

**Chief Secretary,
All Secretaries &
Heads of Department
Eastern Province,**

Governor's Memorandum – 2011/05

**Delegation of power concerning to Provincial Public Service
of the Eastern Province**

- 1) I, Don Sarath Mohan Wijewickrama, Governor of the Eastern Province by virtue of power conferred on me under Section 32 (2) of the Provincial Councils Act No. 42 of 1987, do hereby delegate powers on appointment, transfer, and disciplinary control of the Provincial Public Service of the Eastern Province to the Provincial Public Service Commission of the Eastern Province (hereinafter referred to as the PPSC, EP), which power has been vested in me under Section 32 (1) of the said Act, without prejudice to exercising such powers by me exclusively in respect of the following Provincial Public Service officers of the Eastern Province, namely;
 - (i) Secretaries to the Ministries of the Eastern Province
 - (ii) Secretary to the Governor of the Eastern Province
 - (iii) Secretary to the PPSC, EP
 - (iv) Secretary to Assembly Secretariat, Eastern Province
 - (v) Deputy Chief Secretaries of Chief Secretary's Cluster
 - (vi) Heads of Department of the Eastern Provincial Council
 - (vii) Municipal Commissioners of the Eastern Province

- 2) I, hereby further authorize and direct the PPSC, EP, by virtue of power conferred on me under Section 32 (2A) of the said Act as amended by Section 4 of the Provincial Councils (Amendment) Act No. 28 of 1990, to re-delegate such power to the Chief Secretary and other officers of the Provincial Public Service of the Eastern Province as hereinafter described;

a) To the Chief Secretary of the Eastern Province

- (i) Power of placements, transfers and disciplinary control of officers belonging to All Island Service as categorized under paragraph 01 of Appendix I attached hereto, and have been released to Provincial Public Service as per Public Administration Circular No. 56/89, and amended subsequently by Nos. 56/89 (i) and 56/89 (ii). The placement and transfer of All Island Service Officers as categorized under paragraph 01 (i) (ii) and (vii) of the Appendix I shall be in consultation with the respective Deputy Chief Secretaries
- (ii) Power to transfer and disciplinary control of Staff Grade Officers but not belonging to the All Island Service as categorized under paragraph 02 of Appendix I annexed hereto and are coming directly under the administrative purview of the Chief Secretary and serving with the none classified institutions.
- (iii) Appointment, transfer, dismissal and disciplinary control of Primary Grade Employees as categorized under paragraph 03 (vi) of Appendix I (hereinafter Primary Grade Employees) whom are coming directly under the administrative purview of the Chief Secretary.
- (iv) The appointment of Primary Grade employees on casual or temporary or contract basis shall be subject to express approval from the Governor obtained prior to such appointments.

b) Deputy Chief Secretary , Administration of the Eastern Province.

Power of appointment and promotion, disciplinary control and dismissal of Combined Service Officers and inter sectorial transfers in consultation with the respective sector Secretaries within the Province subject to the power vested with the Heads of Department, Administrative Heads of Local Authority & Local Heads of Department including the Zonal Directors of the Province. The appointment of such officers on casual or temporary or contract basis shall be subject to express approval from the Governor obtained prior to such appointments.

c) Secretary to the Provincial Public Service Commission , Sector Secretaries , Secretary to Assembly and Secretary to the Governor of the Eastern Province.

- (i) Power to transfer the officers of All Island Service within their respective administrative purview.
- (ii) Power to transfer the Staff Grade Officers not belonging to the All Island Service as categorized under paragraph 04 of Annexure I within their respective administrative purview.

- (iii) Power to transfer officers of the combined service within their respective administrative purview.
- (iv) Power on appointment, transfer and disciplinary control and dismissal of Non-staff Grade Officers as categorized under paragraph 05 of Appendix I
- (v) The Provincial Public Service Commission shall retain the power on recruitment of all categories of Provincial Public Service.
- (vi) The Provincial Public Service Commission shall retain the power on appointment of officers on contract basis and re-employment with the concurrence of the Governor.
- (vii) Power on placement , transfer and disciplinary control of Sri Lanka Principal Service as categorized under paragraph 04 (ii) and Sri Lanka Teacher Service under paragraph 05 (1) of the Appendix I shall be vested with the Secretary to the sector education.
- (viii) Recruitment, appointment, transfer of Primary Grade Employees whom are coming under their direct administrative purview.
- (ix) The appointment of Primary Grade Employees on casual or temporary basis shall be subject to express approval from the Governor obtained prior to such appointments.

