	Date	Matter	Ministry/ Department/ Institution participated
01	06.04.2017	Promotion of Railway Engine Drivers to the Special Grade.	Ministry of Transport and Civil Aviation Services
02	02.05.2017	Requests for reliefs in efficiency bar / language proficiency exams.	Ministry of Agriculture
03	05.05.2017	Filling of vacancies in Sri Lanka Architects Service , Grade 1	Ministry of Public Administration and Management
04	05.05.2017	Matters pertaining to Sri Lanka Medical Service	Ministry of Health Nutrition and Indigenous Medicine.

05	05.5.2017	Problems cropped up in appointments being made in the National Sports Science Institute and Sports Development Department.	Ministry of Sports Department of Sports Development National Sports Science Institute
06	16.05.2017	Sri Lanka Teacher Educationists' Service	Ministry of Education
07	22.05.2017	Promotions of officers in the Sri Lanka Technology Service of Irrigations and Water Resources Management to the Special Grade	Ministry of Irrigation and Water Resources Management Department of Irrigation
08	22.05.2017	Recruitment of officers to the Sri Lanka Engineering Service, Grade 111 Recruitment of officers to the Sri Lanka Accountants Service Recruitment of officers to Sri Lanka Planning Service, Grade 111	Ministry of Public Administration and Management
09	22.05.2017	Salary anomalies of Senior Officers in the unified postal service	Ministry of Posts, Postal Services and Muslim Religious affairs
10	23.05.2017	Matters pertaining to Development Officers Service	Ministry of Public Administration and Management
11	24.05.2017	Granting relief for completion of efficiency bars	Department of Social Services
12	25.05.2017	Problems on Scheme of Recruitment, MN – 5, Archeology Department	Ministry of Education Archeology Department
13	26.05.2017	Problems occurred in appointment of officers with qualification in Community Medicine to the Medical Administration Grade.	Sri Lanka Community Medicine Training School
14	30.05.2017	Further clarification on foreign leave obtained by State Counsels during the period of probation.	Ministry of Justice
15	02.06.2017	Problems cropped up in promotion of officers with medical administration qualifications to the medical administration grade	Sri Lanka Medical Administration School
16	02.06.2017	Problems occurred in recruiting senior lectures and principals to the training schools of medicine for Supplementary Professional Service and Para Medical Service	Ministry of Health Nutrition and Indigenous Medicine

17	12.06.2017	Granting Promotions to the special grade of Railway Engine Drivers' Service	Ministry of Transport and Civil Aviation Services Department of Railways
18	20.06.2017	Promotions of officers holding the post of Assistant Editor in the Office of Sinhala Dictionary to the Grade 11	Ministry of Internal Affairs, Wayamba Development and Cultural Affairs
19	29.06.2017	Schemes of Recruitment in the Department of Railways and Other matters	Department of Railways
20	29.06.2017	Promotion to the special grade of Railway Engine Drivers	Ministry of Transport and Civil Aviation Services Department of Railways
21	29.06.2017	On appointment of posts in grade 1 and special grade of Sri Lanka Agricultural Services	Ministry of Agriculture Department of Agriculture

06. Appearing in the Public Petitions Committee

Number of Inquires of Public Petitions Committee appeared from 01.04.2017 to 30.06.2017 is ten (10).

07. Withdrawing of cases filed in the Courts against the Government

Two (02) cases have been withdrawn filed in the court against the government during the prescribed period.

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01. Introduction

The new Public service Commission appointed by the President on the recommendation of the Constitutional Council in terms of the Article 54 (1) of the Constitution as amended by the 19th Amendment commenced its activities with effect from 15.10.2015.

The PSC, in pursuance of the Article 55(5) of the Constitution, submits an Annual Report to the Parliament every year and a Progress Report for each quarter is due to be submitted on the instructions of the Constitutional Council. As it was informed during the month of September 2016 to submit Progress Reports once in each quarter, the progress relating to all three quarters from 01.01.2016 to 30.09.2016 was submitted at one stretch.

In spite of the fact that the Progress Reports should be submitted to the parliament quarterly, the PSC engages itself in supervising its progress having obtain reports on monthly basis. Accordingly, the commission has carried out its activities during the last quarter from 01.04.2017 to 30.06.2017 without any major setbacks.

02. Meetings of the Public Service Commission

Details on meetings held during the period from 01.04.2017 to 30.06.2017

Month	No . of Meetings
April	07
May	07
June	08
Total	22

03. Activities carried out by each Division of the Public Service Commission

Following steps have been taken during the period to effectively and efficiently extend services to clients by the Public service Commission.

i. Establishments Division

The Establishments Division, in accordance with the delegation of power of the Public Service Commission as has been published in the gazette extraordinary No 1941/41 of 20.11.2015, carries out the work including formulation of service minutes (SMM) to each of the approved services in the public service and schemes of recruitment (SSOR) to every post, meeting with approval outside of such services.

In the formulation of such service minutes and schemes of recruitment, method of recruitment that should be followed for recruiting officers to all approved posts, eligibilities of recruitment, salary scale applicable to the post, conditions of services, methods of promotions and all other related particulars are to be incorporated. The Commission, prior to approval of the respective service minute or the scheme of recruitment 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 of Schemes of Recruitment.

Tasks carried out by the Establishments Division

- (i) Formulation of Services Minutes for every service approved in the Public Service.
- (ii) Formulation of Schemes of Recruitment for every post approved outside the above services.
- (iii) Matters relating to delegation of powers within the scope of the Public Service Commission
- (iv) Formulation of guidelines based on the procedural rule of the Public Service Commission.
- (v) Formulation and amendment of the transfer Schemes of all services.
- (vi) In case an approved Service Minute, Schemes of Recruitment or Schemes of Transfer is required to be amended, action to be taken to amend such many or Schemes on the recommendation of secretary concerned.
- (vii) Taking action to provide policy decision on requests received for solutions on problems arised in related to appointments, promotions, made by authorities to whom powers are delegated.
- (viii) Tacking action to solving matters pertaining to Procedural Rules of the Public Service Commission, Service Minutes, Schemas of Recruitment, Schemes of Transfer, and Circulars and instances where actions to be taken outside the orders of the Public Service Commission.

Progress of the Establishments Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	New Schemes of Recruitment	20
02	New Service Minutes	01
03	Schemes of Transfer	02
04	Amendments to Schemes of Recruitment	17
05	Amendments to Service Minutes	11
06	Amendments to Schemes of Transfer	06
07	Circulars	02
08	Request on deviation on Schemes of Recruitment in exceptional cases	04

09	Request on deviation from service minutes in exceptional cases	01
10	Policy matters	33
11	General	43
12	Matters pertaining to SC/AAT/CA	17
	Total	157

Complaints laid before AAT during the period under review

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decision upheld	Number of PSC decision revoked	Number pending as at 30.06.2017
32	04	36	00	00	36

Cases filed in the Supreme Court

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number dismissed and agreed with PSC decision	Number of PSC decision revoked	Number pending as at 30.06.2017
71	06	77	03	00	74

Cases filed in the court of Appeal

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decisions upheld	Number of PSC decisions revoked and granted relief	Number of pending as at 30.06.2017
10	00	10	00	00	10

- No requests have been made to the Parliamentary Commissioner for Administration (Ombudsman), Human Rights Commission and the Public Petition Committee.

ii. 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 Service) in respect of whom the powers of the Public Service Commission have not been

delegated as published in the Gazette Extraordinary No. 1941/41 dated 20.11.2015, No. 1989/29 dated 29.01.2016, No. 1990/24 dated 27.10.2016, No. 1992/7 dated 07.11.2016 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Appointment division of the Public Service Commission. .

Tasks carried out by the Appointments Division

- (i) Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions
- (ii) Conformation in service, Termination of service , Reversion to the former post.
- (iii) Appointment on acting / attending to duties basis

- (iv) Release (outright / temporary).

- (v) Recruitment on contract basis, Resignation from service , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds).
- (vi) Re- employment of retired public officers on contract basis, Appointment to scheduled posts in the Service Minutes (where applicable)
- (vii) 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.

Progress of the Appointments Division (01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	128
02	Confirmation	165
03	Recruitment	14
04	Re – employment on contract basis	213
05	Appointment on contract basis	08
06	Decisions on efficiency bars	170
07	Appointment to act / attend to the duties	178
08	Release	13
09	Resignation	05
10	Absorption	133
	Total	1027

Details of the pending cases and complains for which the division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	31	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	12	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	94	04
Cases filed after 01.04.2017	01	-----

iii. Promotions Division

Following functions relating to the Promotions 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 as published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016 , No. 1990/24 dated 27.10.2016, No. 1989/29 dated 29.01.2016, and the Gazette Extraordinary No. 1441/41 dated 20.11.2015 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Promotions Division of the Public Service Commission.

Tasks carried out by the Promotions Division

- I. Promotions to posts as per approved Service Minutes / Schemes of Recruitment (from grade to grade / Competitive Exams on seniority and merit basis / on the result of structured interviews)
- II. Appointment of Officers to relevant posts on Promotions based on results of structured interviews on seniority basis.
- III. Appointment to a new post giving prior approval thereto in transferring Officers of grade 1 and above belong to all island services from a post to post.
- IV. Producing observations and required reports on court cases filed in the Supreme court/ Court of appeal and appeals laid before Administrative Appeals Tribunal against orders/ decisions made by the Public Service Commission pertaining to matters referred to above.
- V. Dealing with matters pertaining to appeals laid before the Administrative Appeals Tribunal and cases filed in the Supreme Court / Court of appeals against orders / decisions made by the Public Service Commission having regard to above functions and appeared on behalf of the Public Service Commission whenever required.

Progress of the Promotions Division

(01.04.2017 to 30.06.2017)

Srl. No.	Matter	Number
01	Promotion from Grade to Grade	745
02	Promotion on selection	24
03	Appointment to posts	47
	Total	816

Details of the pending cases and complaints for which the Division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017.

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	36	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	05	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	66	-----
Cases filed after 01.04.2017	03	-----

iv. Disciplinary Division

Disciplinary matters of officers coming under the scope of Public Service Commission referred to in the Gazette Extraordinary No. 1941/41 dated 20.11.2015 amended by the Gazette No. 1955/22 dated 25.02.2016 and No. 2016/37 dated 26.04.2016, dealing with delegation of powers of the Public service Commission except officers falling under the Ministry of Education in terms of Gazettes Extraordinary No. 1989/27, 1989/28, 1989/29 dated 19.10.2016 and the Gazette Extraordinary No. 1992/7 dated 07.11.2016 and officers of Ministry of Health Nutrition and Indigenous Medicine in terms of Gazette Extraordinary No.1990/24 , 1990/25 dated 27.10.2016 are handled by the Disciplinary Division of the Public Service Commission in accordance with provisions of Article 57 (1) of the Constitution. Further, the Disciplinary Division, having extensively examined all documents received by the division extends much needed co – operation by way of making observations and recommendations to the Commission in order that it could arrive at decisions when and where necessary.

Role of the Disciplinary Division

Dealing with disciplinary matters of officers referred to in Para/above coming under the purview of the Public Service Commission

1. On disciplinary matters

- i. On receiving a preliminary investigation report conducted by the heads of Departments or secretaries of Ministries to the disciplinary division and following a proper study thereon with appropriately constructed observations, the Public Service Commission 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 Ministry Secretary and Head of Department. Upon consideration of the answers furnished by the accused officers to such charge sheet and the observations and recommendations thereon made by the respective Head of Department and Secretary of the Ministry, a decision will be made as to whether the institution of a formal disciplinary inquiry on the matter is feasible or not.
- iii. Where a 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 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 and Secretary to the Ministry.
- 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 and 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 re – instated 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. Appeals made against disciplinary orders issued by the Education Service Committee and the Health Service Committee

Appeals made against disciplinary orders issued by the Education Service Committee on officers coming under the scope of the Ministry of Education in accordance with the Extraordinary Gazette Notification No.1989/27 , 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 of 07.11.2016 in terms of provisions in Article 57 (1) of the Constitution and disciplinary orders against officers coming under the scope of the Ministry of Health, Nutrition, and Indigenous Medicine issued by the Health Service Committee in accordance with Extraordinary Gazette Notifications No. 1990/24, 1990/25 of 27.10.2016 and the Gazette Extraordinary No. 2004/49 of 01.02.2017 and the observations and recommendations made by the Appointing Authority of those officers and respective committees on such appeals will be considered by the Commission as to whether to grant reliefs on such officers / dismissal of appeals.

i. Appeals against notices of vacation of post

Except officers fall under the Ministry of Health, Nutrition, and Indigenous Medicine in accordance with Extraordinary Gazette Notice bearing No. 2004/49 dated 01.02.2017 and No. 1990/24 , 1990/25 dated 27.10.2016 and officers coming under the scope of the Ministry of Education as stated in the Gazette Extraordinary No.1989/27, 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 dated 07.11.2016, appeals made against notices of VOP of officers coming under the scope of the Public Service Commission as stated in the Gazette Notification No. 1941/41of 20.11.2015 as amended by the Gazette No. 1955/22 of 25.02.2016 concerning the delegation of powers of the Public Service Commission and the observations and recommendations made by the Administrative Authority of those officers on such appeals will be re – considered by the Commission in deciding whether to appropriately re – instate such officers in service or not.

ii. Appeals laid before the Superior Courts, Administrative Appeals Tribunal, Human Rights Commission and Public Petitions Committee and Ombudsman

Preparation of observations on applications made before the Supreme Court (SC) against the decisions of the Public Service Commission concerning disciplinary orders and decisions on such disciplinary matters and observations on appeals made to the Administrative Appeals Tribunal, Public

Petitions Committee and the Ombudsman and makes its appearance before such institution whenever appeals being summoned and apart from inquires made by the Human Rights Commission would also be appropriately dealt with.

Progress of the Disciplinary Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Issuance of charge sheets	09
02	Amendments to charge sheets	03
03	Exoneration from charges	02
04	Dismissal from service	01
05	Other disciplinary punishments	09
06	Re- instatement in service	01
07	Dismissal of appeals	03
08	Retirement under section 12 of the pension minute	02
09	Compulsory retirement	01
10	Interdiction from Service	02
11	Conversion of retirement under disciplinary grounds to normal retirement	02
12	Retirement from service	01
13	Completion of disciplinary matters	06
14	Other general orders	51
15	Observation on appeals heard in the Administrative Appeals Tribunal	19
16	Observation on court applications	03
	Total	115

Court Cases dealt with during the period under review

	No. of SC Applications	No. of CA Applications	No. of AAT Appeals
Number pending to be appeared as at 01.04.2017	09	09	121
Number of cases finalized as at 01.04.2017 out of pending cases as at 30.06.2017	01	---	05
Number filed afresh from 01.04.2017 to 30.06.2017	00	01	07
Number pending as at 30.06.2017	08	10	123

v. Appeals Division

Appeals Division extends assistance to the commission to arrive at decisions on appeals submitted to the Public Service Commission to arrive at decisions on appeals submitted to the Public Service Commission in writing in terms of Article 58(1) of the Constitution 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.

Role of the appeals divisions

- i. Calling reports contained with observations and recommendations on each appeal from respective Ministry / Department.
- ii. Preparations of detail report on each appeal and forwarding it to the Public Service Commission
- iii. Conveyance the decisions on appeals made by the Public Service Commission to the appellant and other relevant parties.
- iv. Preparations of observations reports on appeals made to the Administrative Appeals Tribunal against the decisions of the Commission and makes its appearance before AAT.
- v. Making observations on petitions referred to it by the Public Petitions Committee regarding decisions of the Public Service Commission.
- vi. Making appearance before Public Petitions committee on petitions heard by the Public Petitions committee itself.

- vii. Making observations on applications laid before the Supreme Court and the Court of appeal against the decisions of the Public Service Commission.
- viii. Making observations relevant to petitions to the Parliamentary Commissioner of Administration (Ombudsman) against decisions of the Public Service Commission.
- ix. Making observations on applications made to the Human Rights Commission regarding decisions of the Public Service Commission.
- x. Forwarding information regarding cases filed in the Supreme Court and Court of Appeal to the Attorney General's Department.

