

# 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**

**2013**



**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.

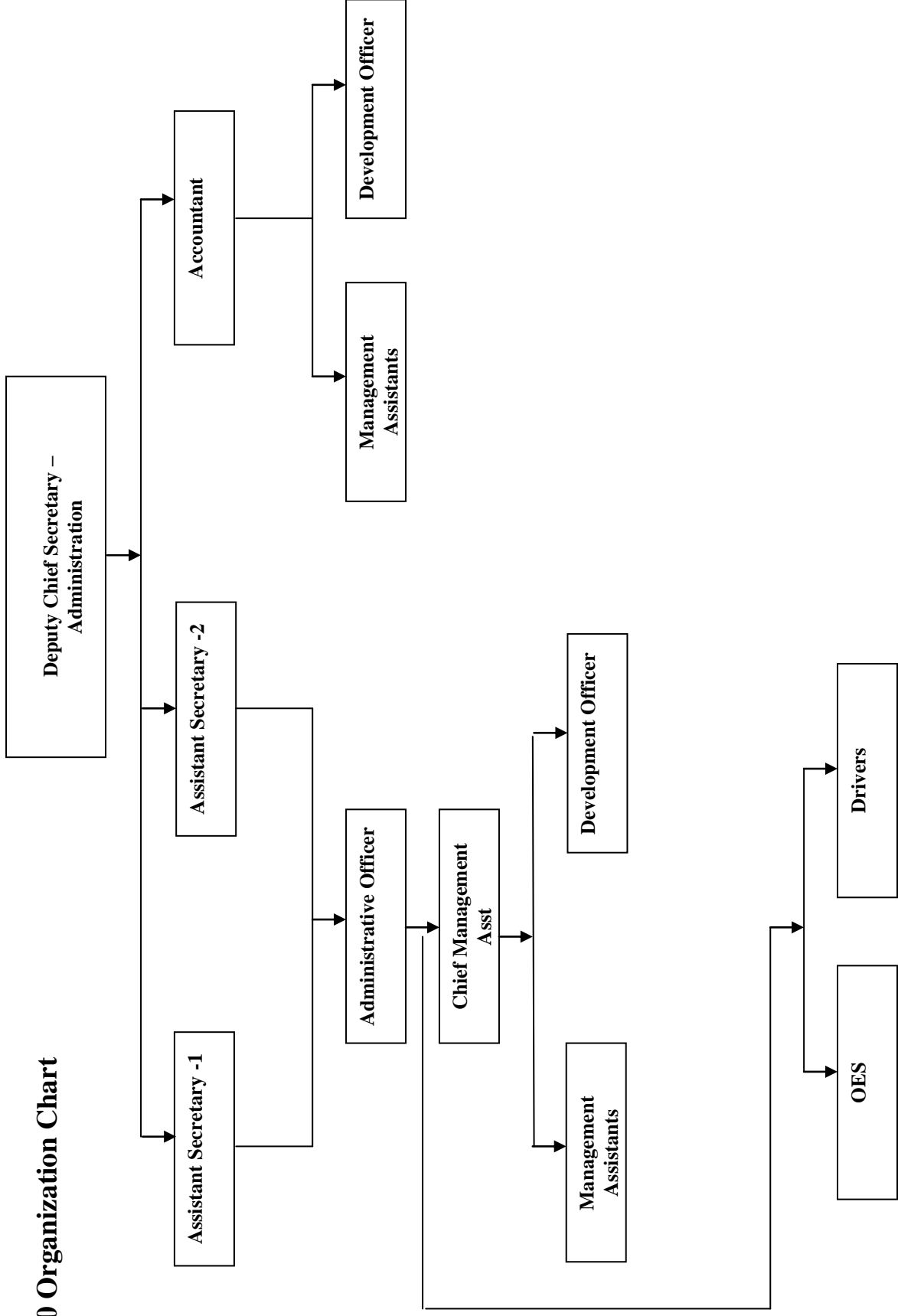
**Opportunities:**

- 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



### 3.0 Cadre Position

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

No	Post	Approved Cadre	Present Position	Vacant/ Excess
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	Development Officer	07	06	00
06	Management Assistant	17	17	00
07	Data Entry Operator	01	01	00
08	Driver	02	02	00
09	Office Employee Service	04	08	-04
<b>Total</b>		<b>36</b>	<b>38</b>	<b>-03</b>

### 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.

No	Type	No. of Vehicles
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- 2013

#### Appointments – 2013

No	Service / Post	Nos
01	Development Officer	611
02	Management Asst	88
03	Technical officers	29
04	Data Entry Operator	01
05	Driver	31
06	OES	8
<b>Total</b>		<b>768</b>

### 5.1.2 Re-employment on Contract Basis

No	Post / Service	No. of Officers
	All Island Services	07
<b>Total</b>		<b>07</b>

