

# OFFICE OF THE DEPUTY CHIEF SECRETARY - ADMINISTRATION

## ADMINISTRATIVE REPORT

**Vision:**

**Ensuring Sustainable  
Excellence Provincial  
Public Service in  
Eastern Province.**

**Mission:**

**Develop and Maintain  
Human Resources and  
Institutional Settings  
in order to Contribute  
for Better and  
Responsive  
Administrative  
System.**

**YEAR**

**2012**



**EASTERN PROVINCE**

**OFFICE OF THE DEPUTY CHIEF SECRETARY ADMINISTRATION  
EASTERN PROVINCE**

### **1.0 History and Background**

At the inception of the North East Provincial Council in 1989, Ministry of Interior was established. The subjects of Provincial Public Administration, Local Government, and Rural Development, were under the purview of this Ministry. In 1991 the Ministry of Interior was abolished and the Departments of Provincial Public Administration, Local Government and Rural Development were brought under the Chief Secretary. Subsequently the Post of Deputy Chief Secretary was created and the subject of Provincial Public Administration came under Chief Secretary's Cluster.

### **1.1 Organizational Structural Changes**

Due to the bifurcation of North East Provincial Council into two separate Provincial Councils, Ministry of Provincial Public Administration, North East Provincial Council was de-merged as two separate Ministries namely Provincial Public Administration, Northern Province and Provincial Public Administration, Eastern Province.

According to the Hon. Governor's Memorandum No: G/EPC/A/MEMO dated 12/02/2009 the authority was delegated to Deputy Chief Secretary-Administration with regard to the Provincial Combined Services staff.

## **2.0 Aim of the Organization and Activities**

### **2.1 Vision**

Ensuring Sustainable Excellence Provincial Public Service in Eastern Province

### **2.2 Mission**

Develop and Maintain Human Resources and Institutional Settings in order to contribute for Better and Responsive Administrative System.

### **2.3 Objectives**

- To deploy required manpower to the Provincial Public sector institutions in the Eastern Province.
- To assign work stations to provide equal opportunities to the officers in order to serve in congenial stations.

- To accomplish the establishment and general administration matters of the Combined Service and All Island Service.
- To support to improve systems and procedures in the Provincial Public Institutions in E.P.
- To provide accommodation facilities to the provincial staff.
- To expedite disciplinary inquiries.
- Maintaining the modern Human Resources Information Management System.
- To implement the provincial policies related to the Establishment and General Administration matters.

## **2.4 Mandate**

Mandate of the office of the Deputy Chief Secretary- Administration is deploying suitable man power to all ministries and departments in the eastern province and providing satisfactory and comfortable environment for provincial staff and agencies in human resources, establishment matters through recruitment, distribution, disciplinary, retirement process and implementing regulations for strengthening human resources fairly and equitably.

Provision of official residential facilities for the needy staff of provincial council and giving institutional capacity development for the staff getting efficiently and effectively service delivery with good governance.

## **2.5 Activities**

- Assisting to obtain the cadre approval for EPC.
- Deployment of combined service staff among the Provincial Public Institutions in EP.
- Granting Confirmation, Promotion, Extension of service, Retirement approval to the Combined Service staff.
- Assigning workstation to Combined Service staff.
- Expediting disciplinary inquiries.
- Accomplishing all other establishment matters.
- Reviewing and processing pension application of EPC staff.
- Processing compensation application of Provincial staff in the EP.

- Providing accommodation facilities to the staff of EPC.

## **2.6 Duties and Responsibilities**

Office of the Deputy chief secretary – Administration, Eastern province is responsible for establishment workers of the provincial staff and providing better accommodation facilities for them, Granting final approval for the pension payment and processing compensation applications.

The key activities of this office are follows:

- General Public Administration in respect of the staff of the all Ministries and Departments.
- Establishment and personal functions of all the combined service of EPC.
- Making recruitment and granting appointment to combined services.
- Annual transfer of the employees on application and request from head of department.
- Expediting disciplinary inquiries.
- Completing disciplinary inquiries and making disciplinary order for the employees.
- General Administration and management of quarters and guest houses including maintenance also.
- Checking and approving pension application and pension award.
- Accounts and payment regarding its staff.

## **2.7 Situation analysis (Strengths, Weaknesses, Opportunities and Threats)**

### **Strengths:**

- Have knowledgeable leaders in the organization.
- Service oriented minded staff.
- Proper coordination with all departments.

### **Weaknesses:**

- Inadequate fund for recurrent and development activities.
- Lack of IT knowledge staff.
- Lack of E-Administration.