Progress of the Appeals Division (01.04.2017 to 30.06.2017)

Srl.No	Matter	Number
01	Appeals received from 01.04.2017 to 30.06.2017	246
02	Number of Appeals for which reports on observations and recommendations were called by the Authority of power of delegation from 01.04.2017 to 30.06.2017 (Including appeals made during the previous years)	108
03	Number of appeals finalized from 01.04.2017 – 30.06.2017	193
	Details on finalize appeals as follows	
	Appeals on disciplinary matters	37
	Appeals on promotions	19
	Appeals on notices of vacation of post	51
	Appeals on Transfers	48
	Appeals on Appointments	01
	Appeals on interdiction	03
	other	34
	Total	193
04	Number of Supreme Court cases received from 01.04.2017 to 30.06.2017	05
05	Number of AAT cases received from 01.04.2017 to 30.06.2017	19
06	Inquires made by the Public Petitions Committee from 01.04.2017 to 30.06.2017	05

Court cases handle during the period under review

Details	Number as at 01.04.2017	Number received afresh from 01.04.2017 to 30.06.2017	Number of decisions given by the SC/ CA from 01.04.2017 to 30.06.2017	Number pending as at 30.06.2017
Number of Supreme court cases	30	05	06	29
Number of Court of Appeal cases	06	---	----	06

vi. Education Service Committee

In accordance with the delegation of powers by the Public Service Commission in terms of Article 57 (1) of the Constitution, the Gazette No. 1989/29 dated 19.10.2016 has been published for the Education Service Committee and the provisions relevant to delegation of powers in the Schedule “b” therein have been published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016, effective from the date 20.10.2016.

The Gazette Extraordinary No. 2014/03 dated 11.04.2017 has been published relevant to delegation of powers by the Public Service Commission in accordance with the Article 57 (1) of the Constitution.

Role of the Education Service Committee

The following functions relevant to officer with whom the powers have been delegated by the Public Service Commission having published in the Gazette Extraordinary No. 2014/03 dated 11.04.2017 are been dealt by the Education Service Committee.

- i. Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions, Conformation 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 , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds), dealing with appeals made against notices of vacation of posts , Re –appointment to the service/ post, Retirement, Re – employment of retired public officers on contract basis
- ii. Promotion (Grade to Grade/ on seniority and merit basis) in accordance with the approved Service Minutes / Schemas of recruitments / Schemas of promotions.
- iii. Granting relief for efficiency bar exams.
- iv. Disciplinary control and dismissal from service concerning offences set out in first Schedule of Chapter XLVIII of the Establishments Code in relation to offences falling under the scope of the Education Service Committee.

- v. Matters connected to political revenges.(Conveyance of the decision of the Public Service Commission No. PSC/EST/02-03/05/2016 dated 09.12.2016)

Progress of the Education Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number	
01	Retirement	67	
	Confirmation	25	
	Promotions	74	
	Absorptions	679	
	Releases	26	
	Attachments	01	
	Decisions on efficiency bars	22	
	Appointments to posts	06	
	Appeals	06	
	Other orders	15	
	Total		
02	Disciplinary		
	Amendments to Charge Sheets	01	
	Other disciplinary punishments	04	
	Retirement under section 12 of the Pension Minutes	02	
	Appointment of disciplinary inquiry officers	04	
	Other General Orders	11	
	Total		

Court cases relevant to the Education Service Committee

- Appointment to the post of Director Education (Sports and Physical Education)
Case No. SC(FR) 96/2017 - observations sent to the Hon. Attorney – General
- Appointment of Education Director, North Western Province
Case No. SC(FR) 110/2017 - proxy been sent to the Hon. Attorney – General

Health Service Committee

Powers have been delegated by the Public Service Commission to the Health Service Committee with effect from 01.11.2016 by the Gazette Extraordinary No. 1990/24 dated 27.10.2016 amended by the Gazettes Extraordinary No. 2009/18 dated 08.03.2017 and No. 2004/49 dated 10.02.2017. members for such committee have been appointed

with effect from 27.10.2016 by the Gazette Extraordinary bearing No. 1990/25 dated 27.10.2016.

Role of the Health Service Committee

Role of this committee is to making decisions on matters forwarded to the Committee in accordance with delegation of powers referred to above.

Progress of the Health Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	74
02	Confirmation	219
03	Issuance of appointment letters to the medical officers to whom letter of appointments have not so far been issued by the Public Service Commission prior to year 2017	173
04	Recruitment on contract basis	24
05	Promotions	470
06	Releases	14
07	Transfers	3056
08	Decisions on efficiency bars	126
09	Resignations	3
10	Covering of duties	6
11	Appointment to posts	12
12	Other decisions relevant to appointments	5
13	Issuance of charge sheets	5
14	Amendments to charge sheets	3
15	Interdiction	1
16	Exoneration from disciplinary cases	1
17	Other disciplinary punishments	2
18	Retirement under section 12 of Minute on pensions	1
19	Re- instatement in Service	1
20	Appointment of officers for formal disciplinary inquires	13
21	Other Orders relevant to disciplinary matters	13
	Total	4222

Court cases relevant to the Health Service Committee

Re- instatement of Medical Officer Mrs. R.M.P.M. Rathnayaka

Case No. SC(FR) 365/2016 – observations submitted to the Attorney General.

04. Steps taken to streamline activities of the Public Service Commission

Following functions during the period have been carried out by the Public Service Commission in order to contribute efficient and effective service to its clients

Establishments Division

- i. Sending reminders once in every month for making the tasks dealt with the Establishments Division more efficient and effective.
- ii. Summon officers in charge of the subject of the respective Ministry for holding discussions concerning problems relating to task carried out by the Establishment Division.
- iii. Taking actions to make available required facts true faxes by giving reminders over the telephone to Ministries – Departments who were failed in timely actions to send responses.

Appointment Division

- i. Making the path of easily and properly receiving information on appointment of officers to posts on the basis of confirm/acting/attending to duties in issuing the Public Service commission Circular No. 1/2007. Accordingly new format EST 12 has been introduced instead of formats EST 10 and EST 04 used so far. Therefore, appointment division could properly making appointments on acting attending to duties basis.
- ii. Taking prompt action to receive information from Ministries/Departments sending reminders and holding meetings with relevant officers in institution reducing delays presently experiencing in order to reduce documentation with the intention of delivering an expeditious service expected by public officers.
- iii. Implementing appropriate programme to receive and carrying out orders with in a specific time frame from the Public Service Commission giving targets all officers in the division.
- iv. Restructuring activities in the division implementing PRABHADARANI quality circle concurrently to the productivity programme making the functions of the division more effective and efficient.

Promotions Division

- i. Restructuring activities in the division implementing productivity concept within the division using the tool of brainstorming across the “ Abhiman” quality circle
- ii. Taking prompt action to receive information from Ministries / Departments, sending reminders and holding meetings with relevant officers in institutions reducing present delay in order to reduce documentation with the intention of delivering and expeditious service anticipated by public officers.
- iii. Officers attached to the Division are given targets to obtain decisions on each case within a specific time frame from the Public Service Commission and duly implementing functions more efficient and effectively.

Disciplinary Division

- i. Entering data in pending files in to a data base as initiating a project under the concept of “productivity” and successfully complete the project.
- ii. Initiating entering facts to be secured in documents forwarded to the record room having finalized disciplinary procedures and files that have been disposed.
- iii. Identifying and implementing proper procedure enabling to searching of files pending at the moment.

Appeals Division

- i. Sending reminders to get received observations /recommendations from delegated authorities relevant to appeals forwarded to the division and thereby making aware of Ministry Secretaries regarding delays caused thereon.

Education Service Committee

- i. Preparation of data management system.
- ii. Preparation of data management system for disciplinary matters.
- iii. Holding discussions with officers in the division regarding problems faced in dealing with matters in order to making an efficient and effective service.
- iv. Carrying out duties without any delay with the participation of all officers in the division and assuming duties even on holydays and special occasions.

- v. Balancing the tasks carried out by officers exchanging subjects among Public Management Assistant.

Health Service Committee

- i. The present data management system used by the office of the Public Service Commission has no room for a domain reserved for the Health Committee and therefore details relevant to documents being entered through a system (Access) newly being prepared.

Letters received by the committee being updated in accordance with a format from 25.04.2017 in a manner to easily get details of respective letters.

- ii. Taking prompt action regarding letters relevant to the Ministry of Health, Nutrition and Indigenous Medicine.

As soon as found shortcomings in letters received by the committee, such matters being solved by contacting respective officer over the phone and forwarded to the committee and decisions of the committee are also informed to the heads of institutions through faxes.

- iii. Preparation of work manuals enabling to executing duties efficiently on occasions where new entrants being recruited and recruitments being made on transfers.

- iv. Forwarding facts by minutes to the committee and conveyance of orders given by the committee and taking follow up measures.

05. Meetings held with Ministries and Departments

Srl. No.	Date	Matter	Ministry/ Department/ Institution participated
01	06.04.2017	Promotion of Railway Engine Drivers to the Special Grade.	Ministry of Transport and Civil Aviation Services
02	02.05.2017	Requests for reliefs in efficiency bar / language proficiency exams.	Ministry of Agriculture
03	05.05.2017	Filling of vacancies in Sri Lanka Architects Service , Grade 1	Ministry of Public Administration and Management
04	05.05.2017	Matters pertaining to Sri Lanka Medical Service	Ministry of Health Nutrition and Indigenous Medicine.

05	05.5.2017	Problems cropped up in appointments being made in the National Sports Science Institute and Sports Development Department.	Ministry of Sports Department of Sports Development National Sports Science Institute
06	16.05.2017	Sri Lanka Teacher Educationists' Service	Ministry of Education
07	22.05.2017	Promotions of officers in the Sri Lanka Technology Service of Irrigations and Water Resources Management to the Special Grade	Ministry of Irrigation and Water Resources Management Department of Irrigation
08	22.05.2017	Recruitment of officers to the Sri Lanka Engineering Service, Grade 111 Recruitment of officers to the Sri Lanka Accountants Service Recruitment of officers to Sri Lanka Planning Service, Grade 111	Ministry of Public Administration and Management
09	22.05.2017	Salary anomalies of Senior Officers in the unified postal service	Ministry of Posts, Postal Services and Muslim Religious affairs
10	23.05.2017	Matters pertaining to Development Officers Service	Ministry of Public Administration and Management
11	24.05.2017	Granting relief for completion of efficiency bars	Department of Social Services
12	25.05.2017	Problems on Scheme of Recruitment, MN – 5, Archeology Department	Ministry of Education Archeology Department
13	26.05.2017	Problems occurred in appointment of officers with qualification in Community Medicine to the Medical Administration Grade.	Sri Lanka Community Medicine Training School
14	30.05.2017	Further clarification on foreign leave obtained by State Counsels during the period of probation.	Ministry of Justice
15	02.06.2017	Problems cropped up in promotion of officers with medical administration qualifications to the medical administration grade	Sri Lanka Medical Administration School
16	02.06.2017	Problems occurred in recruiting senior lectures and principals to the training schools of medicine for Supplementary Professional Service and Para Medical Service	Ministry of Health Nutrition and Indigenous Medicine

17	12.06.2017	Granting Promotions to the special grade of Railway Engine Drivers' Service	Ministry of Transport and Civil Aviation Services Department of Railways
18	20.06.2017	Promotions of officers holding the post of Assistant Editor in the Office of Sinhala Dictionary to the Grade 11	Ministry of Internal Affairs, Wayamba Development and Cultural Affairs
19	29.06.2017	Schemes of Recruitment in the Department of Railways and Other matters	Department of Railways
20	29.06.2017	Promotion to the special grade of Railway Engine Drivers	Ministry of Transport and Civil Aviation Services Department of Railways
21	29.06.2017	On appointment of posts in grade 1 and special grade of Sri Lanka Agricultural Services	Ministry of Agriculture Department of Agriculture

06. Appearing in the Public Petitions Committee

Number of Inquires of Public Petitions Committee appeared from 01.04.2017 to 30.06.2017 is ten (10).

07. Withdrawing of cases filed in the Courts against the Government

Two (02) cases have been withdrawn filed in the court against the government during the prescribed period.

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01. Introduction

The new Public service Commission appointed by the President on the recommendation of the Constitutional Council in terms of the Article 54 (1) of the Constitution as amended by the 19th Amendment commenced its activities with effect from 15.10.2015.

The PSC, in pursuance of the Article 55(5) of the Constitution, submits an Annual Report to the Parliament every year and a Progress Report for each quarter is due to be submitted on the instructions of the Constitutional Council. As it was informed during the month of September 2016 to submit Progress Reports once in each quarter, the progress relating to all three quarters from 01.01.2016 to 30.09.2016 was submitted at one stretch.

In spite of the fact that the Progress Reports should be submitted to the parliament quarterly, the PSC engages itself in supervising its progress having obtain reports on monthly basis. Accordingly, the commission has carried out its activities during the last quarter from 01.04.2017 to 30.06.2017 without any major setbacks.

02. Meetings of the Public Service Commission

Details on meetings held during the period from 01.04.2017 to 30.06.2017

Month	No . of Meetings
April	07
May	07
June	08
Total	22

03. Activities carried out by each Division of the Public Service Commission

Following steps have been taken during the period to effectively and efficiently extend services to clients by the Public service Commission.

i. Establishments Division

The Establishments Division, in accordance with the delegation of power of the Public Service Commission as has been published in the gazette extraordinary No 1941/41 of 20.11.2015, carries out the work including formulation of service minutes (SMM) to each of the approved services in the public service and schemes of recruitment (SSOR) to every post, meeting with approval outside of such services.

In the formulation of such service minutes and schemes of recruitment, method of recruitment that should be followed for recruiting officers to all approved posts, eligibilities of recruitment, salary scale applicable to the post, conditions of services, methods of promotions and all other related particulars are to be incorporated. The Commission, prior to approval of the respective service minute or the scheme of recruitment 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 of Schemes of Recruitment.

Tasks carried out by the Establishments Division

- (i) Formulation of Services Minutes for every service approved in the Public Service.
- (ii) Formulation of Schemes of Recruitment for every post approved outside the above services.
- (iii) Matters relating to delegation of powers within the scope of the Public Service Commission
- (iv) Formulation of guidelines based on the procedural rule of the Public Service Commission.
- (v) Formulation and amendment of the transfer Schemes of all services.
- (vi) In case an approved Service Minute, Schemes of Recruitment or Schemes of Transfer is required to be amended, action to be taken to amend such many or Schemes on the recommendation of secretary concerned.
- (vii) Taking action to provide policy decision on requests received for solutions on problems arised in related to appointments, promotions, made by authorities to whom powers are delegated.
- (viii) Tacking action to solving matters pertaining to Procedural Rules of the Public Service Commission, Service Minutes, Schemas of Recruitment, Schemes of Transfer, and Circulars and instances where actions to be taken outside the orders of the Public Service Commission.

Progress of the Establishments Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	New Schemes of Recruitment	20
02	New Service Minutes	01
03	Schemes of Transfer	02
04	Amendments to Schemes of Recruitment	17
05	Amendments to Service Minutes	11
06	Amendments to Schemes of Transfer	06
07	Circulars	02
08	Request on deviation on Schemes of Recruitment in exceptional cases	04

09	Request on deviation from service minutes in exceptional cases	01
10	Policy matters	33
11	General	43
12	Matters pertaining to SC/AAT/CA	17
	Total	157

Complaints laid before AAT during the period under review

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decision upheld	Number of PSC decision revoked	Number pending as at 30.06.2017
32	04	36	00	00	36

Cases filed in the Supreme Court

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number dismissed and agreed with PSC decision	Number of PSC decision revoked	Number pending as at 30.06.2017
71	06	77	03	00	74

Cases filed in the court of Appeal

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decisions upheld	Number of PSC decisions revoked and granted relief	Number of pending as at 30.06.2017
10	00	10	00	00	10

- No requests have been made to the Parliamentary Commissioner for Administration (Ombudsman), Human Rights Commission and the Public Petition Committee.

ii. 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 Service) in respect of whom the powers of the Public Service Commission have not been

delegated as published in the Gazette Extraordinary No. 1941/41 dated 20.11.2015, No. 1989/29 dated 29.01.2016, No. 1990/24 dated 27.10.2016, No. 1992/7 dated 07.11.2016 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Appointment division of the Public Service Commission. .