Note: All matters connected to the Disciplinary Control of the Provincial Public Service to be kept informed from time to time to the Deputy Chief Secretary, Administration.

d) Heads of Department of the Province

- (i) Power to transfer Non-staff Grade Officers and Primary Grade Employees within their respective administrative purview and are coming directly under them.
- (ii) Power to serve notice of vacation of post , interdict any officers/ employees whom are serving within the Department and to impose minor punishments keeping informed the Deputy chief Secretary (Administration)
- (iii) Power to Transfer the Teacher Service as categorized under paragraph 05 (i) of the Appendix I within the school of the respective zone shall be vested with the Zonal Directors and such transfer shall be with the concurrence of the Secretary to the sector education.

e) **Administrative Heads of Local Authorities**

Power of recruitment, appointment, transfer, dismissal and disciplinary control of unscheduled posts employees of the respective Local Authorities and to serve notice of vacation of post , interdict any officers/ employees whom are serving within whose his administrative purview and to impose minor punishments keeping informed the Deputy Chief Secretary , Administration.

f) **Local Heads of Department including the Zonal Director**

- (i) Power to transfer teachers of the teacher service (non staff grade officers as categorized under paragraph 05 (I) of appendix I), within the respective zones.
- (ii) Power to issue notice of vacation of post, to severely reprimand or reprimand, or ensure or impose a fine not exceeding one Weeks' pay in the case of employees coming under their respective administrative purview and whom are termed as Primary Grade Employees within the meaning of Public Administration Circular No. 6 of 2006 .

3) The powers delegated by me should be exercised by the respective delegated authorities in accordance to the directions and guidance that may be associated with such delegation from time to time.

4) **Appeals**

- a) Any officer of the Provincial Public Service of the Eastern Province, if aggrieved by any decision or order made by the Chief Secretary or other officer of the Provincial Public Service within the ambit of such delegated power, may refer an appeal to the PPSC, EP against such decision or order. Upon the receipt of such appeal, the PPSC, EP may consider the appeal if necessary, to alter or vary or rescind or restore the decision or order made by Chief Secretary or other officers of the Provincial Public Service.
- b) The officer of the Provincial Public Service of the Eastern Province, if aggrieved by the decision of the PPSC, EP under such delegated power, may make an appeal from such decision to me. I shall, upon the receipt of such appeal, make an order in accordance to power conferred on me under Section 32 (8) of the Provincial Councils Act No. 42 of 1987.
- c) The appeals in case of All Island Service officers shall be in terms of the procedure stipulated under Public Administration Circular No. 56/89 (1) dated 23.04.1993

- 5) In the event of an officer of the Provincial Public Service of the Eastern Province is under a transfer order, to be transferred out to any other province, the authority concern responsible of release of such officer must obtain a written permission from me prior to such release.
- 6) Appendixes I and II detailing the Services Category and Heads of Institution of the Eastern Provincial Council respectively are annexed hereto.
- 7) This Memorandum shall come into with immediate effect and the Governor's Memorandum 2009/01 dated 12.02.2009 and 2009/03 dated 04.12.2009 are hereby repealed.

Mohan Wijewickrama

Governor

Eastern Province

Appendix I

01. All Island Service

- (i) Sri Lanka Administrative Service
- (ii) Sri Lanka Engineering Service
- (iii) Sri Lanka Scientific Service
- (iv) Sri Lanka Agriculture Service
- (v) Sri Lanka Animal Production & Health Service
- (vi) Sri Lanka Planning Service
- (vii) Sri Lanka Accountants' Service
- (viii) Sri Lanka Education Administrative Service
- (ix) Sri Lanka Architect's Service
- (x) Sri Lanka Audit Service
- (xi) Sri Lanka Medical Officer Service
(Special & Non specialists)
- (xii) Sri Lanka Ayurvedic Service

02. Provincial Staff equivalent to All Island Service

- (i) Provincial Accountants
- (ii) Provincial Planning Officers
- (iii) Provincial Engineers
- (iv) Provincial Agriculture Officers
- (v) Provincial Assistant Commissioners of Co – Operative Department
- (vi) Provincial Assistant Commissioners of Land
- (vii) Provincial Assistant Commissioners of Local Government
- (viii) Provincial Revenue Commissioners
- (ix) Provincial Law Officers

03 Provincial Combined Service

- (i) Provincial Public Management Assistant Service
- (ii) Translators Service
- (iii) Programme Assistant
- (iv) Data Entry Operators
- (v) Development Assistant
- (vi) Office Employees Service
- (vii) Drivers of Motor Vehicles
- (viii) Sri Lanka Technological Service
(Civil / Mechanical / Draftsman)