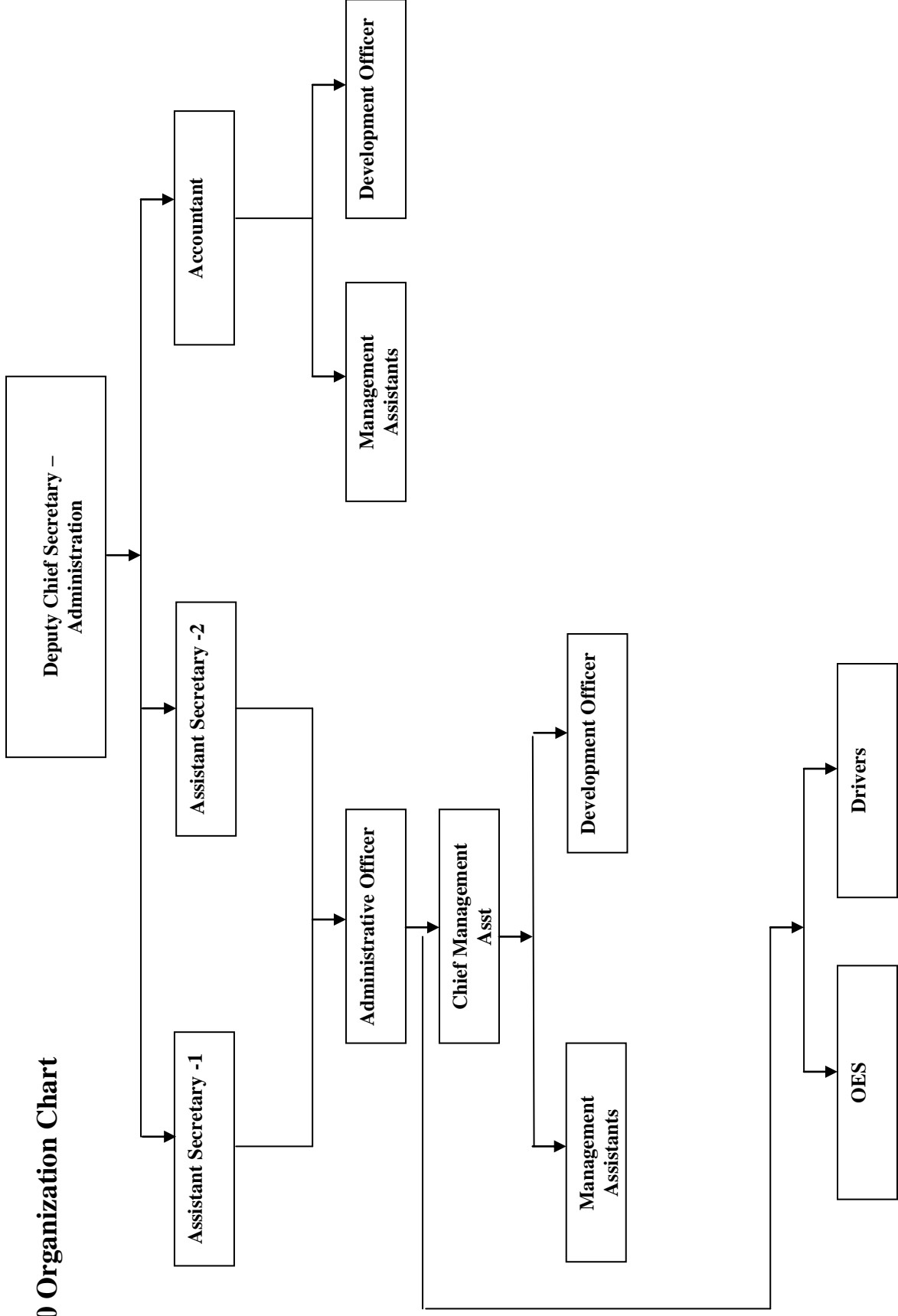
**Opportunities:**

- There are all the superiors, such as chief secretary secretariat and the most of the ministries are situated in same premises.
- MDTD, Department of HRD provides more support to carry out our task.

**Threats:**

- Political interference is the major problem to perform our duties smoothly.
- Insufficient co-ordination of the Trade union is also the problem to caring out our duties successfully.