Tasks carried out by the Appointments Division

- (i) Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions
- (ii) Conformation in service, Termination of service , Reversion to the former post.
- (iii) Appointment on acting / attending to duties basis

- (iv) Release (outright / temporary).

- (v) Recruitment on contract basis, Resignation from service , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds).
- (vi) Re- employment of retired public officers on contract basis, Appointment to scheduled posts in the Service Minutes (where applicable)
- (vii) 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.

Progress of the Appointments Division (01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	128
02	Confirmation	165
03	Recruitment	14
04	Re – employment on contract basis	213
05	Appointment on contract basis	08
06	Decisions on efficiency bars	170
07	Appointment to act / attend to the duties	178
08	Release	13
09	Resignation	05
10	Absorption	133
	Total	1027

Details of the pending cases and complains for which the division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	31	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	12	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	94	04
Cases filed after 01.04.2017	01	-----

iii. Promotions Division

Following functions relating to the Promotions 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 as published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016 , No. 1990/24 dated 27.10.2016, No. 1989/29 dated 29.01.2016, and the Gazette Extraordinary No. 1441/41 dated 20.11.2015 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Promotions Division of the Public Service Commission.

Tasks carried out by the Promotions Division

- I. Promotions to posts as per approved Service Minutes / Schemes of Recruitment (from grade to grade / Competitive Exams on seniority and merit basis / on the result of structured interviews)
- II. Appointment of Officers to relevant posts on Promotions based on results of structured interviews on seniority basis.
- III. Appointment to a new post giving prior approval thereto in transferring Officers of grade 1 and above belong to all island services from a post to post.
- IV. Producing observations and required reports on court cases filed in the Supreme court/ Court of appeal and appeals laid before Administrative Appeals Tribunal against orders/ decisions made by the Public Service Commission pertaining to matters referred to above.
- V. Dealing with matters pertaining to appeals laid before the Administrative Appeals Tribunal and cases filed in the Supreme Court / Court of appeals against orders / decisions made by the Public Service Commission having regard to above functions and appeared on behalf of the Public Service Commission whenever required.

Progress of the Promotions Division

(01.04.2017 to 30.06.2017)

Srl. No.	Matter	Number
01	Promotion from Grade to Grade	745
02	Promotion on selection	24
03	Appointment to posts	47
	Total	816

Details of the pending cases and complaints for which the Division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017.

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	36	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	05	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	66	-----
Cases filed after 01.04.2017	03	-----

iv. Disciplinary Division

Disciplinary matters of officers coming under the scope of Public Service Commission referred to in the Gazette Extraordinary No. 1941/41 dated 20.11.2015 amended by the Gazette No. 1955/22 dated 25.02.2016 and No. 2016/37 dated 26.04.2016, dealing with delegation of powers of the Public service Commission except officers falling under the Ministry of Education in terms of Gazettes Extraordinary No. 1989/27, 1989/28, 1989/29 dated 19.10.2016 and the Gazette Extraordinary No. 1992/7 dated 07.11.2016 and officers of Ministry of Health Nutrition and Indigenous Medicine in terms of Gazette Extraordinary No.1990/24 , 1990/25 dated 27.10.2016 are handled by the Disciplinary Division of the Public Service Commission in accordance with provisions of Article 57 (1) of the Constitution. Further, the Disciplinary Division, having extensively examined all documents received by the division extends much needed co – operation by way of making observations and recommendations to the Commission in order that it could arrive at decisions when and where necessary.

Role of the Disciplinary Division

Dealing with disciplinary matters of officers referred to in Para/above coming under the purview of the Public Service Commission

1. On disciplinary matters

- i. On receiving a preliminary investigation report conducted by the heads of Departments or secretaries of Ministries to the disciplinary division and following a proper study thereon with appropriately constructed observations, the Public Service Commission 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 Ministry Secretary and Head of Department. Upon consideration of the answers furnished by the accused officers to such charge sheet and the observations and recommendations thereon made by the respective Head of Department and Secretary of the Ministry, a decision will be made as to whether the institution of a formal disciplinary inquiry on the matter is feasible or not.
- iii. Where a 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 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 and Secretary to the Ministry.
- 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 and 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 re – instated in service following his interdiction or he could even been 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. Appeals made against disciplinary orders issued by the Education Service Committee and the Health Service Committee

Appeals made against disciplinary orders issued by the Education Service Committee on officers coming under the scope of the Ministry of Education in accordance with the Extraordinary Gazette Notification No.1989/27 , 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 of 07.11.2016 in terms of provisions in Article 57 (1) of the Constitution and disciplinary orders against officers coming under the scope of the Ministry of Health, Nutrition, and Indigenous Medicine issued by the Health Service Committee in accordance with Extraordinary Gazette Notifications No. 1990/24, 1990/25 of 27.10.2016 and the Gazette Extraordinary No. 2004/49 of 01.02.2017 and the observations and recommendations made by the Appointing Authority of those officers and respective committees on such appeals will be considered by the Commission as to whether to grant reliefs on such officers / dismissal of appeals.

i. Appeals against notices of vacation of post

Except officers fall under the Ministry of Health, Nutrition, and Indigenous Medicine in accordance with Extraordinary Gazette Notice bearing No. 2004/49 dated 01.02.2017 and No. 1990/24 , 1990/25 dated 27.10.2016 and officers coming under the scope of the Ministry of Education as stated in the Gazette Extraordinary No.1989/27, 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 dated 07.11.2016, appeals made against notices of VOP of officers coming under the scope of the Public Service Commission as stated in the Gazette Notification No. 1941/41of 20.11.2015 as amended by the Gazette No. 1955/22 of 25.02.2016 concerning the delegation of powers of the Public Service Commission and the observations and recommendations made by the Administrative Authority of those officers on such appeals will be re-considered by the Commission in deciding whether to appropriately re – instate such officers in service or not.

ii. Appeals laid before the Superior Courts, Administrative Appeals Tribunal, Human Rights Commission and Public Petitions Committee and Ombudsman

Preparation of observations on applications made before the Supreme Court (SC) against the decisions of the Public Service Commission concerning disciplinary orders and decisions on such disciplinary matters and observations on appeals made to the Administrative Appeals Tribunal, Public

Petitions Committee and the Ombudsman and makes its appearance before such institution whenever appeals being summoned and apart from inquires made by the Human Rights Commission would also be appropriately dealt with.

Progress of the Disciplinary Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Issuance of charge sheets	09
02	Amendments to charge sheets	03
03	Exoneration from charges	02
04	Dismissal from service	01
05	Other disciplinary punishments	09
06	Re- instatement in service	01
07	Dismissal of appeals	03
08	Retirement under section 12 of the pension minute	02
09	Compulsory retirement	01
10	Interdiction from Service	02
11	Conversion of retirement under disciplinary grounds to normal retirement	02
12	Retirement from service	01
13	Completion of disciplinary matters	06
14	Other general orders	51
15	Observation on appeals heard in the Administrative Appeals Tribunal	19
16	Observation on court applications	03
	Total	115

Court Cases dealt with during the period under review

	No. of SC Applications	No. of CA Applications	No. of AAT Appeals
Number pending to be appeared as at 01.04.2017	09	09	121
Number of cases finalized as at 01.04.2017 out of pending cases as at 30.06.2017	01	---	05
Number filed afresh from 01.04.2017 to 30.06.2017	00	01	07
Number pending as at 30.06.2017	08	10	123

v. Appeals Division

Appeals Division extends assistance to the commission to arrive at decisions on appeals submitted to the Public Service Commission to arrive at decisions on appeals submitted to the Public Service Commission in writing in terms of Article 58(1) of the Constitution 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.

Role of the appeals divisions

- i. Calling reports contained with observations and recommendations on each appeal from respective Ministry / Department.
- ii. Preparations of detail report on each appeal and forwarding it to the Public Service Commission
- iii. Conveyance the decisions on appeals made by the Public Service Commission to the appellant and other relevant parties.
- iv. Preparations of observations reports on appeals made to the Administrative Appeals Tribunal against the decisions of the Commission and makes its appearance before AAT.
- v. Making observations on petitions referred to it by the Public Petitions Committee regarding decisions of the Public Service Commission.
- vi. Making appearance before Public Petitions committee on petitions heard by the Public Petitions committee itself.

- vii. Making observations on applications laid before the Supreme Court and the Court of appeal against the decisions of the Public Service Commission.
- viii. Making observations relevant to petitions to the Parliamentary Commissioner of Administration (Ombudsman) against decisions of the Public Service Commission.
- ix. Making observations on applications made to the Human Rights Commission regarding decisions of the Public Service Commission.
- x. Forwarding information regarding cases filed in the Supreme Court and Court of Appeal to the Attorney General's Department.

Progress of the Appeals Division (01.04.2017 to 30.06.2017)

Srl.No	Matter	Number
01	Appeals received from 01.04.2017 to 30.06.2017	246
02	Number of Appeals for which reports on observations and recommendations were called by the Authority of power of delegation from 01.04.2017 to 30.06.2017 (Including appeals made during the previous years)	108
03	Number of appeals finalized from 01.04.2017 – 30.06.2017	193
	Details on finalize appeals as follows	
	Appeals on disciplinary matters	37
	Appeals on promotions	19
	Appeals on notices of vacation of post	51
	Appeals on Transfers	48
	Appeals on Appointments	01
	Appeals on interdiction	03
	other	34
	Total	193
04	Number of Supreme Court cases received from 01.04.2017 to 30.06.2017	05
05	Number of AAT cases received from 01.04.2017 to 30.06.2017	19
06	Inquires made by the Public Petitions Committee from 01.04.2017 to 30.06.2017	05

Court cases handle during the period under review

Details	Number as at 01.04.2017	Number received afresh from 01.04.2017 to 30.06.2017	Number of decisions given by the SC/ CA from 01.04.2017 to 30.06.2017	Number pending as at 30.06.2017
Number of Supreme court cases	30	05	06	29
Number of Court of Appeal cases	06	---	----	06

vi. Education Service Committee

In accordance with the delegation of powers by the Public Service Commission in terms of Article 57 (1) of the Constitution, the Gazette No. 1989/29 dated 19.10.2016 has been published for the Education Service Committee and the provisions relevant to delegation of powers in the Schedule “b” therein have been published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016, effective from the date 20.10.2016.

The Gazette Extraordinary No. 2014/03 dated 11.04.2017 has been published relevant to delegation of powers by the Public Service Commission in accordance with the Article 57 (1) of the Constitution.

Role of the Education Service Committee

The following functions relevant to officer with whom the powers have been delegated by the Public Service Commission having published in the Gazette Extraordinary No. 2014/03 dated 11.04.2017 are been dealt by the Education Service Committee.

- i. Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions, Conformation 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 , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds), dealing with appeals made against notices of vacation of posts , Re –appointment to the service/ post, Retirement, Re – employment of retired public officers on contract basis
- ii. Promotion (Grade to Grade/ on seniority and merit basis) in accordance with the approved Service Minutes / Schemas of recruitments / Schemas of promotions.
- iii. Granting relief for efficiency bar exams.
- iv. Disciplinary control and dismissal from service concerning offences set out in first Schedule of Chapter XLVIII of the Establishments Code in relation to offences falling under the scope of the Education Service Committee.

- v. Matters connected to political revenges.(Conveyance of the decision of the Public Service Commission No. PSC/EST/02-03/05/2016 dated 09.12.2016)

Progress of the Education Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number	
01	Retirement	67	
	Confirmation	25	
	Promotions	74	
	Absorptions	679	
	Releases	26	
	Attachments	01	
	Decisions on efficiency bars	22	
	Appointments to posts	06	
	Appeals	06	
	Other orders	15	
	Total		
02	Disciplinary		
	Amendments to Charge Sheets	01	
	Other disciplinary punishments	04	
	Retirement under section 12 of the Pension Minutes	02	
	Appointment of disciplinary inquiry officers	04	
	Other General Orders	11	
	Total		

Court cases relevant to the Education Service Committee

- Appointment to the post of Director Education (Sports and Physical Education)
Case No. SC(FR) 96/2017 - observations sent to the Hon. Attorney – General
- Appointment of Education Director, North Western Province
Case No. SC(FR) 110/2017 - proxy been sent to the Hon. Attorney – General

Health Service Committee

Powers have been delegated by the Public Service Commission to the Health Service Committee with effect from 01.11.2016 by the Gazette Extraordinary No. 1990/24 dated 27.10.2016 amended by the Gazettes Extraordinary No. 2009/18 dated 08.03.2017 and No. 2004/49 dated 10.02.2017. members for such committee have been appointed

with effect from 27.10.2016 by the Gazette Extraordinary bearing No. 1990/25 dated 27.10.2016.

Role of the Health Service Committee

Role of this committee is to making decisions on matters forwarded to the Committee in accordance with delegation of powers referred to above.

Progress of the Health Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	74
02	Confirmation	219
03	Issuance of appointment letters to the medical officers to whom letter of appointments have not so far been issued by the Public Service Commission prior to year 2017	173
04	Recruitment on contract basis	24
05	Promotions	470
06	Releases	14
07	Transfers	3056
08	Decisions on efficiency bars	126
09	Resignations	3
10	Covering of duties	6
11	Appointment to posts	12
12	Other decisions relevant to appointments	5
13	Issuance of charge sheets	5
14	Amendments to charge sheets	3
15	Interdiction	1
16	Exoneration from disciplinary cases	1
17	Other disciplinary punishments	2
18	Retirement under section 12 of Minute on pensions	1
19	Re- instatement in Service	1
20	Appointment of officers for formal disciplinary inquires	13
21	Other Orders relevant to disciplinary matters	13
	Total	4222

Court cases relevant to the Health Service Committee

Re- instatement of Medical Officer Mrs. R.M.P.M. Rathnayaka

Case No. SC(FR) 365/2016 – observations submitted to the Attorney General.

04. Steps taken to streamline activities of the Public Service Commission

Following functions during the period have been carried out by the Public Service Commission in order to contribute efficient and effective service to its clients

Establishments Division

- i. Sending reminders once in every month for making the tasks dealt with the Establishments Division more efficient and effective.
- ii. Summon officers in charge of the subject of the respective Ministry for holding discussions concerning problems relating to task carried out by the Establishment Division.
- iii. Taking actions to make available required facts true faxes by giving reminders over the telephone to Ministries – Departments who were failed in timely actions to send responses.

Appointment Division

- i. Making the path of easily and properly receiving information on appointment of officers to posts on the basis of confirm/acting/attending to duties in issuing the Public Service commission Circular No. 1/2007. Accordingly new format EST 12 has been introduced instead of formats EST 10 and EST 04 used so far. Therefore, appointment division could properly making appointments on acting attending to duties basis.
- ii. Taking prompt action to receive information from Ministries/Departments sending reminders and holding meetings with relevant officers in institution reducing delays presently experiencing in order to reduce documentation with the intention of delivering an expeditious service expected by public officers.
- iii. Implementing appropriate programme to receive and carrying out orders with in a specific time frame from the Public Service Commission giving targets all officers in the division.
- iv. Restructuring activities in the division implementing PRABHADARANI quality circle concurrently to the productivity programme making the functions of the division more effective and efficient.

Promotions Division

- i. Restructuring activities in the division implementing productivity concept within the division using the tool of brainstorming across the “ Abhiman” quality circle
- ii. Taking prompt action to receive information from Ministries / Departments, sending reminders and holding meetings with relevant officers in institutions reducing present delay in order to reduce documentation with the intention of delivering and expeditious service anticipated by public officers.
- iii. Officers attached to the Division are given targets to obtain decisions on each case within a specific time frame from the Public Service Commission and duly implementing functions more efficient and effectively.

Disciplinary Division

- i. Entering data in pending files in to a data base as initiating a project under the concept of “productivity” and successfully complete the project.
- ii. Initiating entering facts to be secured in documents forwarded to the record room having finalized disciplinary procedures and files that have been disposed.
- iii. Identifying and implementing proper procedure enabling to searching of files pending at the moment.