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

No	Post / Service	Nos
01	Development Officer	24
02	Management Assistant	34
03	Technical Officers	17
04	Translator	01
05	Data Entry Operator	10
06	Drivers	16
07	Office Employees Service	15
<b>Total</b>		<b>117</b>



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

No	Services	Development Officer	Management Assistant
01	Verification of Educational Result	302	150
02	Change of Name	17	08
03	Language allowance	00	08
04	Release (to projects)	00	02
05	Computer Allowances	00	04

### 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 2013

No	Post / Service	Nos
01	Development Asst III to II	00
02	Management Asst Services II to I	23
03	Management Asst Services III to II	20
04	Technical Officers	06
05	Translator	00
06	Data Entry Operator	00
07	Drivers- IIB to IIA	07
08	Drivers -IIA to I	05
09	OES- III to II	08
10	OES- II to I	04
<b>Total</b>		<b>73</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 Officer	12
02	Management Assistant	42
03	Technical Officer	05
04	Translator	00
05	Data Entry Operator	01
06	Driver	00
07	OES	07
<b>Total</b>		<b>67</b>

#### 5.5 Particulars of Annual Transfers -2013

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	Development Assistant	17	10
02	Development Officer	198	163
03	Management Assistant	349	298
04	Technical Officer - Class IIA/IIB	71	65
05	Data Entry Operator	25	20
06	Driver – Class II/III	68	63
07	OES – Class II/III	101	90
<b>Total</b>		<b>829</b>	<b>709</b>

### 5.6 Particulars of General Transfers -2013

<b>N0</b>	<b>Post/Class</b>	<b>Transfer Made</b>
01	Management Assistant - Supra	10
	Management Assistant - Class I	15
	Management Assistant - Class II/III	19
02	Development Officer	55
03	Technical Officer - Class IIA/IIB	10
04	Translator	00
05	Data Entry Operator	2
06	Driver – Class II/III	12
07	OES – Class II/III	42
<b>Total</b>		<b>165</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 2013, 12 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	00
02	Teacher	09
03	Development Officer	00
04	Management Assistant	02
05	Public Health Inspector (PHI)	01
<b>Total</b>		<b>12</b>

## 7.0 Disciplinary Cases

No	Post / Service	Disciplinary Cases Nos	
		Action Over	Ongoing
01	Development Officer	00	00
02	Management Assistant	04	01
03	Technical Officers	01	02
04	Data Entry Operator	00	00
05	Drivers	00	00
06	Office Employees Service	03	00
07	Others	01	00
<b>Total</b>		<b>09</b>	<b>03</b>

## 8.0 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 2013 are given below.

### Retirement from Public Service – 2013

No	Post / Service	Nos
01	Management Assistant (Supra)	07
02	Development Officer	00
03	Management Assistant	20
04	Technical Officer	02
05	Translator	00
06	Data Entry Operator	00
07	Driver	06
08	Office Employees Service	15
<b>Total</b>		<b>50</b>

## 9.0 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	07	06
02	Principal / Teachers Services	252	242
03	Combined Services	33	28
04	Technical Services	06	06
05	Minor Grades	91	86
06	Other Services	24	24
<b>Total</b>		<b>413</b>	<b>392</b>

### Revision of Pension

No	Categories of Services	Total
01	Trincomalee	28
02	Batticalo	18
03	Ampara	09
<b>Total</b>		<b>55</b>

## 10.0 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.

## 11.0 Productivity Enhancement

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



## 12.0 Utilization of financial allocation – 2013

The details of recurrent expenditure and Capital expenditure for the year 2013 are given below.

No	Name	Recurrent Expenditure		Capital Expenditure	
		Allocation	Expenditure	Allocation	Expenditure
01.	Office of the DCS-Admin,EP	27,213,000/=	25,452,316.82/=	2,200,000/=	1,814,000/=

### Annual Implementation Programme - 2013

Details	Allocation	Expenditure
<b>Provision of official residential facilities.</b>		
Construction of security guard building at provincial family quarters at Uppuveli	200,000.00	194,000.00
<b><i>Sub total</i></b>	<b>200,000.00</b>	<b>194,000.00</b>
<b>Institutional capacity development</b>		
Improvement of bachelors quarters and circuit bungalow	1,000,000.00	988,000.00
Purchasing of office furniture and equipment	500,000.00	500,000.00
Repairs of Vehicle	500,000.00	132,000.00
<b><i>Sub total</i></b>	<b>2,000,000.00</b>	<b>1,620,000.00</b>
<b><i>Total</i></b>	<b>2,200,000.00</b>	<b>1,814,000.00</b>

### **13.0 Development Initiative – 2013**

The following Capacity Buildings Measures were initiated during 2013.

- This office is planning to use 5S system in 2013.
- 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.