### 3.0 Organization Chart



### 3.1 Cadre Position

Cadre Position of “OFFICE OF THE DEPUTY CHIEF SECRETARY ADMINISTRATION”

No	Post	Approved Cadre	Present Position	Vacant
01	DCS-Administration – SLAS -Spl	01	01	00
02	Asst. Sec – SLAS III	02	02	00
03	SLAcctS II/II	01	01	00
04	Administrative Officer	01	00	01
05	Management Asst	17	17	00
06	Programme Asst	03	03	00
07	Data Entry Operator	01	01	00
08	Driver	02	02	00
09	Office Employee Service	04	04	00
<b>Total</b>		<b>32</b>	<b>31</b>	<b>01</b>

### 3.2 Staff Particulars of the Office

No	Name	Designation	Period
01	Mrs.K.Pathmarajah	DCS-Administration	Jun - Dec
02	Mr.Mathivannan	Asst. Secretary	Jun - Dec
03	Mr.B.M.P.S.B.Basnayaka	Asst. Secretary	Oct - Dec
04	Mrs.A. Kanchanadevi	Accountant	Jan - Dec
05	Mrs.S.Malarvili	Administrative Officer	Jan - Dec
06	Mr.K.B.R.Jeyawichrama	Chief Management Asst	Oct - Dec
07	Mrs.M.H.Nirmala	Management Asst	Jan - Dec
08	Mr.T.Prabatharan	Management Asst	Jan - Dec
09	Miss.S.Thushanthi	Programme Asst	Jan - Dec
10	Mr.K.Suthakaran	Management Asst	Jan - Dec
11	Mrs.S.Uthayamala	Management Asst	Jan - Dec
12	Miss.S.Pathmathar	Management Asst	Jan - Dec
13	P.G.A.S.Ariyathilaka	Management Asst	Jan - Dec

14	Mr.S.Sureshkumar	Management Asst	Jan - Dec
15	Mr.V.Vijayabaskar	Management Asst	Jan - Dec
16	Mr.S.Ruban	Management Asst	Jan - Dec
17	Ms.V.Sathiyasoathy	Management Asst	Feb-Dec
18	Mrs.J.Jamini	Management Asst	Mar - Dec
19	W.A.N.Priyadarshani	Management Asst	Apr - Dec
20	Miss.P.N.Sharmila	Management Asst	Jun - Dec
21	Mr.P.G.Amila Sudarshana	Management Asst	Jan- Dec
22	Mr.N.Jinesh	Management Asst	Jun - Dec
23	Mr.S.Thishanth	Management Asst	Jun - Dec
24	Y.Saruyan	Management Asst	Jun - Dec
25	Mrs.S.Sivanandarajah	Management Asst	Aug - Dec
26	Mr.Uthayakumar	Driver	Jul - Dec
27	Mr.S.Pathmaharan	Data Entry Operator	Jan - Dec
28	Mr.U.Krishnan	Office Employee Services	Jan - Dec
29	Mr.S.Srikanthan	Office Employee Services	Jan - Dec
30	Mr.K.Konamalai	Office Employee Services	Jan - Dec
31	Mr.M.Vairavanathan	Office Employee Services	Jan - Dec
32	Mr.M.Suthanthira	Office Employee Services	Jan - Dec
33	Mr.K.Nagalingam	Office Employee Services	Jan - Dec
34	Mrs.S.N.Jayamalar	Office Employee Services	Jan - Dec
35	Mr.s.Kanenthiran	Office Employee Services	Jan - Dec
36	Mr.K.Sundaram	Office Employee Services	Mar - Dec
37	A.Barns	Office Employee Services	Jul - Dec
38	Mr.K.Krishnarajah	Office Employee Services	Jul - Dec
39	Mr.S.Subramaniam	Office Employee Services	Aug - Dec

**The following carders in respect of the designations were transferred to different Ministries, Eastern Province in the year 2012**

No	Name	Designation	Period	Transferred Place
01	Mr.K.Karunaharan	DCS- Administration	Jan-Feb	Assembly



02	Mrs.J.J.Muraleetharan	DCS- Administration	Mar-Apr	
03	Miss.B.D.Y.R.Wimalaratna	Asst. Secretary	Jan-Dec	DCS-HRD
04	Mrs.U.Kavitha	Asst. Secretary	Jan-May	
05	Mr.T.D.A.Dissanayaka	Chief Management Asst	Jan-July	Other Province
06	Mrs.J.Ajantha	Programme Asst.	Jan-Sep	Irrigation, Batti
07	Mr.L.Priyadharsan	Programme Asst	Jan-	DCS-HRD
08	Mr.K.Vijayanathan	Programme Asst	Jan-	DCS-HRD
09	Miss.Indumathy	Management Asst	Jan - Feb	Irrigation
10	Mrs.S.Kalaimathi	Management Asst	Jan	Building
11	Mrs.A.Kumuthavani	Management Asst	Jan - Apr	
12	Mrs.L.Ranjitha	Management Asst	Jan-Jul	Irrigation
13	Miss.M.Shobana	Management Asst	Apr-Jun	Batti
14	Mr.M.M.A.Susantha	Driver	Jan-Jul	M/Education
15	Mr.P.Luxman	Driver	Jan-Feb	Health
16	Mr.K.Selvaratnam	Driver		RDA
17	Mr.A.E.Payas	Office Employee Services	Jan - Feb	Out of Island
18	Mr.S.Vigneshwaran	Office Employee Services	Jan	CM Office
19	Mr.V.Raveendran	Office Employee Services	Jan-Jul	M/Education
20	Mr.N.Thurairajah	Office Employee Services	Jan-Mar	Sports Department
21	A.C.M.Naspeer	Office Employee Services	July	