Appeals Division

- i. Sending reminders to get received observations /recommendations from delegated authorities relevant to appeals forwarded to the division and thereby making aware of Ministry Secretaries regarding delays caused thereon.

Education Service Committee

- i. Preparation of data management system.
- ii. Preparation of data management system for disciplinary matters.
- iii. Holding discussions with officers in the division regarding problems faced in dealing with matters in order to making an efficient and effective service.
- iv. Carrying out duties without any delay with the participation of all officers in the division and assuming duties even on holydays and special occasions.

- v. Balancing the tasks carried out by officers exchanging subjects among Public Management Assistant.

Health Service Committee

- i. The present data management system used by the office of the Public Service Commission has no room for a domain reserved for the Health Committee and therefore details relevant to documents being entered through a system (Access) newly being prepared.

Letters received by the committee being updated in accordance with a format from 25.04.2017 in a manner to easily get details of respective letters.

- ii. Taking prompt action regarding letters relevant to the Ministry of Health, Nutrition and Indigenous Medicine.

As soon as found shortcomings in letters received by the committee, such matters being solved by contacting respective officer over the phone and forwarded to the committee and decisions of the committee are also informed to the heads of institutions through faxes.

- iii. Preparation of work manuals enabling to executing duties efficiently on occasions where new entrants being recruited and recruitments being made on transfers.

- iv. Forwarding facts by minutes to the committee and conveyance of orders given by the committee and taking follow up measures.

05. Meetings held with Ministries and Departments

Srl. No.	Date	Matter	Ministry/ Department/ Institution participated
01	06.04.2017	Promotion of Railway Engine Drivers to the Special Grade.	Ministry of Transport and Civil Aviation Services
02	02.05.2017	Requests for reliefs in efficiency bar / language proficiency exams.	Ministry of Agriculture
03	05.05.2017	Filling of vacancies in Sri Lanka Architects Service , Grade 1	Ministry of Public Administration and Management
04	05.05.2017	Matters pertaining to Sri Lanka Medical Service	Ministry of Health Nutrition and Indigenous Medicine.

05	05.5.2017	Problems cropped up in appointments being made in the National Sports Science Institute and Sports Development Department.	Ministry of Sports Department of Sports Development National Sports Science Institute
06	16.05.2017	Sri Lanka Teacher Educationists' Service	Ministry of Education
07	22.05.2017	Promotions of officers in the Sri Lanka Technology Service of Irrigations and Water Resources Management to the Special Grade	Ministry of Irrigation and Water Resources Management Department of Irrigation
08	22.05.2017	Recruitment of officers to the Sri Lanka Engineering Service, Grade 111 Recruitment of officers to the Sri Lanka Accountants Service Recruitment of officers to Sri Lanka Planning Service, Grade 111	Ministry of Public Administration and Management
09	22.05.2017	Salary anomalies of Senior Officers in the unified postal service	Ministry of Posts, Postal Services and Muslim Religious affairs
10	23.05.2017	Matters pertaining to Development Officers Service	Ministry of Public Administration and Management
11	24.05.2017	Granting relief for completion of efficiency bars	Department of Social Services
12	25.05.2017	Problems on Scheme of Recruitment, MN – 5, Archeology Department	Ministry of Education Archeology Department
13	26.05.2017	Problems occurred in appointment of officers with qualification in Community Medicine to the Medical Administration Grade.	Sri Lanka Community Medicine Training School
14	30.05.2017	Further clarification on foreign leave obtained by State Counsels during the period of probation.	Ministry of Justice
15	02.06.2017	Problems cropped up in promotion of officers with medical administration qualifications to the medical administration grade	Sri Lanka Medical Administration School
16	02.06.2017	Problems occurred in recruiting senior lectures and principals to the training schools of medicine for Supplementary Professional Service and Para Medical Service	Ministry of Health Nutrition and Indigenous Medicine

17	12.06.2017	Granting Promotions to the special grade of Railway Engine Drivers' Service	Ministry of Transport and Civil Aviation Services Department of Railways
18	20.06.2017	Promotions of officers holding the post of Assistant Editor in the Office of Sinhala Dictionary to the Grade 11	Ministry of Internal Affairs, Wayamba Development and Cultural Affairs
19	29.06.2017	Schemes of Recruitment in the Department of Railways and Other matters	Department of Railways
20	29.06.2017	Promotion to the special grade of Railway Engine Drivers	Ministry of Transport and Civil Aviation Services Department of Railways
21	29.06.2017	On appointment of posts in grade 1 and special grade of Sri Lanka Agricultural Services	Ministry of Agriculture Department of Agriculture

06. Appearing in the Public Petitions Committee

Number of Inquires of Public Petitions Committee appeared from 01.04.2017 to 30.06.2017 is ten (10).

07. Withdrawing of cases filed in the Courts against the Government

Two (02) cases have been withdrawn filed in the court against the government during the prescribed period.

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01. Introduction

The new Public service Commission appointed by the President on the recommendation of the Constitutional Council in terms of the Article 54 (1) of the Constitution as amended by the 19th Amendment commenced its activities with effect from 15.10.2015.

The PSC, in pursuance of the Article 55(5) of the Constitution, submits an Annual Report to the Parliament every year and a Progress Report for each quarter is due to be submitted on the instructions of the Constitutional Council. As it was informed during the month of September 2016 to submit Progress Reports once in each quarter, the progress relating to all three quarters from 01.01.2016 to 30.09.2016 was submitted at one stretch.

In spite of the fact that the Progress Reports should be submitted to the parliament quarterly, the PSC engages itself in supervising its progress having obtain reports on monthly basis. Accordingly, the commission has carried out its activities during the last quarter from 01.04.2017 to 30.06.2017 without any major setbacks.

02. Meetings of the Public Service Commission

Details on meetings held during the period from 01.04.2017 to 30.06.2017

Month	No . of Meetings
April	07
May	07
June	08
Total	22

03. Activities carried out by each Division of the Public Service Commission

Following steps have been taken during the period to effectively and efficiently extend services to clients by the Public service Commission.

i. Establishments Division

The Establishments Division, in accordance with the delegation of power of the Public Service Commission as has been published in the gazette extraordinary No 1941/41 of 20.11.2015, carries out the work including formulation of service minutes (SMM) to each of the approved services in the public service and schemes of recruitment (SSOR) to every post, meeting with approval outside of such services.

In the formulation of such service minutes and schemes of recruitment, method of recruitment that should be followed for recruiting officers to all approved posts, eligibilities of recruitment, salary scale applicable to the post, conditions of services, methods of promotions and all other related particulars are to be incorporated. The Commission, prior to approval of the respective service minute or the scheme of recruitment 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 of Schemes of Recruitment.

Tasks carried out by the Establishments Division

- (i) Formulation of Services Minutes for every service approved in the Public Service.
- (ii) Formulation of Schemes of Recruitment for every post approved outside the above services.
- (iii) Matters relating to delegation of powers within the scope of the Public Service Commission
- (iv) Formulation of guidelines based on the procedural rule of the Public Service Commission.
- (v) Formulation and amendment of the transfer Schemes of all services.
- (vi) In case an approved Service Minute, Schemes of Recruitment or Schemes of Transfer is required to be amended, action to be taken to amend such many or Schemes on the recommendation of secretary concerned.
- (vii) Taking action to provide policy decision on requests received for solutions on problems arised in related to appointments, promotions, made by authorities to whom powers are delegated.
- (viii) Tacking action to solving matters pertaining to Procedural Rules of the Public Service Commission, Service Minutes, Schemas of Recruitment, Schemes of Transfer, and Circulars and instances where actions to be taken outside the orders of the Public Service Commission.

Progress of the Establishments Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	New Schemes of Recruitment	20
02	New Service Minutes	01
03	Schemes of Transfer	02
04	Amendments to Schemes of Recruitment	17
05	Amendments to Service Minutes	11
06	Amendments to Schemes of Transfer	06
07	Circulars	02
08	Request on deviation on Schemes of Recruitment in exceptional cases	04

09	Request on deviation from service minutes in exceptional cases	01
10	Policy matters	33
11	General	43
12	Matters pertaining to SC/AAT/CA	17
	Total	157

Complaints laid before AAT during the period under review

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decision upheld	Number of PSC decision revoked	Number pending as at 30.06.2017
32	04	36	00	00	36

Cases filed in the Supreme Court

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number dismissed and agreed with PSC decision	Number of PSC decision revoked	Number pending as at 30.06.2017
71	06	77	03	00	74

Cases filed in the court of Appeal

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decisions upheld	Number of PSC decisions revoked and granted relief	Number of pending as at 30.06.2017
10	00	10	00	00	10

- No requests have been made to the Parliamentary Commissioner for Administration (Ombudsman), Human Rights Commission and the Public Petition Committee.

ii. 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 Service) in respect of whom the powers of the Public Service Commission have not been

delegated as published in the Gazette Extraordinary No. 1941/41 dated 20.11.2015, No. 1989/29 dated 29.01.2016, No. 1990/24 dated 27.10.2016, No. 1992/7 dated 07.11.2016 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Appointment division of the Public Service Commission. .

Tasks carried out by the Appointments Division

- (i) Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions
- (ii) Conformation in service, Termination of service , Reversion to the former post.
- (iii) Appointment on acting / attending to duties basis

- (iv) Release (outright / temporary).

- (v) Recruitment on contract basis, Resignation from service , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds).
- (vi) Re- employment of retired public officers on contract basis, Appointment to scheduled posts in the Service Minutes (where applicable)
- (vii) 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.

Progress of the Appointments Division (01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	128
02	Confirmation	165
03	Recruitment	14
04	Re – employment on contract basis	213
05	Appointment on contract basis	08
06	Decisions on efficiency bars	170
07	Appointment to act / attend to the duties	178
08	Release	13
09	Resignation	05
10	Absorption	133
	Total	1027

Details of the pending cases and complains for which the division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	31	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	12	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	94	04
Cases filed after 01.04.2017	01	-----

iii. Promotions Division

Following functions relating to the Promotions 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 as published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016 , No. 1990/24 dated 27.10.2016, No. 1989/29 dated 29.01.2016, and the Gazette Extraordinary No. 1441/41 dated 20.11.2015 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Promotions Division of the Public Service Commission.

Tasks carried out by the Promotions Division

- I. Promotions to posts as per approved Service Minutes / Schemes of Recruitment (from grade to grade / Competitive Exams on seniority and merit basis / on the result of structured interviews)
- II. Appointment of Officers to relevant posts on Promotions based on results of structured interviews on seniority basis.
- III. Appointment to a new post giving prior approval thereto in transferring Officers of grade 1 and above belong to all island services from a post to post.
- IV. Producing observations and required reports on court cases filed in the Supreme court/ Court of appeal and appeals laid before Administrative Appeals Tribunal against orders/ decisions made by the Public Service Commission pertaining to matters referred to above.
- V. Dealing with matters pertaining to appeals laid before the Administrative Appeals Tribunal and cases filed in the Supreme Court / Court of appeals against orders / decisions made by the Public Service Commission having regard to above functions and appeared on behalf of the Public Service Commission whenever required.

Progress of the Promotions Division

(01.04.2017 to 30.06.2017)

Srl. No.	Matter	Number
01	Promotion from Grade to Grade	745
02	Promotion on selection	24
03	Appointment to posts	47
	Total	816

Details of the pending cases and complaints for which the Division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017.

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	36	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	05	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	66	-----
Cases filed after 01.04.2017	03	-----

iv. Disciplinary Division

Disciplinary matters of officers coming under the scope of Public Service Commission referred to in the Gazette Extraordinary No. 1941/41 dated 20.11.2015 amended by the Gazette No. 1955/22 dated 25.02.2016 and No. 2016/37 dated 26.04.2016, dealing with delegation of powers of the Public service Commission except officers falling under the Ministry of Education in terms of Gazettes Extraordinary No. 1989/27, 1989/28, 1989/29 dated 19.10.2016 and the Gazette Extraordinary No. 1992/7 dated 07.11.2016 and officers of Ministry of Health Nutrition and Indigenous Medicine in terms of Gazette Extraordinary No.1990/24 , 1990/25 dated 27.10.2016 are handled by the Disciplinary Division of the Public Service Commission in accordance with provisions of Article 57 (1) of the Constitution. Further, the Disciplinary Division, having extensively examined all documents received by the division extends much needed co – operation by way of making observations and recommendations to the Commission in order that it could arrive at decisions when and where necessary.

Role of the Disciplinary Division

Dealing with disciplinary matters of officers referred to in Para/above coming under the purview of the Public Service Commission

1. On disciplinary matters

- i. On receiving a preliminary investigation report conducted by the heads of Departments or secretaries of Ministries to the disciplinary division and following a proper study thereon with appropriately constructed observations, the Public Service Commission 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 Ministry Secretary and Head of Department. Upon consideration of the answers furnished by the accused officers to such charge sheet and the observations and recommendations thereon made by the respective Head of Department and Secretary of the Ministry, a decision will be made as to whether the institution of a formal disciplinary inquiry on the matter is feasible or not.
- iii. Where a 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 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 and Secretary to the Ministry.
- 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 and 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 re – instated in service following his interdiction or he could even been 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. Appeals made against disciplinary orders issued by the Education Service Committee and the Health Service Committee

Appeals made against disciplinary orders issued by the Education Service Committee on officers coming under the scope of the Ministry of Education in accordance with the Extraordinary Gazette Notification No.1989/27 , 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 of 07.11.2016 in terms of provisions in Article 57 (1) of the Constitution and disciplinary orders against officers coming under the scope of the Ministry of Health, Nutrition, and Indigenous Medicine issued by the Health Service Committee in accordance with Extraordinary Gazette Notifications No. 1990/24, 1990/25 of 27.10.2016 and the Gazette Extraordinary No. 2004/49 of 01.02.2017 and the observations and recommendations made by the Appointing Authority of those officers and respective committees on such appeals will be considered by the Commission as to whether to grant reliefs on such officers / dismissal of appeals.

i. Appeals against notices of vacation of post

Except officers fall under the Ministry of Health, Nutrition, and Indigenous Medicine in accordance with Extraordinary Gazette Notice bearing No. 2004/49 dated 01.02.2017 and No. 1990/24 , 1990/25 dated 27.10.2016 and officers coming under the scope of the Ministry of Education as stated in the Gazette Extraordinary No.1989/27, 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 dated 07.11.2016, appeals made against notices of VOP of officers coming under the scope of the Public Service Commission as stated in the Gazette Notification No. 1941/41of 20.11.2015 as amended by the Gazette No. 1955/22 of 25.02.2016 concerning the delegation of powers of the Public Service Commission and the observations and recommendations made by the Administrative Authority of those officers on such appeals will be re-considered by the Commission in deciding whether to appropriately re – instate such officers in service or not.

ii. Appeals laid before the Superior Courts, Administrative Appeals Tribunal, Human Rights Commission and Public Petitions Committee and Ombudsman

Preparation of observations on applications made before the Supreme Court (SC) against the decisions of the Public Service Commission concerning disciplinary orders and decisions on such disciplinary matters and observations on appeals made to the Administrative Appeals Tribunal, Public

Petitions Committee and the Ombudsman and makes its appearance before such institution whenever appeals being summoned and apart from inquires made by the Human Rights Commission would also be appropriately dealt with.

Progress of the Disciplinary Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Issuance of charge sheets	09
02	Amendments to charge sheets	03
03	Exoneration from charges	02
04	Dismissal from service	01
05	Other disciplinary punishments	09
06	Re- instatement in service	01
07	Dismissal of appeals	03
08	Retirement under section 12 of the pension minute	02
09	Compulsory retirement	01
10	Interdiction from Service	02
11	Conversion of retirement under disciplinary grounds to normal retirement	02
12	Retirement from service	01
13	Completion of disciplinary matters	06
14	Other general orders	51
15	Observation on appeals heard in the Administrative Appeals Tribunal	19
16	Observation on court applications	03
	Total	115

Court Cases dealt with during the period under review

	No. of SC Applications	No. of CA Applications	No. of AAT Appeals
Number pending to be appeared as at 01.04.2017	09	09	121
Number of cases finalized as at 01.04.2017 out of pending cases as at 30.06.2017	01	---	05
Number filed afresh from 01.04.2017 to 30.06.2017	00	01	07
Number pending as at 30.06.2017	08	10	123

v. Appeals Division

Appeals Division extends assistance to the commission to arrive at decisions on appeals submitted to the Public Service Commission to arrive at decisions on appeals submitted to the Public Service Commission in writing in terms of Article 58(1) of the Constitution 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.

