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நிதி அமைச்சு
MINISTRY OF FINANCE

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எனது இல. } DMS/CIR/01/2016 (I)
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உமது இல. }
Your No. }

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திகதி } 16. 12.2016
Date }

Management Services Circular No.01/2016 (I)

All Secretaries of Ministries

Chief Secretaries of Provincial Councils

Heads of Departments

Chairmen of Public Corporations,

Statutory Boards and Government Owned Companies

Cadre and Remuneration Management of Projects

Your attention is drawn to the Management Services Circular No. 01/2016 dated 24.03.2016. The following paragraphs and Annexure I of the above circular are hereby amended.

- Paragraph 2.2.5 (a) and (b) of the Management Services Circular No. 01/2016 shall be replaced with the following.**

2.2.5. (a) The selection of Project Directors (also referred to as Heads of Projects) shall be made by a panel headed by a Secretary of a Cabinet Ministry nominated by the Secretary to the Treasury. The other members of the panel shall be the Secretary to the line Ministry/ Chief Secretary of the relevant Provincial Council and the Head of the Implementing Agency.

- Paragraph 2.2.7 of the Management Services Circular No. 01/2016 shall be replaced with the following.**

2.2.7. All appointments should be on contract basis, for a maximum period of three (03) years, renewable annually subject to satisfactory performance. The performance of each employee shall

be appraised as specified in paragraph 7 of this circular. In case the project period has to be extended beyond three (03) years as per the project proposal the relevant salary increments shall be continued up to the termination of the project, subject to satisfactory performance.

When the project period is extended beyond three (03) years in contrast to the project proposal due to the inefficiency of the project staff, increments shall not be continued for the extended period of the project. Authority for the termination of employee contract shall be vested in the respective appointing authority.

3. Paragraph 3.3, 3.3.1 and 3.3.2 of the Management Services Circular No. 01/2016 shall be replaced with the following.

3.3. PAYE tax or any other applicable taxes payable by project staff are subject to the provisions of prevailing laws/regulations.

4. The following paragraphs shall be included next to the paragraph 4.3 of the Management Services Circular No. 01/2016.

4.3. (a) Overtime payments to the supporting staff of the project shall be made subject to the provisions stipulated in chapter VIII of the Establishment Code part I.

(b) An officer of the senior staff who is approved to work on a Saturday, a Sunday or a Public Holiday in connection with essential and urgent work shall be paid holiday payment subject to following conditions.

- (i) He/She should work for not less than eight (08) hours per day.
- (ii) Prior approval should obtain from the Secretary of the relevant line ministry to work on a holiday.
- (iii) Secretary of the line ministry should decide the number of days for which holiday payments are made on the basis of the urgency of work.

(iv) Eligible payment per holiday

Salary Level	Amount (Rs.)
PS1	5000
PS2	4500
PS3	4000
PS4	3500
PS5	3000
PS6	2500

5. The following paragraph shall be included next to the paragraph 4.4 of the Management Services Circular No. 01/2016.

4.5. Additional fuel requirement for project visits should be approved by the Secretary of the relevant line Ministry.

6. Annexure 01 of the Management Services Circular No. 01/2016 shall be amended as follows.

Annexure I

(i) The following qualifications mentioned in column I should be replaced with the qualifications mentioned in column II, in all cases where the Management Services Circular No. 01/2016 has prescribed a degree, recognized by the University Grants Commission being the basic academic qualification at recruitment to a post in a project.

Column I Qualifications as per Management Services Circular No. 01/2016	Column II Qualifications
A Bachelor's degree in the relevant field which is recognized by the University Grants Commission	A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission Or A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field Or A professional qualification successfully completed from recognized professional Institute in the relevant field.

- (ii) The basic qualifications mentioned in the Management Services Circular No. 01/2016 for making recruitments for the technical posts of PS5 and PS6 levels should not be applicable for the officers serving in similar posts in the public sector and such a recruitment should be made, having considered the experience obtained by the relevant public officer as per the Annexure I in Management Services Circular No. 01/2016.



R.H.S.Samaratunga

Secretary to the Treasury

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1. Secretary to the President
 2. Secretary to the Prime Minister
 3. Secretary to the Cabinet of Ministers
 4. Auditor General
 5. Secretary, Public Service Commission
 6. Secretary, National Salaries and Cadres Commission