

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

ADMINISTRATION REPORT

2014



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 Deputy Chief Secretary-Administration with regard to the Provincial Combined Services staff.

2.0 Aim of the Organization and Activities

2.1 Vision

Excellent provincial public service contributing for prosperity in the Eastern Province

2.2 Mission

Providing satisfactory and comfortable environment for provincial staff and agencies in human resources and establishment matters through recruitment, disciplinary, retirement process, implementing regulations for strengthening human resources fairly and equitably.

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 Eastern Province.
- 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 are given for the needy staff of provincial council and 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 Eastern Province Council.
- Deployment of combined service staff among the Provincial Public Institutions in EPC.
- 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 EPC.
- 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 followed:

- 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 inquires 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 orient minded staff.
- Proper coordination with all departments.

Weaknesses:

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

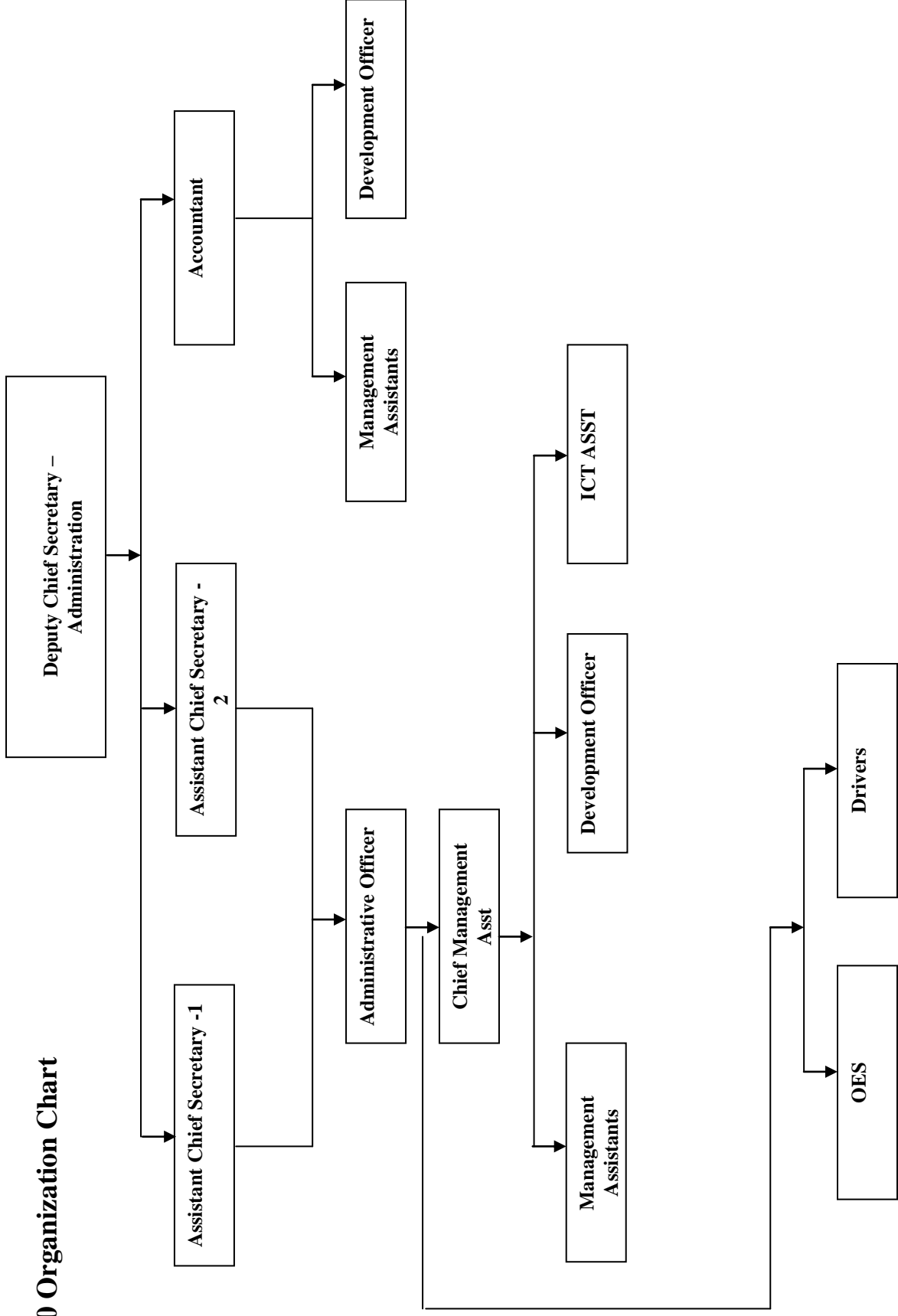
Opportunities:

- 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/III	01	01	00
04	Administrative Officer	01	00	01
05	Development Officer	07	09	-2
06	Management Assistant	17	17	00
07	Data Entry Operator	01	01	00
08	Driver	02	02	00
09	Office Employee Service	04	09	-05
Total		36	41	-08

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-2014

Appointments – 2014

No	Service / Post	Nos
01	Development Officer	413
02	Management Asst	219
03	Draughtsman	-
04	Technical officers	01
05	Data Entry Operator	-
06	Driver	35
07	OES	-
Total		668

5.1.2 Re-employment on Contract Basis

No	Post / Service	No. of Officers
	All Island Services	05
Total		05

5.2 The details of Confirmation made in Combined Services

No	Service / Post	Nos
01	Development Officer	03
02	Management Asst	55
03	Draughtsman	01
04	Technical officers	06
05	Data Entry Operator	-
06	Driver	09
07	OES	06
Total		80

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	508	345
02	Change of Name	23	14
03	Language allowance	06	08
04	Release (to projects)	01	-
05	Computer Allowances	-	-
06	Release	14	36

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. 292 officers were granted promotion during 2014. The particulars of promotions granted are given below.