Role of the appeals divisions

- i. Calling reports contained with observations and recommendations on each appeal from respective Ministry / Department.
- ii. Preparations of detail report on each appeal and forwarding it to the Public Service Commission
- iii. Conveyance the decisions on appeals made by the Public Service Commission to the appellant and other relevant parties.
- iv. Preparations of observations reports on appeals made to the Administrative Appeals Tribunal against the decisions of the Commission and makes its appearance before AAT.
- v. Making observations on petitions referred to it by the Public Petitions Committee regarding decisions of the Public Service Commission.
- vi. Making appearance before Public Petitions committee on petitions heard by the Public Petitions committee itself.

- vii. Making observations on applications laid before the Supreme Court and the Court of appeal against the decisions of the Public Service Commission.
- viii. Making observations relevant to petitions to the Parliamentary Commissioner of Administration (Ombudsman) against decisions of the Public Service Commission.
- ix. Making observations on applications made to the Human Rights Commission regarding decisions of the Public Service Commission.
- x. Forwarding information regarding cases filed in the Supreme Court and Court of Appeal to the Attorney General's Department.

Progress of the Appeals Division (01.04.2017 to 30.06.2017)

Srl.No	Matter	Number
01	Appeals received from 01.04.2017 to 30.06.2017	246
02	Number of Appeals for which reports on observations and recommendations were called by the Authority of power of delegation from 01.04.2017 to 30.06.2017 (Including appeals made during the previous years)	108
03	Number of appeals finalized from 01.04.2017 – 30.06.2017	193
	Details on finalize appeals as follows	
	Appeals on disciplinary matters	37
	Appeals on promotions	19
	Appeals on notices of vacation of post	51
	Appeals on Transfers	48
	Appeals on Appointments	01
	Appeals on interdiction	03
	other	34
	Total	193
04	Number of Supreme Court cases received from 01.04.2017 to 30.06.2017	05
05	Number of AAT cases received from 01.04.2017 to 30.06.2017	19
06	Inquires made by the Public Petitions Committee from 01.04.2017 to 30.06.2017	05

Court cases handle during the period under review

Details	Number as at 01.04.2017	Number received afresh from 01.04.2017 to 30.06.2017	Number of decisions given by the SC/ CA from 01.04.2017 to 30.06.2017	Number pending as at 30.06.2017
Number of Supreme court cases	30	05	06	29
Number of Court of Appeal cases	06	---	----	06

vi. Education Service Committee

In accordance with the delegation of powers by the Public Service Commission in terms of Article 57 (1) of the Constitution, the Gazette No. 1989/29 dated 19.10.2016 has been published for the Education Service Committee and the provisions relevant to delegation of powers in the Schedule “b” therein have been published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016, effective from the date 20.10.2016.

The Gazette Extraordinary No. 2014/03 dated 11.04.2017 has been published relevant to delegation of powers by the Public Service Commission in accordance with the Article 57 (1) of the Constitution.

Role of the Education Service Committee

The following functions relevant to officer with whom the powers have been delegated by the Public Service Commission having published in the Gazette Extraordinary No. 2014/03 dated 11.04.2017 are been dealt by the Education Service Committee.

- i. Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions, Conformation 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 , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds), dealing with appeals made against notices of vacation of posts , Re –appointment to the service/ post, Retirement, Re – employment of retired public officers on contract basis
- ii. Promotion (Grade to Grade/ on seniority and merit basis) in accordance with the approved Service Minutes / Schemas of recruitments / Schemas of promotions.
- iii. Granting relief for efficiency bar exams.
- iv. Disciplinary control and dismissal from service concerning offences set out in first Schedule of Chapter XLVIII of the Establishments Code in relation to offences falling under the scope of the Education Service Committee.

- v. Matters connected to political revenges.(Conveyance of the decision of the Public Service Commission No. PSC/EST/02-03/05/2016 dated 09.12.2016)

Progress of the Education Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number	
01	Retirement	67	
	Confirmation	25	
	Promotions	74	
	Absorptions	679	
	Releases	26	
	Attachments	01	
	Decisions on efficiency bars	22	
	Appointments to posts	06	
	Appeals	06	
	Other orders	15	
	Total		
02	Disciplinary		
	Amendments to Charge Sheets	01	
	Other disciplinary punishments	04	
	Retirement under section 12 of the Pension Minutes	02	
	Appointment of disciplinary inquiry officers	04	
	Other General Orders	11	
	Total		

Court cases relevant to the Education Service Committee

- Appointment to the post of Director Education (Sports and Physical Education)
Case No. SC(FR) 96/2017 - observations sent to the Hon. Attorney – General
- Appointment of Education Director, North Western Province
Case No. SC(FR) 110/2017 - proxy been sent to the Hon. Attorney – General

Health Service Committee

Powers have been delegated by the Public Service Commission to the Health Service Committee with effect from 01.11.2016 by the Gazette Extraordinary No. 1990/24 dated 27.10.2016 amended by the Gazettes Extraordinary No. 2009/18 dated 08.03.2017 and No. 2004/49 dated 10.02.2017. members for such committee have been appointed

with effect from 27.10.2016 by the Gazette Extraordinary bearing No. 1990/25 dated 27.10.2016.

Role of the Health Service Committee

Role of this committee is to making decisions on matters forwarded to the Committee in accordance with delegation of powers referred to above.

Progress of the Health Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	74
02	Confirmation	219
03	Issuance of appointment letters to the medical officers to whom letter of appointments have not so far been issued by the Public Service Commission prior to year 2017	173
04	Recruitment on contract basis	24
05	Promotions	470
06	Releases	14
07	Transfers	3056
08	Decisions on efficiency bars	126
09	Resignations	3
10	Covering of duties	6
11	Appointment to posts	12
12	Other decisions relevant to appointments	5
13	Issuance of charge sheets	5
14	Amendments to charge sheets	3
15	Interdiction	1
16	Exoneration from disciplinary cases	1
17	Other disciplinary punishments	2
18	Retirement under section 12 of Minute on pensions	1
19	Re- instatement in Service	1
20	Appointment of officers for formal disciplinary inquires	13
21	Other Orders relevant to disciplinary matters	13
	Total	4222

Court cases relevant to the Health Service Committee

Re- instatement of Medical Officer Mrs. R.M.P.M. Rathnayaka

Case No. SC(FR) 365/2016 – observations submitted to the Attorney General.

04. Steps taken to streamline activities of the Public Service Commission

Following functions during the period have been carried out by the Public Service Commission in order to contribute efficient and effective service to its clients

Establishments Division

- i. Sending reminders once in every month for making the tasks dealt with the Establishments Division more efficient and effective.
- ii. Summon officers in charge of the subject of the respective Ministry for holding discussions concerning problems relating to task carried out by the Establishment Division.
- iii. Taking actions to make available required facts true faxes by giving reminders over the telephone to Ministries – Departments who were failed in timely actions to send responses.

Appointment Division

- i. Making the path of easily and properly receiving information on appointment of officers to posts on the basis of confirm/acting/attending to duties in issuing the Public Service commission Circular No. 1/2007. Accordingly new format EST 12 has been introduced instead of formats EST 10 and EST 04 used so far. Therefore, appointment division could properly making appointments on acting attending to duties basis.
- ii. Taking prompt action to receive information from Ministries/Departments sending reminders and holding meetings with relevant officers in institution reducing delays presently experiencing in order to reduce documentation with the intention of delivering an expeditious service expected by public officers.
- iii. Implementing appropriate programme to receive and carrying out orders with in a specific time frame from the Public Service Commission giving targets all officers in the division.
- iv. Restructuring activities in the division implementing PRABHADARANI quality circle concurrently to the productivity programme making the functions of the division more effective and efficient.

Promotions Division

- i. Restructuring activities in the division implementing productivity concept within the division using the tool of brainstorming across the “ Abhiman” quality circle
- ii. Taking prompt action to receive information from Ministries / Departments, sending reminders and holding meetings with relevant officers in institutions reducing present delay in order to reduce documentation with the intention of delivering and expeditious service anticipated by public officers.
- iii. Officers attached to the Division are given targets to obtain decisions on each case within a specific time frame from the Public Service Commission and duly implementing functions more efficient and effectively.

Disciplinary Division

- i. Entering data in pending files in to a data base as initiating a project under the concept of “productivity” and successfully complete the project.
- ii. Initiating entering facts to be secured in documents forwarded to the record room having finalized disciplinary procedures and files that have been disposed.
- iii. Identifying and implementing proper procedure enabling to searching of files pending at the moment.

Appeals Division

- i. Sending reminders to get received observations /recommendations from delegated authorities relevant to appeals forwarded to the division and thereby making aware of Ministry Secretaries regarding delays caused thereon.

Education Service Committee

- i. Preparation of data management system.
- ii. Preparation of data management system for disciplinary matters.
- iii. Holding discussions with officers in the division regarding problems faced in dealing with matters in order to making an efficient and effective service.
- iv. Carrying out duties without any delay with the participation of all officers in the division and assuming duties even on holydays and special occasions.

- v. Balancing the tasks carried out by officers exchanging subjects among Public Management Assistant.

Health Service Committee

- i. The present data management system used by the office of the Public Service Commission has no room for a domain reserved for the Health Committee and therefore details relevant to documents being entered through a system (Access) newly being prepared.

Letters received by the committee being updated in accordance with a format from 25.04.2017 in a manner to easily get details of respective letters.

- ii. Taking prompt action regarding letters relevant to the Ministry of Health, Nutrition and Indigenous Medicine.

As soon as found shortcomings in letters received by the committee, such matters being solved by contacting respective officer over the phone and forwarded to the committee and decisions of the committee are also informed to the heads of institutions through faxes.

- iii. Preparation of work manuals enabling to executing duties efficiently on occasions where new entrants being recruited and recruitments being made on transfers.

- iv. Forwarding facts by minutes to the committee and conveyance of orders given by the committee and taking follow up measures.

05. Meetings held with Ministries and Departments

Srl. No.	Date	Matter	Ministry/ Department/ Institution participated
01	06.04.2017	Promotion of Railway Engine Drivers to the Special Grade.	Ministry of Transport and Civil Aviation Services
02	02.05.2017	Requests for reliefs in efficiency bar / language proficiency exams.	Ministry of Agriculture
03	05.05.2017	Filling of vacancies in Sri Lanka Architects Service , Grade 1	Ministry of Public Administration and Management
04	05.05.2017	Matters pertaining to Sri Lanka Medical Service	Ministry of Health Nutrition and Indigenous Medicine.

05	05.5.2017	Problems cropped up in appointments being made in the National Sports Science Institute and Sports Development Department.	Ministry of Sports Department of Sports Development National Sports Science Institute
06	16.05.2017	Sri Lanka Teacher Educationists' Service	Ministry of Education
07	22.05.2017	Promotions of officers in the Sri Lanka Technology Service of Irrigations and Water Resources Management to the Special Grade	Ministry of Irrigation and Water Resources Management Department of Irrigation
08	22.05.2017	Recruitment of officers to the Sri Lanka Engineering Service, Grade 111 Recruitment of officers to the Sri Lanka Accountants Service Recruitment of officers to Sri Lanka Planning Service, Grade 111	Ministry of Public Administration and Management
09	22.05.2017	Salary anomalies of Senior Officers in the unified postal service	Ministry of Posts, Postal Services and Muslim Religious affairs
10	23.05.2017	Matters pertaining to Development Officers Service	Ministry of Public Administration and Management
11	24.05.2017	Granting relief for completion of efficiency bars	Department of Social Services
12	25.05.2017	Problems on Scheme of Recruitment, MN – 5, Archeology Department	Ministry of Education Archeology Department
13	26.05.2017	Problems occurred in appointment of officers with qualification in Community Medicine to the Medical Administration Grade.	Sri Lanka Community Medicine Training School
14	30.05.2017	Further clarification on foreign leave obtained by State Counsels during the period of probation.	Ministry of Justice
15	02.06.2017	Problems cropped up in promotion of officers with medical administration qualifications to the medical administration grade	Sri Lanka Medical Administration School
16	02.06.2017	Problems occurred in recruiting senior lectures and principals to the training schools of medicine for Supplementary Professional Service and Para Medical Service	Ministry of Health Nutrition and Indigenous Medicine

17	12.06.2017	Granting Promotions to the special grade of Railway Engine Drivers' Service	Ministry of Transport and Civil Aviation Services Department of Railways
18	20.06.2017	Promotions of officers holding the post of Assistant Editor in the Office of Sinhala Dictionary to the Grade 11	Ministry of Internal Affairs, Wayamba Development and Cultural Affairs
19	29.06.2017	Schemes of Recruitment in the Department of Railways and Other matters	Department of Railways
20	29.06.2017	Promotion to the special grade of Railway Engine Drivers	Ministry of Transport and Civil Aviation Services Department of Railways
21	29.06.2017	On appointment of posts in grade 1 and special grade of Sri Lanka Agricultural Services	Ministry of Agriculture Department of Agriculture

06. Appearing in the Public Petitions Committee

Number of Inquires of Public Petitions Committee appeared from 01.04.2017 to 30.06.2017 is ten (10).

07. Withdrawing of cases filed in the Courts against the Government

Two (02) cases have been withdrawn filed in the court against the government during the prescribed period.

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01. Introduction

The new Public service Commission appointed by the President on the recommendation of the Constitutional Council in terms of the Article 54 (1) of the Constitution as amended by the 19th Amendment commenced its activities with effect from 15.10.2015.

The PSC, in pursuance of the Article 55(5) of the Constitution, submits an Annual Report to the Parliament every year and a Progress Report for each quarter is due to be submitted on the instructions of the Constitutional Council. As it was informed during the month of September 2016 to submit Progress Reports once in each quarter, the progress relating to all three quarters from 01.01.2016 to 30.09.2016 was submitted at one stretch.

In spite of the fact that the Progress Reports should be submitted to the parliament quarterly, the PSC engages itself in supervising its progress having obtain reports on monthly basis. Accordingly, the commission has carried out its activities during the last quarter from 01.04.2017 to 30.06.2017 without any major setbacks.

02. Meetings of the Public Service Commission

Details on meetings held during the period from 01.04.2017 to 30.06.2017

Month	No . of Meetings
April	07
May	07
June	08
Total	22

03. Activities carried out by each Division of the Public Service Commission

Following steps have been taken during the period to effectively and efficiently extend services to clients by the Public service Commission.

i. Establishments Division

The Establishments Division, in accordance with the delegation of power of the Public Service Commission as has been published in the gazette extraordinary No 1941/41 of 20.11.2015, carries out the work including formulation of service minutes (SMM) to each of the approved services in the public service and schemes of recruitment (SSOR) to every post, meeting with approval outside of such services.

In the formulation of such service minutes and schemes of recruitment, method of recruitment that should be followed for recruiting officers to all approved posts, eligibilities of recruitment, salary scale applicable to the post, conditions of services, methods of promotions and all other related particulars are to be incorporated. The Commission, prior to approval of the respective service minute or the scheme of recruitment 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 of Schemes of Recruitment.

Tasks carried out by the Establishments Division

- (i) Formulation of Services Minutes for every service approved in the Public Service.
- (ii) Formulation of Schemes of Recruitment for every post approved outside the above services.
- (iii) Matters relating to delegation of powers within the scope of the Public Service Commission
- (iv) Formulation of guidelines based on the procedural rule of the Public Service Commission.
- (v) Formulation and amendment of the transfer Schemes of all services.
- (vi) In case an approved Service Minute, Schemes of Recruitment or Schemes of Transfer is required to be amended, action to be taken to amend such many or Schemes on the recommendation of secretary concerned.
- (vii) Taking action to provide policy decision on requests received for solutions on problems arised in related to appointments, promotions, made by authorities to whom powers are delegated.
- (viii) Tacking action to solving matters pertaining to Procedural Rules of the Public Service Commission, Service Minutes, Schemas of Recruitment, Schemes of Transfer, and Circulars and instances where actions to be taken outside the orders of the Public Service Commission.

