

Management Services Circular No. : 03/2014

My No: DMS/Circular/2014

Department of Management Services

General Treasury

31.03.2014

All Secretaries to Ministries /

Chief Secretaries of Provincial Councils /

Heads of Departments

**Approval for Creation of Posts and Filling of Vacancies in the Public Service,
Provincial Public Service Including Local Authorities**

Creation of posts and filling of vacancies in the Public Service, Provincial Public Service including Local Authorities should be done in compliance with the provisions stipulated in this circular with effect from 15.04.2014.

02. Creation of Posts

Prior approval of the Department of Management Services should be obtained in creation of new posts for the Public Service and Provincial Public Service including Local Authorities. The requests in this respect should be forwarded to the Director General, Department of Management Services by Heads of Departments with duly filled application form 01 annexed hereto, along with adequate justifications including recommendations of the Secretary to the relevant Line Ministry/Provincial Chief Secretary. In the event of making requests for new posts, if the budgetary provisions are inadequate to incur the expenditure of salaries, allowances and other expenses stemmed from the creation of new posts, approval for such posts will be granted for the next year.

03. Granting approval for filling of vacancies

- (i) Vacancies arising due to promotion/ retirement/ resignation/ death of the officers in Public Service, Provincial Public Service and Local Authorities, who hold the posts carrying the salary scales under PL, RS, MN, MT, GE and SL as mentioned in the Public Administration Circular No 06/2006, can be filled on prior approval of the Secretary to the relevant Line Ministry/ Provincial Chief Secretary without the approval of the Director General, Department of Management Services. Prior to granting the said approval, the Secretary to the Line Ministry/ Provincial Chief Secretary should ensure that the due approval has been obtained from the Department of Management Services with regard to the post/ posts vacant and the availability of adequate financial provisions for the respective Department/ Institution in the Budget Estimate in order to pay salaries and other allowances.
- (ii) In case of filling vacancies which occurred/ will occur due to other reasons extraneous to the Para 03 (i) above, prior approval of the Director General, Department of Management Services should further be obtained. Such requests should be forwarded to the Director General, Department of Management Services by Heads of Departments along with sufficient justifications and personal recommendations made by the Secretary of the relevant Line Ministry/ Provincial Chief Secretary.
- (iii) Filling of vacancies should be done in accordance with the provisions stipulated in the relevant Service Minutes, Schemes of Recruitment and Promotions, relating to the posts.

04. It is emphasized that the relevant Appointing Authority / Head of the Department is personally liable for the recruitment/ appointment/ promotions made contrary to the instructions of this circular and in case of such contradictory situations the Disciplinary Authority should immediately follow proper disciplinary procedures against the relevant officials.

05. Further, the provisions of this circular shall come into force in place of the instructions laid down in the Management Services Circulars No. 28 dated 10.04.2006, No. 28 (I) dated 26.05.2006 and No. 28 (II) dated 01.08.2006, issued with regard to creation of posts and filling of vacancies in the Public Service, Provincial Public Service including Local Authorities. Provisions pertaining to the Government Corporations, Statutory Boards, and State Owned Companies stipulated in the above circulars remain unchanged.

06. The Management Services Circular No. 36 dated 01.08.2007 and No.36 (I) dated 15.10.2007 are repealed with the issue of this circular.

Sgd/ P.B. Jayasundera
Secretary to the Treasury

Copies :

1. Secretary to the President
2. Secretary to the Prime Minister
3. Secretary to the Cabinet of Ministers
4. Secretary, Ministry of Public Administration and Home Affairs
5. Auditor General
6. Secretary, Public Service Commission
7. Secretary, National Pay Commission
8. Secretary, Finance Commission

APPLICATION FOR CREATION OF POSTS

• **Part I – General Information**

1. Ministry/Provincial Council :-

2. Department or Institution :-

3. Head Programme Project

4. I. Designation :-

II. Proposed Salary Scale :-

III. Service/Grade :-

IV. Required No. of Posts :-

V. Whom to be reported :-

5. Posts are required on. *

I. Permanent basis

II. Casual or Temporary basis From

To

6. Approved cadre in the institution in this category or in similar categories :-

I. Approved cadre

II. Actual no. of employees

III. No. of vacant / excess cadre

7. Posts are required for.*

New activity / activities

Expansion of existing activity / activities

Clearing back-log

Promotional Prospects

Other

If other, state the reasons for the creation of posts.

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8. Provide justification for the required posts in a separate sheet.

Note : * Put a tick (✓) in the relevant cage.

9. Has a similar request for these posts been made earlier?*

Yes No

I. If "Yes", what was the decision ? :-

II. Quote the reference of Department of Management Services & date :-

10. I. Estimated annual expenditure for the creation of post(s):- Rs

II. Estimated expenditure is made by, *

Incorporation in the Annual Estimate

Virement Procedure

Requesting a supplementary estimate

Saving created against the suppression of other posts

If so, Designation :-

No. of Posts :-

Other

If other, Please specify.

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• **Part II – Observations and Recommendations**

11. The particulars of existing number of employees, number of vacancies, priority given for the programme/ project and duties of the requested posts were taken into account. Considering the possibility of redeploying the existing staff, possible benefits and alternative costs, I assure that the request is justified/ could be reduced/ could be differed.

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Signature of the Head of the Department

Date

12. Recommendations of the Secretary to the Ministry/ Chief Secretary of Provincial Council :-

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Signature of the Secretary to the Ministry/ Chief Secretary

Date

Note : * Put a tick (✓) in the relevant cage.

• **Part III - Approval of the Director General of the Department of Management Services**

13. According to the application submitted, approval is granted/ not granted to create the following no. of posts.

Name of the Institution :-

Title of the post (Designation) :-

Service and Grade :-

No. of post(s) :-

Salary Scale :-

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Signature Date
Director General
Department of Management Services

Note : * Put a tick (✓) in the relevant cage.