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**Office of the Deputy Chief Secretary - Administration, Northern Province**  
**Service Minute of the Provincial Office Employees' Service in the NPC**  
**Amendment to the Service Minute - Amendment No. 03**

1. The above Service Minute has been approved by the Hon. Governor on 01.07.2013 with effect from 01.01.2012.
2. Amendment - 03<sup>rd</sup> of the Service Minute is indicated in the table below.
3. Effective date of each section of the Amendments are mentioned in the last column.

S. No	Section	Existing parts to be amended	Proposed Amendments	Reason for the Amendments/ Adoption	Effective date of
1.	Definition 2.5	2.5 The term "Period of Satisfactory Service" shall mean, (i) A period of service during which an officer has earned all salary increments which were to be earned by him by way of performing his duties efficiently and diligently, satisfying qualifications required to be confirmed in the appointment and during which the officer has not committed any punishable offence. (ii) A period during which the annual salary increments which were to be granted to the officer have been suspended /reduced / terminated/ deferred on legal grounds, if any and at instances where a punishable offence mentioned under First Schedule on offences in part II of Establishment Code has been committed, a period of three years from the date of committing such offence and at the instances where a punishable offence mentioned under Second Schedule on offences in Part II of Establishments Code has been committed, a period of one year from the date of committing such offence shall be excluded in the calculation of satisfactory period of service.	2.5 The term "Period of Satisfactory Service" shall mean, (i). A period of service during which the officer has earned all increments required to be earned by the officer during that period by way of performing the duty of a Public Officer efficiently and diligently and passing all efficiency bars prescribed for and further satisfying all the qualifications prescribed for the confirmation in the service and no any punishable offence committed by the officer.	Implementation of the provisions of PSC Circular No. 01/2020 dated 01.01.2020 which was approved by PPSC, NPC.	01.01.2020
2.	10.5	Shall pass the Other Official Language Proficiency Test within 5 years from the date of appointment. (Basic level in Language Course Examination held by the Department of Official Languages). The salary increments of the employees who do not achieve the required level of proficiency within the prescribed period shall be stopped.	Proficiency at the relevant level shall be acquired as per Public Administration Circular 18/2020 and other circulars issued subsequently.	According to the Public Administration circular No. 18/2020 dated 16.10.2020	16.10.2020
3.	11.1.1 (iv)	(iv). Shall have completed a satisfactory service of five (05) years immediately preceding the date of promotion	(iv). Should not have been subject to a disciplinary punishment as per the provisions in Public Service Commission Circular No. 01/2020 as at the date of examining the qualifications for promotion.	Implementation of the provisions of PSC Circular No. 01/2020 dated 01.01.2020 which was approved by PPSC, NPC.	01.01.2020

4.	11.1.2	<p><b>Promotion under Exceptional Performance:</b></p> <p><b>(a) Pre requisites for Promotion:</b></p> <p>(i) Shall have been confirmed in the appointment;</p> <p>(ii) Shall have completed a satisfactory and active period of service for six (6) years in Grade III of the Service Category and earned all due salary increments falling within the above 6 years;</p> <p>(iii) Shall have completed 5 years of satisfactory service immediately preceding the date of promotion;</p> <p>(iv) Shall have passed relevant efficiency bar on due date;</p> <p>(v) Shall have achieved the level of proficiency at other official language;</p> <p>(vi) Shall have proved a level of performance above average performance during the 6 years immediately preceding as per the approved performance appraisal scheme.</p> <p><b>(b) Method of applying for Promotion:</b></p> <p>Employees who have satisfied the requirements indicated from (i) to (vi) in 11. 1.2 should apply in accordance with the Advertisement published by the Provincial Public Service Commission, Northern Province.</p> <p><b>(c) Method of Promotion:</b></p> <p>When a candidate who has passed the written aptitude test conducted by Provincial Public Service Commission, Northern Province on behalf of Chief Secretary, Northern Province makes a request for promotion through the Head of Department and the Secretary of the respective Ministry using the specimen form, the promotion to Grade II shall be made effective with effect from the date on which the employee who completes the six(06) years' service from the date of appointment and satisfied other requirements after verifying these qualifications by the Chief Secretary, Northern Province.</p> <p><b>Note:</b></p> <p>(i) It is required to obtain a minimum of 60% of marks for a pass in the test conducted for promotions on exceptional performance. Further, the test for promotions on</p>	Deleted	No provisions for promotion under Exceptional performance	01.01.2012
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G.Prathiban  
Administrative Officer  
Provincial Public Service Commission  
Northern Province