Progress of the Establishments Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	New Schemes of Recruitment	20
02	New Service Minutes	01
03	Schemes of Transfer	02
04	Amendments to Schemes of Recruitment	17
05	Amendments to Service Minutes	11
06	Amendments to Schemes of Transfer	06
07	Circulars	02
08	Request on deviation on Schemes of Recruitment in exceptional cases	04

09	Request on deviation from service minutes in exceptional cases	01
10	Policy matters	33
11	General	43
12	Matters pertaining to SC/AAT/CA	17
	Total	157

Complaints laid before AAT during the period under review

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decision upheld	Number of PSC decision revoked	Number pending as at 30.06.2017
32	04	36	00	00	36

Cases filed in the Supreme Court

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number dismissed and agreed with PSC decision	Number of PSC decision revoked	Number pending as at 30.06.2017
71	06	77	03	00	74

Cases filed in the court of Appeal

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decisions upheld	Number of PSC decisions revoked and granted relief	Number of pending as at 30.06.2017
10	00	10	00	00	10

- No requests have been made to the Parliamentary Commissioner for Administration (Ombudsman), Human Rights Commission and the Public Petition Committee.

ii. 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 Service) in respect of whom the powers of the Public Service Commission have not been

delegated as published in the Gazette Extraordinary No. 1941/41 dated 20.11.2015, No. 1989/29 dated 29.01.2016, No. 1990/24 dated 27.10.2016, No. 1992/7 dated 07.11.2016 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Appointment division of the Public Service Commission. .

Tasks carried out by the Appointments Division

- (i) Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions
- (ii) Conformation in service, Termination of service , Reversion to the former post.
- (iii) Appointment on acting / attending to duties basis

- (iv) Release (outright / temporary).

- (v) Recruitment on contract basis, Resignation from service , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds).
- (vi) Re- employment of retired public officers on contract basis, Appointment to scheduled posts in the Service Minutes (where applicable)
- (vii) 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.

Progress of the Appointments Division (01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	128
02	Confirmation	165
03	Recruitment	14
04	Re – employment on contract basis	213
05	Appointment on contract basis	08
06	Decisions on efficiency bars	170
07	Appointment to act / attend to the duties	178
08	Release	13
09	Resignation	05
10	Absorption	133
	Total	1027

Details of the pending cases and complains for which the division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	31	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	12	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	94	04
Cases filed after 01.04.2017	01	-----

iii. Promotions Division

Following functions relating to the Promotions 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 as published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016 , No. 1990/24 dated 27.10.2016, No. 1989/29 dated 29.01.2016, and the Gazette Extraordinary No. 1441/41 dated 20.11.2015 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Promotions Division of the Public Service Commission.

Tasks carried out by the Promotions Division

- I. Promotions to posts as per approved Service Minutes / Schemes of Recruitment (from grade to grade / Competitive Exams on seniority and merit basis / on the result of structured interviews)
- II. Appointment of Officers to relevant posts on Promotions based on results of structured interviews on seniority basis.
- III. Appointment to a new post giving prior approval thereto in transferring Officers of grade 1 and above belong to all island services from a post to post.
- IV. Producing observations and required reports on court cases filed in the Supreme court/ Court of appeal and appeals laid before Administrative Appeals Tribunal against orders/ decisions made by the Public Service Commission pertaining to matters referred to above.
- V. Dealing with matters pertaining to appeals laid before the Administrative Appeals Tribunal and cases filed in the Supreme Court / Court of appeals against orders / decisions made by the Public Service Commission having regard to above functions and appeared on behalf of the Public Service Commission whenever required.

Progress of the Promotions Division

(01.04.2017 to 30.06.2017)

Srl. No.	Matter	Number
01	Promotion from Grade to Grade	745
02	Promotion on selection	24
03	Appointment to posts	47
	Total	816

Details of the pending cases and complaints for which the Division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017.

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	36	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	05	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	66	-----
Cases filed after 01.04.2017	03	-----

iv. Disciplinary Division

Disciplinary matters of officers coming under the scope of Public Service Commission referred to in the Gazette Extraordinary No. 1941/41 dated 20.11.2015 amended by the Gazette No. 1955/22 dated 25.02.2016 and No. 2016/37 dated 26.04.2016, dealing with delegation of powers of the Public service Commission except officers falling under the Ministry of Education in terms of Gazettes Extraordinary No. 1989/27, 1989/28, 1989/29 dated 19.10.2016 and the Gazette Extraordinary No. 1992/7 dated 07.11.2016 and officers of Ministry of Health Nutrition and Indigenous Medicine in terms of Gazette Extraordinary No.1990/24 , 1990/25 dated 27.10.2016 are handled by the Disciplinary Division of the Public Service Commission in accordance with provisions of Article 57 (1) of the Constitution. Further, the Disciplinary Division, having extensively examined all documents received by the division extends much needed co – operation by way of making observations and recommendations to the Commission in order that it could arrive at decisions when and where necessary.

Role of the Disciplinary Division

Dealing with disciplinary matters of officers referred to in Para/above coming under the purview of the Public Service Commission

1. On disciplinary matters

- i. On receiving a preliminary investigation report conducted by the heads of Departments or secretaries of Ministries to the disciplinary division and following a proper study thereon with appropriately constructed observations, the Public Service Commission 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 Ministry Secretary and Head of Department. Upon consideration of the answers furnished by the accused officers to such charge sheet and the observations and recommendations thereon made by the respective Head of Department and Secretary of the Ministry, a decision will be made as to whether the institution of a formal disciplinary inquiry on the matter is feasible or not.
- iii. Where a 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 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 and Secretary to the Ministry.
- 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 and 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 re – instated in service following his interdiction or he could even been 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. Appeals made against disciplinary orders issued by the Education Service Committee and the Health Service Committee

Appeals made against disciplinary orders issued by the Education Service Committee on officers coming under the scope of the Ministry of Education in accordance with the Extraordinary Gazette Notification No.1989/27 , 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 of 07.11.2016 in terms of provisions in Article 57 (1) of the Constitution and disciplinary orders against officers coming under the scope of the Ministry of Health, Nutrition, and Indigenous Medicine issued by the Health Service Committee in accordance with Extraordinary Gazette Notifications No. 1990/24, 1990/25 of 27.10.2016 and the Gazette Extraordinary No. 2004/49 of 01.02.2017 and the observations and recommendations made by the Appointing Authority of those officers and respective committees on such appeals will be considered by the Commission as to whether to grant reliefs on such officers / dismissal of appeals.

i. Appeals against notices of vacation of post

Except officers fall under the Ministry of Health, Nutrition, and Indigenous Medicine in accordance with Extraordinary Gazette Notice bearing No. 2004/49 dated 01.02.2017 and No. 1990/24 , 1990/25 dated 27.10.2016 and officers coming under the scope of the Ministry of Education as stated in the Gazette Extraordinary No.1989/27, 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 dated 07.11.2016, appeals made against notices of VOP of officers coming under the scope of the Public Service Commission as stated in the Gazette Notification No. 1941/41of 20.11.2015 as amended by the Gazette No. 1955/22 of 25.02.2016 concerning the delegation of powers of the Public Service Commission and the observations and recommendations made by the Administrative Authority of those officers on such appeals will be re-considered by the Commission in deciding whether to appropriately re – instate such officers in service or not.

ii. Appeals laid before the Superior Courts, Administrative Appeals Tribunal, Human Rights Commission and Public Petitions Committee and Ombudsman

Preparation of observations on applications made before the Supreme Court (SC) against the decisions of the Public Service Commission concerning disciplinary orders and decisions on such disciplinary matters and observations on appeals made to the Administrative Appeals Tribunal, Public

Petitions Committee and the Ombudsman and makes its appearance before such institution whenever appeals being summoned and apart from inquires made by the Human Rights Commission would also be appropriately dealt with.

Progress of the Disciplinary Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Issuance of charge sheets	09
02	Amendments to charge sheets	03
03	Exoneration from charges	02
04	Dismissal from service	01
05	Other disciplinary punishments	09
06	Re- instatement in service	01
07	Dismissal of appeals	03
08	Retirement under section 12 of the pension minute	02
09	Compulsory retirement	01
10	Interdiction from Service	02
11	Conversion of retirement under disciplinary grounds to normal retirement	02
12	Retirement from service	01
13	Completion of disciplinary matters	06
14	Other general orders	51
15	Observation on appeals heard in the Administrative Appeals Tribunal	19
16	Observation on court applications	03
	Total	115

Court Cases dealt with during the period under review

	No. of SC Applications	No. of CA Applications	No. of AAT Appeals
Number pending to be appeared as at 01.04.2017	09	09	121
Number of cases finalized as at 01.04.2017 out of pending cases as at 30.06.2017	01	---	05
Number filed afresh from 01.04.2017 to 30.06.2017	00	01	07
Number pending as at 30.06.2017	08	10	123

v. Appeals Division

Appeals Division extends assistance to the commission to arrive at decisions on appeals submitted to the Public Service Commission to arrive at decisions on appeals submitted to the Public Service Commission in writing in terms of Article 58(1) of the Constitution 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.

Role of the appeals divisions

- i. Calling reports contained with observations and recommendations on each appeal from respective Ministry / Department.
- ii. Preparations of detail report on each appeal and forwarding it to the Public Service Commission
- iii. Conveyance the decisions on appeals made by the Public Service Commission to the appellant and other relevant parties.
- iv. Preparations of observations reports on appeals made to the Administrative Appeals Tribunal against the decisions of the Commission and makes its appearance before AAT.
- v. Making observations on petitions referred to it by the Public Petitions Committee regarding decisions of the Public Service Commission.
- vi. Making appearance before Public Petitions committee on petitions heard by the Public Petitions committee itself.

- vii. Making observations on applications laid before the Supreme Court and the Court of appeal against the decisions of the Public Service Commission.
- viii. Making observations relevant to petitions to the Parliamentary Commissioner of Administration (Ombudsman) against decisions of the Public Service Commission.
- ix. Making observations on applications made to the Human Rights Commission regarding decisions of the Public Service Commission.
- x. Forwarding information regarding cases filed in the Supreme Court and Court of Appeal to the Attorney General's Department.

Progress of the Appeals Division (01.04.2017 to 30.06.2017)

Srl.No	Matter	Number
01	Appeals received from 01.04.2017 to 30.06.2017	246
02	Number of Appeals for which reports on observations and recommendations were called by the Authority of power of delegation from 01.04.2017 to 30.06.2017 (Including appeals made during the previous years)	108
03	Number of appeals finalized from 01.04.2017 – 30.06.2017	193
	Details on finalize appeals as follows	
	Appeals on disciplinary matters	37
	Appeals on promotions	19
	Appeals on notices of vacation of post	51
	Appeals on Transfers	48
	Appeals on Appointments	01
	Appeals on interdiction	03
	other	34
	Total	193
04	Number of Supreme Court cases received from 01.04.2017 to 30.06.2017	05
05	Number of AAT cases received from 01.04.2017 to 30.06.2017	19
06	Inquires made by the Public Petitions Committee from 01.04.2017 to 30.06.2017	05

Court cases handle during the period under review

Details	Number as at 01.04.2017	Number received afresh from 01.04.2017 to 30.06.2017	Number of decisions given by the SC/ CA from 01.04.2017 to 30.06.2017	Number pending as at 30.06.2017
Number of Supreme court cases	30	05	06	29
Number of Court of Appeal cases	06	---	----	06

vi. Education Service Committee

In accordance with the delegation of powers by the Public Service Commission in terms of Article 57 (1) of the Constitution, the Gazette No. 1989/29 dated 19.10.2016 has been published for the Education Service Committee and the provisions relevant to delegation of powers in the Schedule “b” therein have been published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016, effective from the date 20.10.2016.

The Gazette Extraordinary No. 2014/03 dated 11.04.2017 has been published relevant to delegation of powers by the Public Service Commission in accordance with the Article 57 (1) of the Constitution.

Role of the Education Service Committee

The following functions relevant to officer with whom the powers have been delegated by the Public Service Commission having published in the Gazette Extraordinary No. 2014/03 dated 11.04.2017 are been dealt by the Education Service Committee.

- i. Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions, Conformation 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 , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds), dealing with appeals made against notices of vacation of posts , Re –appointment to the service/ post, Retirement, Re – employment of retired public officers on contract basis
- ii. Promotion (Grade to Grade/ on seniority and merit basis) in accordance with the approved Service Minutes / Schemas of recruitments / Schemas of promotions.
- iii. Granting relief for efficiency bar exams.
- iv. Disciplinary control and dismissal from service concerning offences set out in first Schedule of Chapter XLVIII of the Establishments Code in relation to offences falling under the scope of the Education Service Committee.

- v. Matters connected to political revenges.(Conveyance of the decision of the Public Service Commission No. PSC/EST/02-03/05/2016 dated 09.12.2016)

Progress of the Education Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number	
01	Retirement	67	
	Confirmation	25	
	Promotions	74	
	Absorptions	679	
	Releases	26	
	Attachments	01	
	Decisions on efficiency bars	22	
	Appointments to posts	06	
	Appeals	06	
	Other orders	15	
	Total		
02	Disciplinary		
	Amendments to Charge Sheets	01	
	Other disciplinary punishments	04	
	Retirement under section 12 of the Pension Minutes	02	
	Appointment of disciplinary inquiry officers	04	
	Other General Orders	11	
	Total		

Court cases relevant to the Education Service Committee

- Appointment to the post of Director Education (Sports and Physical Education)
Case No. SC(FR) 96/2017 - observations sent to the Hon. Attorney – General
- Appointment of Education Director, North Western Province
Case No. SC(FR) 110/2017 - proxy been sent to the Hon. Attorney – General

Health Service Committee

Powers have been delegated by the Public Service Commission to the Health Service Committee with effect from 01.11.2016 by the Gazette Extraordinary No. 1990/24 dated 27.10.2016 amended by the Gazettes Extraordinary No. 2009/18 dated 08.03.2017 and No. 2004/49 dated 10.02.2017. members for such committee have been appointed

with effect from 27.10.2016 by the Gazette Extraordinary bearing No. 1990/25 dated 27.10.2016.

Role of the Health Service Committee

Role of this committee is to making decisions on matters forwarded to the Committee in accordance with delegation of powers referred to above.

Progress of the Health Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	74
02	Confirmation	219
03	Issuance of appointment letters to the medical officers to whom letter of appointments have not so far been issued by the Public Service Commission prior to year 2017	173
04	Recruitment on contract basis	24
05	Promotions	470
06	Releases	14
07	Transfers	3056
08	Decisions on efficiency bars	126
09	Resignations	3
10	Covering of duties	6
11	Appointment to posts	12
12	Other decisions relevant to appointments	5
13	Issuance of charge sheets	5
14	Amendments to charge sheets	3
15	Interdiction	1
16	Exoneration from disciplinary cases	1
17	Other disciplinary punishments	2
18	Retirement under section 12 of Minute on pensions	1
19	Re- instatement in Service	1
20	Appointment of officers for formal disciplinary inquires	13
21	Other Orders relevant to disciplinary matters	13
	Total	4222

Court cases relevant to the Health Service Committee

Re- instatement of Medical Officer Mrs. R.M.P.M. Rathnayaka

Case No. SC(FR) 365/2016 – observations submitted to the Attorney General.

04. Steps taken to streamline activities of the Public Service Commission

Following functions during the period have been carried out by the Public Service Commission in order to contribute efficient and effective service to its clients

Establishments Division

- i. Sending reminders once in every month for making the tasks dealt with the Establishments Division more efficient and effective.
- ii. Summon officers in charge of the subject of the respective Ministry for holding discussions concerning problems relating to task carried out by the Establishment Division.
- iii. Taking actions to make available required facts true faxes by giving reminders over the telephone to Ministries – Departments who were failed in timely actions to send responses.