Promotion Granted in 2014

No	Post / Service	Nos
	Development Asst III to II	-
	Management Asst Services III to II	95
	Management Asst Services II to I	126
	Technical Officers II B to II A	20
	Technical Officers II A to I	02
	Technical Officers I to Special	19
	Draughtsman II B to II A	05
	Draughtsman II A to I	-
	Translator II to I	-
	Data Entry Operator II to I	-
	Drivers- III to II	06
	Drivers -II to I	08
	OES- III to II	06
	OES- II to I	05
	Total	292

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	Service / Post	Nos
01	Development Officer	30
02	Management Asst	49
03	Draughtsman	-
04	Technical officers	12
05	Data Entry Operator	-
06	Driver	01
07	OES	03
Total		

5.5 Particulars of Annual Transfers -2014

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	Service / Post	Nos	Transfer Made
01	Development Officer	85	69
02	Management Asst	222	147
03	Draughtsman	-	-
04	Technical officers – Class IIA/IIB	-	-
05	Data Entry Operator	-	-
06	Driver – Class II/III	-	-
07	OES- Class II/III	-	-
Total		307	216

5.6 Particulars of General Transfers -2014

N0	Post/Class	Transfer Made
01	Management Assistant - Supra	07
	Management Assistant - Class I	26
	Management Assistant - Class II/III	35
02	Development Officer	33
03	Technical Officer - Class IIA/IIB	04
04	Translator	-
05	Data Entry Operator	01
06	Driver – Class II/III	15
07	OES – Class II/III	05
Total		

6.0 Payment of Compensation 2014

We hadn't received any Application for payment of compensation for the year of 2014.

Compensation applications are processed and sent to REPPIA as follows.

No	Post	REPPIA
01	Principal	-
02	Teacher	-
03	Development Officer	-
04	Management Assistant	-
05	Public Health Inspector (PHI)	-
Total		-

7.0 Disciplinary Cases 2014

No	Post / Service	Disciplinary Cases Nos	
		Action Over	Ongoing
01	Development Officer	01	01
02	Management Assistant	03	-
03	Technical Officers	02	-
04	Data Entry Operator	-	-
05	Drivers	01	01
06	Office Employees Service	01	-
07	Others	-	-
Total		08	02

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 2014 are given below.

Retirement from Public Service – 2014

No	Post / Service	Nos
01	Management Assistant (Supra)	02
02	Development Officer	-
03	Management Assistant	14
04	Technical Officer	04
05	Translator	-
06	Data Entry Operator	-
07	Driver	07
08	Office Employees Service	08
Total		35

9.0 Pension

Pension unit co-ordinates and processes applications 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 2014

No	Categories of Services	No. of Application Received	Action Over
01	All Island Services	18	13
02	Principal / Teachers Services	215	206
03	Combined Services	25	17
04	Technical Services	07	07
05	Minor Grades	72	65
06	Other Services	39	34
Total		376	342

Revision of Pension

No	Categories of Services	Total
01	Trincomalee	08
02	Batticalo	07
03	Ampara	01
Total		16

12.0 Utilization of financial allocation – 2014

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	29,852,000.00	2,8508,600.54	2,000,000.00 1000,000.00	1,883,884,96.00 999.823.32

Annual Implementation Programme - 2014

Institutional capacity development	Allocation	Expenditure
Improvement of bachelors quarters and circuit bungalow	1000,000.00	999.823.32
Purchasing of office furniture and equipment	1700,000.00	1,699,987.50
Repairs of Vehicle	300,000.00	183,897.46
Sub total	3,000,000.00	2,883,708.28
Total	3000,000.00	2,883,708.28

13.0 Development Initiative – 2014

The following in line with the capacity building of staff and ensure the better office and its services.

- The 5s system has been implemented to make sure the effective and efficient service to the stuffs.
- Following up is being undertaken to analyze the 5s system which was implementation
- Capacity building training conducted to the stuffs.
- Repairs were undertaken for the quarters and quest houses.

14.0 Constraints

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

15.0 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.

16.0 Productivity Enhancement in 2014

The DCS – Administration has awarded 2nd place (at ministry level) in the productivity competition – 2014 was conducted by Eastern Provincial Council. The welfare society of the office organized trip (3days) in Badula, Bandarawala, Nuwaraeliya and Colombo on for the officers and their family members. This was a platform to enjoy the staff and their family members in a place to refresh their mind with more happiness and helpful to build the team spirit among staff.

