

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

Governor's Memorandum – 2011/08

**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, dismissal 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, Eastern Province
 - iv. Secretary to Assembly Secretariat, Eastern Province
 - v. Secretary to Co-operative Employees Commission, Eastern Province
 - vi. Deputy Chief Secretaries of Chief Secretary's Cluster
 - vii. Heads of Department of the Eastern Provincial Council
 - viii. 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 powers to the Chief Secretary and other officers of the Provincial Public Service of the Eastern Province as hereinafter described. However the PPSC, EP shall retain power on recruitment of all categories of Provincial Public Service, appointment and dismissal of Special and Supra Grade combined service as categorized under paragraph 4 (ix) of *Appendix I* annexed hereto and appointment of officers on contract and re-employment basis. The said contract and Re-employments appointment shall be with my concurrence.

(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) (vi) 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.
- 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, dismissal and disciplinary control of Combined Service Officers as categorized under paragraph 03 of *Appendix I* and placement of special and Supra Grade combined service officers as categorized under paragraph 4 (ix) of *appendix I* annex hereto and inter sectoral Transfers of the above categories in consultation with the respective sector Secretaries within the province subject to the power vested with the heads of Department, Administrative Heads of Local Authorities and Local Heads of Department including the Zonal Directors of the Province. The appointments of such officers on casual or Temporary or contract basis shall be subject to express approval from the Governor obtain 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 appoint, transfer and disciplinary control of the Staff Grade Officers not belonging to the All Island Service as categorized under paragraph 04 of *Appendix I* whom are coming under their respective administrative purview. However the power on appointment shall exclude the Sri Lanka Principal Service under category Para 04 (ii) and the Special and Supra Grade Combined Service Officers under 04 (ix) of the said *Appendix I*.
- 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. Power on placement, transfer and disciplinary control on Sri Lanka Principal Service as categorized under paragraph 04 (ii) and Sri Lanka Teachers' Service under paragraph 05 (i) of the *Appendix I* shall be vested with the Secretary to the sector education.
- vi. Appointment and transfer of Primary Grade Employees whom are coming under their direct administrative purview.
- vii. 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 Teachers as categorized under paragraph 05 (i) of *Appendix I* to schools inter Zone shall be by the Provincial Director of 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 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 as categorized under paragraph 05 (i) of *Appendix I* to schools within the respective Zone shall be by the respective Zonal Director of Education
- ii. Power to issue notice of vacation of post, to severely reprimand or reprimand or censure 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 keeping informed the Deputy Chief Secretary Administration.

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 officers of the Provincial Public Service within the ambit of such delegated power, may prefer 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 the Chief Secretary or other officers of the Provincial Public Service.
- (b) He 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 2011/05 dated 15.07.2011 is hereby repealed.

Mohan Wijewickrama
Governor
Eastern Province