Appointment Division

- i. Making the path of easily and properly receiving information on appointment of officers to posts on the basis of confirm/acting/attending to duties in issuing the Public Service commission Circular No. 1/2007. Accordingly new format EST 12 has been introduced instead of formats EST 10 and EST 04 used so far. Therefore, appointment division could properly making appointments on acting attending to duties basis.
- ii. Taking prompt action to receive information from Ministries/Departments sending reminders and holding meetings with relevant officers in institution reducing delays presently experiencing in order to reduce documentation with the intention of delivering an expeditious service expected by public officers.
- iii. Implementing appropriate programme to receive and carrying out orders with in a specific time frame from the Public Service Commission giving targets all officers in the division.
- iv. Restructuring activities in the division implementing PRABHADARANI quality circle concurrently to the productivity programme making the functions of the division more effective and efficient.

Promotions Division

- i. Restructuring activities in the division implementing productivity concept within the division using the tool of brainstorming across the “ Abhiman” quality circle
- ii. Taking prompt action to receive information from Ministries / Departments, sending reminders and holding meetings with relevant officers in institutions reducing present delay in order to reduce documentation with the intention of delivering and expeditious service anticipated by public officers.
- iii. Officers attached to the Division are given targets to obtain decisions on each case within a specific time frame from the Public Service Commission and duly implementing functions more efficient and effectively.

Disciplinary Division

- i. Entering data in pending files in to a data base as initiating a project under the concept of “productivity” and successfully complete the project.
- ii. Initiating entering facts to be secured in documents forwarded to the record room having finalized disciplinary procedures and files that have been disposed.
- iii. Identifying and implementing proper procedure enabling to searching of files pending at the moment.

Appeals Division

- i. Sending reminders to get received observations /recommendations from delegated authorities relevant to appeals forwarded to the division and thereby making aware of Ministry Secretaries regarding delays caused thereon.

Education Service Committee

- i. Preparation of data management system.
- ii. Preparation of data management system for disciplinary matters.
- iii. Holding discussions with officers in the division regarding problems faced in dealing with matters in order to making an efficient and effective service.
- iv. Carrying out duties without any delay with the participation of all officers in the division and assuming duties even on holydays and special occasions.

- v. Balancing the tasks carried out by officers exchanging subjects among Public Management Assistant.

Health Service Committee

- i. The present data management system used by the office of the Public Service Commission has no room for a domain reserved for the Health Committee and therefore details relevant to documents being entered through a system (Access) newly being prepared.

Letters received by the committee being updated in accordance with a format from 25.04.2017 in a manner to easily get details of respective letters.

- ii. Taking prompt action regarding letters relevant to the Ministry of Health, Nutrition and Indigenous Medicine.

As soon as found shortcomings in letters received by the committee, such matters being solved by contacting respective officer over the phone and forwarded to the committee and decisions of the committee are also informed to the heads of institutions through faxes.

- iii. Preparation of work manuals enabling to executing duties efficiently on occasions where new entrants being recruited and recruitments being made on transfers.

- iv. Forwarding facts by minutes to the committee and conveyance of orders given by the committee and taking follow up measures.

05. Meetings held with Ministries and Departments

Srl. No.	Date	Matter	Ministry/ Department/ Institution participated
01	06.04.2017	Promotion of Railway Engine Drivers to the Special Grade.	Ministry of Transport and Civil Aviation Services
02	02.05.2017	Requests for reliefs in efficiency bar / language proficiency exams.	Ministry of Agriculture
03	05.05.2017	Filling of vacancies in Sri Lanka Architects Service , Grade 1	Ministry of Public Administration and Management
04	05.05.2017	Matters pertaining to Sri Lanka Medical Service	Ministry of Health Nutrition and Indigenous Medicine.

05	05.5.2017	Problems cropped up in appointments being made in the National Sports Science Institute and Sports Development Department.	Ministry of Sports Department of Sports Development National Sports Science Institute
06	16.05.2017	Sri Lanka Teacher Educationists' Service	Ministry of Education
07	22.05.2017	Promotions of officers in the Sri Lanka Technology Service of Irrigations and Water Resources Management to the Special Grade	Ministry of Irrigation and Water Resources Management Department of Irrigation
08	22.05.2017	Recruitment of officers to the Sri Lanka Engineering Service, Grade 111 Recruitment of officers to the Sri Lanka Accountants Service Recruitment of officers to Sri Lanka Planning Service, Grade 111	Ministry of Public Administration and Management
09	22.05.2017	Salary anomalies of Senior Officers in the unified postal service	Ministry of Posts, Postal Services and Muslim Religious affairs
10	23.05.2017	Matters pertaining to Development Officers Service	Ministry of Public Administration and Management
11	24.05.2017	Granting relief for completion of efficiency bars	Department of Social Services
12	25.05.2017	Problems on Scheme of Recruitment, MN – 5, Archeology Department	Ministry of Education Archeology Department
13	26.05.2017	Problems occurred in appointment of officers with qualification in Community Medicine to the Medical Administration Grade.	Sri Lanka Community Medicine Training School
14	30.05.2017	Further clarification on foreign leave obtained by State Counsels during the period of probation.	Ministry of Justice
15	02.06.2017	Problems cropped up in promotion of officers with medical administration qualifications to the medical administration grade	Sri Lanka Medical Administration School
16	02.06.2017	Problems occurred in recruiting senior lectures and principals to the training schools of medicine for Supplementary Professional Service and Para Medical Service	Ministry of Health Nutrition and Indigenous Medicine

17	12.06.2017	Granting Promotions to the special grade of Railway Engine Drivers' Service	Ministry of Transport and Civil Aviation Services Department of Railways
18	20.06.2017	Promotions of officers holding the post of Assistant Editor in the Office of Sinhala Dictionary to the Grade 11	Ministry of Internal Affairs, Wayamba Development and Cultural Affairs
19	29.06.2017	Schemes of Recruitment in the Department of Railways and Other matters	Department of Railways
20	29.06.2017	Promotion to the special grade of Railway Engine Drivers	Ministry of Transport and Civil Aviation Services Department of Railways
21	29.06.2017	On appointment of posts in grade 1 and special grade of Sri Lanka Agricultural Services	Ministry of Agriculture Department of Agriculture

06. Appearing in the Public Petitions Committee

Number of Inquires of Public Petitions Committee appeared from 01.04.2017 to 30.06.2017 is ten (10).

07. Withdrawing of cases filed in the Courts against the Government

Two (02) cases have been withdrawn filed in the court against the government during the prescribed period.

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01. Introduction

The new Public service Commission appointed by the President on the recommendation of the Constitutional Council in terms of the Article 54 (1) of the Constitution as amended by the 19th Amendment commenced its activities with effect from 15.10.2015.

The PSC, in pursuance of the Article 55(5) of the Constitution, submits an Annual Report to the Parliament every year and a Progress Report for each quarter is due to be submitted on the instructions of the Constitutional Council. As it was informed during the month of September 2016 to submit Progress Reports once in each quarter, the progress relating to all three quarters from 01.01.2016 to 30.09.2016 was submitted at one stretch.

In spite of the fact that the Progress Reports should be submitted to the parliament quarterly, the PSC engages itself in supervising its progress having obtain reports on monthly basis. Accordingly, the commission has carried out its activities during the last quarter from 01.04.2017 to 30.06.2017 without any major setbacks.

02. Meetings of the Public Service Commission

Details on meetings held during the period from 01.04.2017 to 30.06.2017

Month	No . of Meetings
April	07
May	07
June	08
Total	22

03. Activities carried out by each Division of the Public Service Commission

Following steps have been taken during the period to effectively and efficiently extend services to clients by the Public service Commission.

i. Establishments Division

The Establishments Division, in accordance with the delegation of power of the Public Service Commission as has been published in the gazette extraordinary No 1941/41 of 20.11.2015, carries out the work including formulation of service minutes (SMM) to each of the approved services in the public service and schemes of recruitment (SSOR) to every post, meeting with approval outside of such services.

In the formulation of such service minutes and schemes of recruitment, method of recruitment that should be followed for recruiting officers to all approved posts, eligibilities of recruitment, salary scale applicable to the post, conditions of services, methods of promotions and all other related particulars are to be incorporated. The Commission, prior to approval of the respective service minute or the scheme of recruitment 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 of Schemes of Recruitment.

Tasks carried out by the Establishments Division

- (i) Formulation of Services Minutes for every service approved in the Public Service.
- (ii) Formulation of Schemes of Recruitment for every post approved outside the above services.
- (iii) Matters relating to delegation of powers within the scope of the Public Service Commission
- (iv) Formulation of guidelines based on the procedural rule of the Public Service Commission.
- (v) Formulation and amendment of the transfer Schemes of all services.
- (vi) In case an approved Service Minute, Schemes of Recruitment or Schemes of Transfer is required to be amended, action to be taken to amend such many or Schemes on the recommendation of secretary concerned.
- (vii) Taking action to provide policy decision on requests received for solutions on problems arised in related to appointments, promotions, made by authorities to whom powers are delegated.
- (viii) Tacking action to solving matters pertaining to Procedural Rules of the Public Service Commission, Service Minutes, Schemas of Recruitment, Schemes of Transfer, and Circulars and instances where actions to be taken outside the orders of the Public Service Commission.

Progress of the Establishments Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	New Schemes of Recruitment	20
02	New Service Minutes	01
03	Schemes of Transfer	02
04	Amendments to Schemes of Recruitment	17
05	Amendments to Service Minutes	11
06	Amendments to Schemes of Transfer	06
07	Circulars	02
08	Request on deviation on Schemes of Recruitment in exceptional cases	04

09	Request on deviation from service minutes in exceptional cases	01
10	Policy matters	33
11	General	43
12	Matters pertaining to SC/AAT/CA	17
	Total	157

Complaints laid before AAT during the period under review

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decision upheld	Number of PSC decision revoked	Number pending as at 30.06.2017
32	04	36	00	00	36

Cases filed in the Supreme Court

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number dismissed and agreed with PSC decision	Number of PSC decision revoked	Number pending as at 30.06.2017
71	06	77	03	00	74

Cases filed in the court of Appeal

Number pending as at 01.04.2017	Number received from 01.04.2017 to 30.06.2017	Total number received as at 30.06.2017	Number of PSC decisions upheld	Number of PSC decisions revoked and granted relief	Number of pending as at 30.06.2017
10	00	10	00	00	10

- No requests have been made to the Parliamentary Commissioner for Administration (Ombudsman), Human Rights Commission and the Public Petition Committee.

ii. 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 Service) in respect of whom the powers of the Public Service Commission have not been

delegated as published in the Gazette Extraordinary No. 1941/41 dated 20.11.2015, No. 1989/29 dated 29.01.2016, No. 1990/24 dated 27.10.2016, No. 1992/7 dated 07.11.2016 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Appointment division of the Public Service Commission. .

Tasks carried out by the Appointments Division

- (i) Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions
- (ii) Conformation in service, Termination of service , Reversion to the former post.
- (iii) Appointment on acting / attending to duties basis

- (iv) Release (outright / temporary).

- (v) Recruitment on contract basis, Resignation from service , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds).
- (vi) Re- employment of retired public officers on contract basis, Appointment to scheduled posts in the Service Minutes (where applicable)
- (vii) 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.

Progress of the Appointments Division (01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	128
02	Confirmation	165
03	Recruitment	14
04	Re – employment on contract basis	213
05	Appointment on contract basis	08
06	Decisions on efficiency bars	170
07	Appointment to act / attend to the duties	178
08	Release	13
09	Resignation	05
10	Absorption	133
	Total	1027

Details of the pending cases and complains for which the division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	31	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	12	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	94	04
Cases filed after 01.04.2017	01	-----

iii. Promotions Division

Following functions relating to the Promotions 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 as published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016 , No. 1990/24 dated 27.10.2016, No. 1989/29 dated 29.01.2016, and the Gazette Extraordinary No. 1441/41 dated 20.11.2015 as amended by the Gazette Extraordinary No. 1955/22 dated 25.02.2016, are carried out by the Promotions Division of the Public Service Commission.

Tasks carried out by the Promotions Division

- I. Promotions to posts as per approved Service Minutes / Schemes of Recruitment (from grade to grade / Competitive Exams on seniority and merit basis / on the result of structured interviews)
- II. Appointment of Officers to relevant posts on Promotions based on results of structured interviews on seniority basis.
- III. Appointment to a new post giving prior approval thereto in transferring Officers of grade 1 and above belong to all island services from a post to post.
- IV. Producing observations and required reports on court cases filed in the Supreme court/ Court of appeal and appeals laid before Administrative Appeals Tribunal against orders/ decisions made by the Public Service Commission pertaining to matters referred to above.
- V. Dealing with matters pertaining to appeals laid before the Administrative Appeals Tribunal and cases filed in the Supreme Court / Court of appeals against orders / decisions made by the Public Service Commission having regard to above functions and appeared on behalf of the Public Service Commission whenever required.

Progress of the Promotions Division

(01.04.2017 to 30.06.2017)

Srl. No.	Matter	Number
01	Promotion from Grade to Grade	745
02	Promotion on selection	24
03	Appointment to posts	47
	Total	816

Details of the pending cases and complaints for which the Division had to be appeared as at 01.04.2017 and the number of cases and complaints finalized out of them as at 30.06.2017.

Supreme Court Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	36	01
Cases filed after 01.04.2017	03	-----

Court of Appeal Cases

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	05	-----
Cases filed after 01.04.2017	-----	-----

Complaints laid before AAT

	Pending as at 01.04.2017	Finalized as at 30.06.2017
Cases filed prior to 01.04.2017	66	-----
Cases filed after 01.04.2017	03	-----

iv. Disciplinary Division

Disciplinary matters of officers coming under the scope of Public Service Commission referred to in the Gazette Extraordinary No. 1941/41 dated 20.11.2015 amended by the Gazette No. 1955/22 dated 25.02.2016 and No. 2016/37 dated 26.04.2016, dealing with delegation of powers of the Public service Commission except officers falling under the Ministry of Education in terms of Gazettes Extraordinary No. 1989/27, 1989/28, 1989/29 dated 19.10.2016 and the Gazette Extraordinary No. 1992/7 dated 07.11.2016 and officers of Ministry of Health Nutrition and Indigenous Medicine in terms of Gazette Extraordinary No.1990/24 , 1990/25 dated 27.10.2016 are handled by the Disciplinary Division of the Public Service Commission in accordance with provisions of Article 57 (1) of the Constitution. Further, the Disciplinary Division, having extensively examined all documents received by the division extends much needed co – operation by way of making observations and recommendations to the Commission in order that it could arrive at decisions when and where necessary.

Role of the Disciplinary Division

Dealing with disciplinary matters of officers referred to in Para/above coming under the purview of the Public Service Commission

1. On disciplinary matters

- i. On receiving a preliminary investigation report conducted by the heads of Departments or secretaries of Ministries to the disciplinary division and following a proper study thereon with appropriately constructed observations, the Public Service Commission 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 Ministry Secretary and Head of Department. Upon consideration of the answers furnished by the accused officers to such charge sheet and the observations and recommendations thereon made by the respective Head of Department and Secretary of the Ministry, a decision will be made as to whether the institution of a formal disciplinary inquiry on the matter is feasible or not.
- iii. Where a 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 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 and Secretary to the Ministry.
- 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 and 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 re – instated 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. Appeals made against disciplinary orders issued by the Education Service Committee and the Health Service Committee

Appeals made against disciplinary orders issued by the Education Service Committee on officers coming under the scope of the Ministry of Education in accordance with the Extraordinary Gazette Notification No.1989/27 , 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 of 07.11.2016 in terms of provisions in Article 57 (1) of the Constitution and disciplinary orders against officers coming under the scope of the Ministry of Health, Nutrition, and Indigenous Medicine issued by the Health Service Committee in accordance with Extraordinary Gazette Notifications No. 1990/24, 1990/25 of 27.10.2016 and the Gazette Extraordinary No. 2004/49 of 01.02.2017 and the observations and recommendations made by the Appointing Authority of those officers and respective committees on such appeals will be considered by the Commission as to whether to grant reliefs on such officers / dismissal of appeals.

i. Appeals against notices of vacation of post

Except officers fall under the Ministry of Health, Nutrition, and Indigenous Medicine in accordance with Extraordinary Gazette Notice bearing No. 2004/49 dated 01.02.2017 and No. 1990/24 , 1990/25 dated 27.10.2016 and officers coming under the scope of the Ministry of Education as stated in the Gazette Extraordinary No.1989/27, 1989/28, 1989/29 of 19.10.2016 and No. 1992/07 dated 07.11.2016, appeals made against notices of VOP of officers coming under the scope of the Public Service Commission as stated in the Gazette Notification No. 1941/41of 20.11.2015 as amended by the Gazette No. 1955/22 of 25.02.2016 concerning the delegation of powers of the Public Service Commission and the observations and recommendations made by the Administrative Authority of those officers on such appeals will be re-considered by the Commission in deciding whether to appropriately re – instate such officers in service or not.

ii. Appeals laid before the Superior Courts, Administrative Appeals Tribunal, Human Rights Commission and Public Petitions Committee and Ombudsman

Preparation of observations on applications made before the Supreme Court (SC) against the decisions of the Public Service Commission concerning disciplinary orders and decisions on such disciplinary matters and observations on appeals made to the Administrative Appeals Tribunal, Public

Petitions Committee and the Ombudsman and makes its appearance before such institution whenever appeals being summoned and apart from inquires made by the Human Rights Commission would also be appropriately dealt with.