		<p>exceptional performance shall be conducted only once a year. An officer can sit this examination only once.</p> <p>(ii) An officer, who fails to sit for this examination due to any special reason beyond his control, shall sit for the aptitude test held afterwards. The date of promotion on exceptional performance of such an officer shall be the date on which the officer passed that examination.</p>			
5.	11.2.1 (ii)	<p>(ii). Shall have completed a satisfactory service of five (05) years immediately preceding the date of promotion</p>	<p>(iv). Should not have been subject to a disciplinary punishment as per the provisions in Public Service Commission Circular No. 01/2020 as at the date of examining the qualifications for promotion.</p>	<p>Implementation of the provisions of PSC Circular No. 01/2020 dated 01.01.2020 which was approved by PPSC, NPC.</p>	01.01.2020
6.	11.2.2	<p><b>Promotion under Exceptional Performance:</b></p> <p><b>(a) Pre-requisites:</b></p> <p>(i) Shall have completed 8 years of active and satisfactory service in Grade II of the Service and earned all due salary increments falling within the above 8 years;</p> <p>(ii) Shall have completed 5 years of satisfactory service immediately preceding the date of promotion as per the approved performance appraisal scheme;</p> <p>(iii) Shall have proved a level of performance above average performance during the 8 years immediately preceding as per the approved performance appraisal scheme (as satisfactory, highly satisfactory, excellent);</p> <p>(iv) Shall have passed relevant efficiency bar on due date.</p> <p><b>Note.</b> — (appearing for tests for promotions under exceptional performance)</p> <p>Until a common methodology is introduced and implemented by the Government for performance appraisal, those who have proved a performance at satisfactory level or above at the annual performance appraisal shall be given opportunity to sit for the written aptitude test/structured interview for promotion on exceptional performance.</p>	Deleted	<p>No provisions for promotion under Exceptional performance</p>	01.01.2012

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G. Rathiban  
Administrative Officer

Provincial Public Service Commission  
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		<b>(b) Method of Promotion:</b> A structured interview shall be conducted by an interview board appointed by the Chief Secretary, Northern Province, for the officers who have satisfied the required qualifications and those who score 50% or above from the structured interview shall be promoted to Grade I by the Chief Secretary, Northern Province with effect from the date on which the Officer completes eight (08) years after promoting to Grade II.		
7.	11.3.1 (ii)	(ii). Shall have completed a satisfactory service of five (05) years immediately preceding the date of promotion	(iv). Should not have been subject to a disciplinary punishment as per the provisions in Public Service Commission Circular No. 01/2020 as at the date of examining the qualifications for promotion.	Implementation of the provisions of PSC Circular No. 01/2020 dated 01.01.2020 which was approved by PPSC, NPC.

**P. Kuganathan**  
Deputy Chief Secretary - Administration  
Northern Province

**P. Kuganathan**  
Deputy Chief Secretary  
Office of the Deputy Chief Secretary-Administration  
Northern Province

Date: 11, 10, 2022

This Amendment is recommended

**S.M. Saman Bandulasena**  
Chief Secretary  
Northern Province

**S.M. Saman Bandulasena**  
Chief Secretary  
Northern Province

Date: 17 / 10 / 2022

**Hon. Governor.**

This Amendment is recommended by the Provincial Public Service Commission, Northern Province on 2022.10.27

It is submitted for the Hon. Governor's approval please.

**S. Thiruvakaran**  
Secretary  
Provincial Public Service Commission,  
Northern Province

**S. Thiruvakaran**  
Secretary  
Provincial Public Service Commission,  
Northern Province

Date: 4/11/22

Approved

**Jeevan Thiagarajah**  
Governor,  
Northern Province

**Jeevan Thiagarajah**  
Governor  
Northern Province

Date: 15/11/2022

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**G. Rathiban**

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Northern Province