#### **4.0 Infrastructure**

##### **4.1 Building Facilities**

This office has been functioning in the ground floor of the building complex of Chief Secretary's Secretariat, Eastern Province, Kanniya Road, Varothayanagar.

##### **4.2 Vehicle**

One vehicle is available in this office.

<b>No</b>	<b>Type</b>	<b>No. of Vehicles</b>
01	Pickup	01

#### **5.0 Cadre Creation & Appointments**

This office is responsible to make arrangements to create the required cadre to the institutions in EPC to carry out the functions effectively & efficiently and also responsible for making appointments to the posts in the Combined Services other than Staff Grades and All Island Services. However, this Institution co-ordinate all work connected with the appointments to the posts in Staff Grades and the All Island Services with the Provincial Public Service Commission and the Ministry of Public Administration and Home affairs and other relevant authorities.

##### **5.1 Particulars of Appointments made**

###### **5.1.1 The following appointments were made from Open & Limited examination- 2012**

###### **Appointments – 2012**

<b>No</b>	<b>Service / Post</b>	<b>Nos</b>
01	Development Officer	438
02	Management Asst	167
03	Technical officers	-
04	Data Entry Operator	01
05	Driver	108
06	OES	6
<b>Total</b>		<b>720</b>

Newly recruited Development Officers for the Eastern Province Council received their appointment letters at the occasion ceremonially held in Trincomalee with the participation of Hon. Governor, Rear Admiral Mohan Wijewickrama as the Chief Guest on 24 th December 2012.



### 5.1.2 Re-employment on Contract Basis

No	Post / Service	No. of Officers
01	All Island Services	10
02	Middle Level Services	-
	<b>Total</b>	<b>10</b>

### 5.2 The details of Confirmation made in Combined Services

No	Post / Service	Nos
01	Programme Asst	37
02	Management Assistant	74
03	Technical Officers	12
04	Data Entry Operator	06
05	Office Employees Service	16
06	Drivers	-
	<b>Total</b>	<b>145</b>

### 5.2.1 The details of Pre activity for confirmation and other services made in Combined Service Officers

No	Services	Programme Asst	Management Asst
01	Verification of Educational Result	2	167
02	Change of Name	18	24
03	Language allowance	5	09
04	Release (to projects)	-	14
05	Computer Allowances	-	03

### 5.3 Promotions Granted

Examinations and interviews were conducted during the year to grant promotions to eligible officers. The officers who had passed and qualified for promotions were granted due promotions. 124 officers were granted promotion during 2012. The particulars of promotions granted are given below.

#### Promotion Granted in 2012

No	Post / Service	Nos
01	Development Asst III to II	01
02	Management Asst Services	17
03	Management Asst Services-III to II	14
04	Sri Lanka Technical Service	16
05	Drivers- IIB to IIA	10
06	Drivers -IIA to I	08
07	OES- III to II	45
08	OES- II to I	13
<b>Total</b>		<b>124</b>

### 5.4 Leave Out of Island

The details of abroad leave application received and the approval obtained from the Hon. Governor are given below.

No	Post / Service	Nos
01	Development Asst	01
02	Programme Asst	10
03	Management Assistant	43
04	Technical Officer	07
05	Driver	01
06	OES	05
<b>Total</b>		<b>67</b>

### 5.5 Particulars of Annual Transfers -2012

The annual transfer scheme was prepared and the approval was obtained from Hon.Governor for implementation. It was successfully accomplished with the Co-operation of secretaries and Heads of Departments.