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04 Provincial Staff grade Officers (as per Paragraph 10 of PA Circular 6 of 2006 but not belonging to the All Island Service)

- (i) Field based Officers
- (ii) Sri Lanka Principal Services
- (iii) Special Grade of Nurses, Technical Officers, Profession supplementary to the medical Service and Para Medical Service
- (iv) Medical Practitioners
- (v) Planning implementation officers
- (vi) System Administrators /Programmer - Staff Grade
- (vii) Tax Officers
- (viii) Assessors
- (ix) Medical Record Assistant
- (x) Local Government Assistant

05 Provincial Non Staff grade Officers (as per Paragraph 10 of PA Circular 6 of 2006 but not belonging to the Combined Service)

- (i) Sri Lanka Teachers Service
- (ii) Nurses , Profession , supplementary to the medicine Service, Para Medical Service except the special Grade of these Services
- (iii) Posts belonging to the Management Technical except the Posts in Combined Service
- (iv) Non Staff Grade Departmental Staff (close Service)

APPENDIX II
HEADS OF DEPARTMENT

<u>SECTORS</u>	<u>INSTITUTION / INSTITUTIONS UNDER PURVIEW OF THE SECTOR</u>		<u>HEADS OF INSTITUTION</u>
1. Governor's Cluster of the Eastern Province			
	(1)	Governor Secretariat	Secretary
	(2)	Provincial Public Service Commission of the Eastern Provincial Council	Secretary
2. Provincial Council Secretariat of the Eastern Provincial Council			
		Assembly	Secretary
3. Chief Minister Secretariat, Provincial Ministry of Finance & Planning, Local Government, Rehabilitation, Resettlement, Rural Development, Tourism & Environment of the Eastern Province			
	(1)	Chief Minister Secretariat	Secretary
	(2)	Provincial Department of Local Government	Provincial Commissioner
	(3)	Provincial Department of Rural Development	Provincial Director
4. Chief Secretary's Cluster of the Eastern Provincial Council			
	(1)	Chief Secretary's Secretariat,	Chief Secretary
	(2)	Department of Provincial Internal Audit	Comptroller and Chief Auditor.
	(3)	Office of the Deputy Chief Secretary, Finance,	Deputy Chief Secretary (Finance)
	(4)	Office of the Deputy Chief Secretary, Planning	Deputy Chief Secretary (Planning)

	(5)	Office of the Deputy Chief Secretary, Engineering Services & Infrastructure	Deputy Chief Secretary(Engineering Services & Infrastructure)
	(6)	Office of the Deputy Chief Secretary, Administration	Deputy Chief Secretary (Administration)
	(7)	Management Development & Training Department	Director
	(8)	Provincial Revenue Department	Provincial commissioner of Revenue
	(9)	Department of Motor Traffic	Provincial Commissioner of Motor Traffic
	(10)	Legal Unit	Legal Officer

5. Ministry of Agriculture, Animal Production & Development, Rural Industries Development and Fisheries , Eastern Province

	(1)	Ministry of Agriculture, Animal Production & Development, Rural Industries Development and Fisheries , Eastern Province	Secretary
	(2)	Provincial Department of Agriculture	Provincial Director
	(3)	Provincial Department of Animal Production & Health	Provincial Director
	(4)	Provincial Department of Rural Industries Development	Provincial Director

6. Ministry of Education, Cultural Affairs, Land & Land Development and Transport

	(1)	Ministry of Education, Cultural Affairs, land & Land Development and Transport	Secretary
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	(2)	Provincial Department of Education	Provincial Director
	(3)	Provincial Department of Land Administration	Provincial Land Commissioner

7. Ministry of Health & Indigenous Medicine, Social Welfare, Probation & Child Care Service

	(1)	Ministry of Health & Indigenous Medicine, Social Welfare, Probation & Child care service	Secretary
	(2)	Provincial Department of Health	Provincial Director
	(3)	Provincial Department of indigenous medicine	Provincial Director
	(4)	Provincial Department of Social Services	Provincial Director
	(5)	Provincial Department of Probation & Child Care Services	Provincial Commissioner
	(6)	Provincial Department of Sports	Provincial Commissioner
	(7)	Provincial Department of Co operative Development	Provincial Commissioner
	(8)	Cooperative Employees Commission	Secretary

8. Ministry of Road Development, Irrigation, Housing & Construction, Rural Electrification and Water Supply

	(1)	Ministry of Road Development, Irrigation, Housing & construction, Rural Electrification and Water Supply	Secretary
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	(2)	Provincial Department of Road Development	Provincial Director
	(3)	Provincial Department of Irrigation	Provincial Director
	(4)	Provincial Department of Buildings	Provincial Director