Progress of the Disciplinary Division

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Issuance of charge sheets	09
02	Amendments to charge sheets	03
03	Exoneration from charges	02
04	Dismissal from service	01
05	Other disciplinary punishments	09
06	Re- instatement in service	01
07	Dismissal of appeals	03
08	Retirement under section 12 of the pension minute	02
09	Compulsory retirement	01
10	Interdiction from Service	02
11	Conversion of retirement under disciplinary grounds to normal retirement	02
12	Retirement from service	01
13	Completion of disciplinary matters	06
14	Other general orders	51
15	Observation on appeals heard in the Administrative Appeals Tribunal	19
16	Observation on court applications	03
	Total	115

Court Cases dealt with during the period under review

	No. of SC Applications	No. of CA Applications	No. of AAT Appeals
Number pending to be appeared as at 01.04.2017	09	09	121
Number of cases finalized as at 01.04.2017 out of pending cases as at 30.06.2017	01	---	05
Number filed afresh from 01.04.2017 to 30.06.2017	00	01	07
Number pending as at 30.06.2017	08	10	123

v. Appeals Division

Appeals Division extends assistance to the commission to arrive at decisions on appeals submitted to the Public Service Commission to arrive at decisions on appeals submitted to the Public Service Commission in writing in terms of Article 58(1) of the Constitution 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.

Role of the appeals divisions

- i. Calling reports contained with observations and recommendations on each appeal from respective Ministry / Department.
- ii. Preparations of detail report on each appeal and forwarding it to the Public Service Commission
- iii. Conveyance the decisions on appeals made by the Public Service Commission to the appellant and other relevant parties.
- iv. Preparations of observations reports on appeals made to the Administrative Appeals Tribunal against the decisions of the Commission and makes its appearance before AAT.
- v. Making observations on petitions referred to it by the Public Petitions Committee regarding decisions of the Public Service Commission.
- vi. Making appearance before Public Petitions committee on petitions heard by the Public Petitions committee itself.

- vii. Making observations on applications laid before the Supreme Court and the Court of appeal against the decisions of the Public Service Commission.
- viii. Making observations relevant to petitions to the Parliamentary Commissioner of Administration (Ombudsman) against decisions of the Public Service Commission.
- ix. Making observations on applications made to the Human Rights Commission regarding decisions of the Public Service Commission.
- x. Forwarding information regarding cases filed in the Supreme Court and Court of Appeal to the Attorney General's Department.

Progress of the Appeals Division (01.04.2017 to 30.06.2017)

Srl.No	Matter	Number
01	Appeals received from 01.04.2017 to 30.06.2017	246
02	Number of Appeals for which reports on observations and recommendations were called by the Authority of power of delegation from 01.04.2017 to 30.06.2017 (Including appeals made during the previous years)	108
03	Number of appeals finalized from 01.04.2017 – 30.06.2017	193
	Details on finalize appeals as follows	
	Appeals on disciplinary matters	37
	Appeals on promotions	19
	Appeals on notices of vacation of post	51
	Appeals on Transfers	48
	Appeals on Appointments	01
	Appeals on interdiction	03
	other	34
	Total	193
04	Number of Supreme Court cases received from 01.04.2017 to 30.06.2017	05
05	Number of AAT cases received from 01.04.2017 to 30.06.2017	19
06	Inquires made by the Public Petitions Committee from 01.04.2017 to 30.06.2017	05

Court cases handle during the period under review

Details	Number as at 01.04.2017	Number received afresh from 01.04.2017 to 30.06.2017	Number of decisions given by the SC/ CA from 01.04.2017 to 30.06.2017	Number pending as at 30.06.2017
Number of Supreme court cases	30	05	06	29
Number of Court of Appeal cases	06	---	----	06

vi. Education Service Committee

In accordance with the delegation of powers by the Public Service Commission in terms of Article 57 (1) of the Constitution, the Gazette No. 1989/29 dated 19.10.2016 has been published for the Education Service Committee and the provisions relevant to delegation of powers in the Schedule “b” therein have been published in the Gazette Extraordinary No. 1992/7 dated 07.11.2016, effective from the date 20.10.2016.

The Gazette Extraordinary No. 2014/03 dated 11.04.2017 has been published relevant to delegation of powers by the Public Service Commission in accordance with the Article 57 (1) of the Constitution.

Role of the Education Service Committee

The following functions relevant to officer with whom the powers have been delegated by the Public Service Commission having published in the Gazette Extraordinary No. 2014/03 dated 11.04.2017 are been dealt by the Education Service Committee.

- i. Recruitment in accordance with the approved Service Minutes / Schemes of Recruitment and Promotions, Conformation 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 , Re –appointment to the Service / Post , Retirement (on optional / compulsory / medical grounds), dealing with appeals made against notices of vacation of posts , Re –appointment to the service/ post, Retirement, Re – employment of retired public officers on contract basis
- ii. Promotion (Grade to Grade/ on seniority and merit basis) in accordance with the approved Service Minutes / Schemas of recruitments / Schemas of promotions.
- iii. Granting relief for efficiency bar exams.
- iv. Disciplinary control and dismissal from service concerning offences set out in first Schedule of Chapter XLVIII of the Establishments Code in relation to offences falling under the scope of the Education Service Committee.

- v. Matters connected to political revenges.(Conveyance of the decision of the Public Service Commission No. PSC/EST/02-03/05/2016 dated 09.12.2016)

Progress of the Education Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number	
01	Retirement	67	
	Confirmation	25	
	Promotions	74	
	Absorptions	679	
	Releases	26	
	Attachments	01	
	Decisions on efficiency bars	22	
	Appointments to posts	06	
	Appeals	06	
	Other orders	15	
	Total		
02	Disciplinary		
	Amendments to Charge Sheets	01	
	Other disciplinary punishments	04	
	Retirement under section 12 of the Pension Minutes	02	
	Appointment of disciplinary inquiry officers	04	
	Other General Orders	11	
	Total		

Court cases relevant to the Education Service Committee

- Appointment to the post of Director Education (Sports and Physical Education)
Case No. SC(FR) 96/2017 - observations sent to the Hon. Attorney – General
- Appointment of Education Director, North Western Province
Case No. SC(FR) 110/2017 - proxy been sent to the Hon. Attorney – General

Health Service Committee

Powers have been delegated by the Public Service Commission to the Health Service Committee with effect from 01.11.2016 by the Gazette Extraordinary No. 1990/24 dated 27.10.2016 amended by the Gazettes Extraordinary No. 2009/18 dated 08.03.2017 and No. 2004/49 dated 10.02.2017. members for such committee have been appointed

with effect from 27.10.2016 by the Gazette Extraordinary bearing No. 1990/25 dated 27.10.2016.

Role of the Health Service Committee

Role of this committee is to making decisions on matters forwarded to the Committee in accordance with delegation of powers referred to above.

Progress of the Health Service Committee

(01.04.2017 to 30.06.2017)

Srl.No.	Matter	Number
01	Retirement	74
02	Confirmation	219
03	Issuance of appointment letters to the medical officers to whom letter of appointments have not so far been issued by the Public Service Commission prior to year 2017	173
04	Recruitment on contract basis	24
05	Promotions	470
06	Releases	14
07	Transfers	3056
08	Decisions on efficiency bars	126
09	Resignations	3
10	Covering of duties	6
11	Appointment to posts	12
12	Other decisions relevant to appointments	5
13	Issuance of charge sheets	5
14	Amendments to charge sheets	3
15	Interdiction	1
16	Exoneration from disciplinary cases	1
17	Other disciplinary punishments	2
18	Retirement under section 12 of Minute on pensions	1
19	Re- instatement in Service	1
20	Appointment of officers for formal disciplinary inquires	13
21	Other Orders relevant to disciplinary matters	13
	Total	4222

Court cases relevant to the Health Service Committee

Re- instatement of Medical Officer Mrs. R.M.P.M. Rathnayaka

Case No. SC(FR) 365/2016 – observations submitted to the Attorney General.

04. Steps taken to streamline activities of the Public Service Commission

Following functions during the period have been carried out by the Public Service Commission in order to contribute efficient and effective service to its clients

Establishments Division

- i. Sending reminders once in every month for making the tasks dealt with the Establishments Division more efficient and effective.
- ii. Summon officers in charge of the subject of the respective Ministry for holding discussions concerning problems relating to task carried out by the Establishment Division.
- iii. Taking actions to make available required facts true faxes by giving reminders over the telephone to Ministries – Departments who were failed in timely actions to send responses.

Appointment Division

- i. Making the path of easily and properly receiving information on appointment of officers to posts on the basis of confirm/acting/attending to duties in issuing the Public Service commission Circular No. 1/2007. Accordingly new format EST 12 has been introduced instead of formats EST 10 and EST 04 used so far. Therefore, appointment division could properly making appointments on acting attending to duties basis.
- ii. Taking prompt action to receive information from Ministries/Departments sending reminders and holding meetings with relevant officers in institution reducing delays presently experiencing in order to reduce documentation with the intention of delivering an expeditious service expected by public officers.
- iii. Implementing appropriate programme to receive and carrying out orders with in a specific time frame from the Public Service Commission giving targets all officers in the division.
- iv. Restructuring activities in the division implementing PRABHADARANI quality circle concurrently to the productivity programme making the functions of the division more effective and efficient.

Promotions Division

- i. Restructuring activities in the division implementing productivity concept within the division using the tool of brainstorming across the “ Abhiman” quality circle
- ii. Taking prompt action to receive information from Ministries / Departments, sending reminders and holding meetings with relevant officers in institutions reducing present delay in order to reduce documentation with the intention of delivering and expeditious service anticipated by public officers.
- iii. Officers attached to the Division are given targets to obtain decisions on each case within a specific time frame from the Public Service Commission and duly implementing functions more efficient and effectively.

Disciplinary Division

- i. Entering data in pending files in to a data base as initiating a project under the concept of “productivity” and successfully complete the project.
- ii. Initiating entering facts to be secured in documents forwarded to the record room having finalized disciplinary procedures and files that have been disposed.
- iii. Identifying and implementing proper procedure enabling to searching of files pending at the moment.

Appeals Division

- i. Sending reminders to get received observations /recommendations from delegated authorities relevant to appeals forwarded to the division and thereby making aware of Ministry Secretaries regarding delays caused thereon.

Education Service Committee

- i. Preparation of data management system.
- ii. Preparation of data management system for disciplinary matters.
- iii. Holding discussions with officers in the division regarding problems faced in dealing with matters in order to making an efficient and effective service.
- iv. Carrying out duties without any delay with the participation of all officers in the division and assuming duties even on holydays and special occasions.

- v. Balancing the tasks carried out by officers exchanging subjects among Public Management Assistant.

Health Service Committee

- i. The present data management system used by the office of the Public Service Commission has no room for a domain reserved for the Health Committee and therefore details relevant to documents being entered through a system (Access) newly being prepared.

Letters received by the committee being updated in accordance with a format from 25.04.2017 in a manner to easily get details of respective letters.

- ii. Taking prompt action regarding letters relevant to the Ministry of Health, Nutrition and Indigenous Medicine.

As soon as found shortcomings in letters received by the committee, such matters being solved by contacting respective officer over the phone and forwarded to the committee and decisions of the committee are also informed to the heads of institutions through faxes.

- iii. Preparation of work manuals enabling to executing duties efficiently on occasions where new entrants being recruited and recruitments being made on transfers.

- iv. Forwarding facts by minutes to the committee and conveyance of orders given by the committee and taking follow up measures.

05. Meetings held with Ministries and Departments

Srl. No.	Date	Matter	Ministry/ Department/ Institution participated
01	06.04.2017	Promotion of Railway Engine Drivers to the Special Grade.	Ministry of Transport and Civil Aviation Services
02	02.05.2017	Requests for reliefs in efficiency bar / language proficiency exams.	Ministry of Agriculture
03	05.05.2017	Filling of vacancies in Sri Lanka Architects Service , Grade 1	Ministry of Public Administration and Management
04	05.05.2017	Matters pertaining to Sri Lanka Medical Service	Ministry of Health Nutrition and Indigenous Medicine.

05	05.5.2017	Problems cropped up in appointments being made in the National Sports Science Institute and Sports Development Department.	Ministry of Sports Department of Sports Development National Sports Science Institute
06	16.05.2017	Sri Lanka Teacher Educationists' Service	Ministry of Education
07	22.05.2017	Promotions of officers in the Sri Lanka Technology Service of Irrigations and Water Resources Management to the Special Grade	Ministry of Irrigation and Water Resources Management Department of Irrigation
08	22.05.2017	Recruitment of officers to the Sri Lanka Engineering Service, Grade 111 Recruitment of officers to the Sri Lanka Accountants Service Recruitment of officers to Sri Lanka Planning Service, Grade 111	Ministry of Public Administration and Management
09	22.05.2017	Salary anomalies of Senior Officers in the unified postal service	Ministry of Posts, Postal Services and Muslim Religious affairs
10	23.05.2017	Matters pertaining to Development Officers Service	Ministry of Public Administration and Management
11	24.05.2017	Granting relief for completion of efficiency bars	Department of Social Services
12	25.05.2017	Problems on Scheme of Recruitment, MN – 5, Archeology Department	Ministry of Education Archeology Department
13	26.05.2017	Problems occurred in appointment of officers with qualification in Community Medicine to the Medical Administration Grade.	Sri Lanka Community Medicine Training School
14	30.05.2017	Further clarification on foreign leave obtained by State Counsels during the period of probation.	Ministry of Justice
15	02.06.2017	Problems cropped up in promotion of officers with medical administration qualifications to the medical administration grade	Sri Lanka Medical Administration School
16	02.06.2017	Problems occurred in recruiting senior lectures and principals to the training schools of medicine for Supplementary Professional Service and Para Medical Service	Ministry of Health Nutrition and Indigenous Medicine

17	12.06.2017	Granting Promotions to the special grade of Railway Engine Drivers' Service	Ministry of Transport and Civil Aviation Services Department of Railways
18	20.06.2017	Promotions of officers holding the post of Assistant Editor in the Office of Sinhala Dictionary to the Grade 11	Ministry of Internal Affairs, Wayamba Development and Cultural Affairs
19	29.06.2017	Schemes of Recruitment in the Department of Railways and Other matters	Department of Railways
20	29.06.2017	Promotion to the special grade of Railway Engine Drivers	Ministry of Transport and Civil Aviation Services Department of Railways
21	29.06.2017	On appointment of posts in grade 1 and special grade of Sri Lanka Agricultural Services	Ministry of Agriculture Department of Agriculture

06. Appearing in the Public Petitions Committee

Number of Inquires of Public Petitions Committee appeared from 01.04.2017 to 30.06.2017 is ten (10).

07. Withdrawing of cases filed in the Courts against the Government

Two (02) cases have been withdrawn filed in the court against the government during the prescribed period.

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