No	Post/Class	No. of Application Received	Transfer Made
01	Management Assistant - Supra	09	02
	Management Assistant - Class I	43	34
	Management Assistant - Class II/III	185	252
02	Programme Assistant- III	174	138
03	Planning & Programme Assistant II/III	-	92
04	Development Assistant-II	10	11
05	Technical Officer - Class IIA/IIB	65	50
06	Data Entry Operator		
07	Driver – Class II/III	67	62
08	OES – Class II/III	124	132
<b>Total</b>		<b>677</b>	<b>773</b>

## 5.6 Particulars of Annual Transfers and General Transfers -2012

<b>No</b>	<b>Post/Class</b>	<b>Transfer Made</b>
01	Management Assistant - Supra	05
	Management Assistant - Class I	16
	Management Assistant - Class II/III	07
02	Programme Assistant- III	31
03	Planning & Programme Assistant II/III	30
04	Development Assistant-II	-
05	Technical Officer - Class IIA/IIB	06
06	Data Entry Operator	-
07	Driver – Class II/III	11
08	OES – Class II/III	15
<b>Total</b>		<b>121</b>

## 6.0 Payment of Compensation

Application for payment of compensation for loss of property from the officers of EP was processed and sent to relevant authorities for payment.

In 2012, 7 applications received and only one application recommended for the payment.

Compensation applications are processed and sent to REPPIA as follows.

<b>No</b>	<b>Post</b>	<b>REPPIA</b>
01	Principal	-
02	Teacher	-
03	Programme Asst	-
04	Management Asst	-
05	Labour	-
<b>Total</b>		<b>-</b>

## 7.0 Extension of Services Granted

Applications for extension of services beyond the age of 57 years in respect of Combined Services staff are processed and approved by the DCS-Admin. 62 officers were granted extension in their services during the year.

### Extension of Services Granted – 2012

No	Post / Service	Nos
01	Technical Officer	04
02	Management Asst	24
03	Driver	14
04	OES	20
<b>Total</b>		<b>62</b>

### 8.0 Disciplinary Cases

No	Post / Service	Disciplinary Cases Nos		Quarters
		Action Over	Ongoing	Renovation Nos
01	Programme Asst	-	-	02
02	Management Assistant	09	03	03
03	Technical Officers	01	-	01
04	Data Entry Operator	-	-	-
05	Office Employees Service	-	-	02
06	Drivers	02	01	04
07	Others	03	-	-
<b>Total</b>		<b>15</b>	<b>04</b>	<b>12</b>

### 9.0 Quarters Renovation

No	Post/Service	Quarters Renovation Nos
01	Programme Asst	02
02	Management Assistant	03
03	Technical Officers	01
04	Data Entry Operator	-
05	Office Employees Service	02
06	Drivers	04
07	Others	-
<b>Total</b>		<b>12</b>

### 10.0 Retirement from Public Service – Combined Services staff

Applications for retirement from Public Service are scrutinized and approved by this office. The particulars of retirement from Public Service in the year 2012 are given below.

#### Retirement from Public Service – 2012

No	Post / Service	Nos
01	Management Asst.	21
02	Technical Officer	5
03	Office Employees Service	7
04	Driver	14
<b>Total</b>		<b>47</b>

### 11.0 Pension

Pension unit co-ordinates and processes applications for pension in respect of all officers in the Provincial Council. All documents pertaining to the Civil pension are scrutinized and certified (after computation) by the Secretaries and Heads of Departments for payment of commuted gratuity. Then it was sent to relevant Divisional Secretary to take necessary action for payment of the monthly pension.

The Pension application processed and approved by the department are as follows.

#### Pension

No	Categories of Services	No. of Application Received	Action Over
01	All Island Services	09	09
02	Principal / Teachers Services	259	253
03	Combined Services	27	26
04	Technical Services	04	04
05	Minor Grades	97	92
06	Other Services	43	26
<b>Total</b>		<b>439</b>	<b>410</b>



### Revision of Pension

No	Categories of Services	Total
01	Officers in services	206
02	Re-Employment Officers	02
<b>Total</b>		<b>208</b>

### 12.0 Meeting with Trade Unions

An official with good an understanding was maintained with trade unions representing various services. Fragment meetings were held with the trade union officials to resolve administrative problems related to their services.

### 12.0 Productivity Enhancement

The welfare society of the office organized trip in Kandy on for the officers and their family members.



### 13.0 Utilization of financial allocation – 2012

The details of recurrent expenditure and Capital expenditure for the year 2012 are given below.

No	Name	Recurrent Expenditure		Capital Expenditure	
		Allocation	Expenditure	Allocation	Expenditure
01.	Office of he DCS-Admin,EP	25,420,000/=	25,235,406 /=-	5,000,000/=	3,998,835/=

### 14.0 Development Initiative – 2012

The following Capacity Buildings Measures were initiated during 2012.

- This office is planning to use 5S system in 2012.
- Development of Human Resource Information System.
- Capacity building of the staff.
- Major repair of Quarters.

#### **15.0 Constraints**

- In-adequate funds for recurrent and development activities.
- Non availability of financial provisions to construct new quarters.