

Provincial Public Service Commission

1. History and Background

The Provincial Public Service Commission, Eastern Province is a legal body constituted under section 33 (i) of Provincial Council Act 42 of 1987.

The Provincial Public Service Commission (E.P) consists of a chairman and two members, meets once or twice in a month depending on the availability of workload of the office.

The chairman and the members are appointed by the Hon. Governor, EP for a period of five years and once their period is over fresh Commission is appointed.

The details of the membership of the commission are as follows.

Chairman	Member	Member	From	To
Mr.K.Nagalingam	Mr.K.Selvarajah	Mr.S.M.M.A.Ghaffoor	1989	1994
Mr.S.Gunaratnam	Mr.S.M.M.A.Ghaffoor	Mr.M.A.Karunapala	1994	1999
Mr.S.Gunaratnam	Mr.S.M.M.A.Ghaffoor	Mr.M.A.Karunapala	1999	2003
Mr.M.M.Munsoor	Mr.Balasubramaniam	Mr.S.V.S.Imbuldeniya	2003	2008

The powers of Appointment, Transfer, Dismissal and Disciplinary control of all officers and employees working in the EP is vested in the Hon. Governor, EP. Under section 32 (1).

The Hon. Governor, EP in order to carryout these functions effectively delegated most of these functions to Provincial Public Service Commission, EP. Under Section 32 (2).

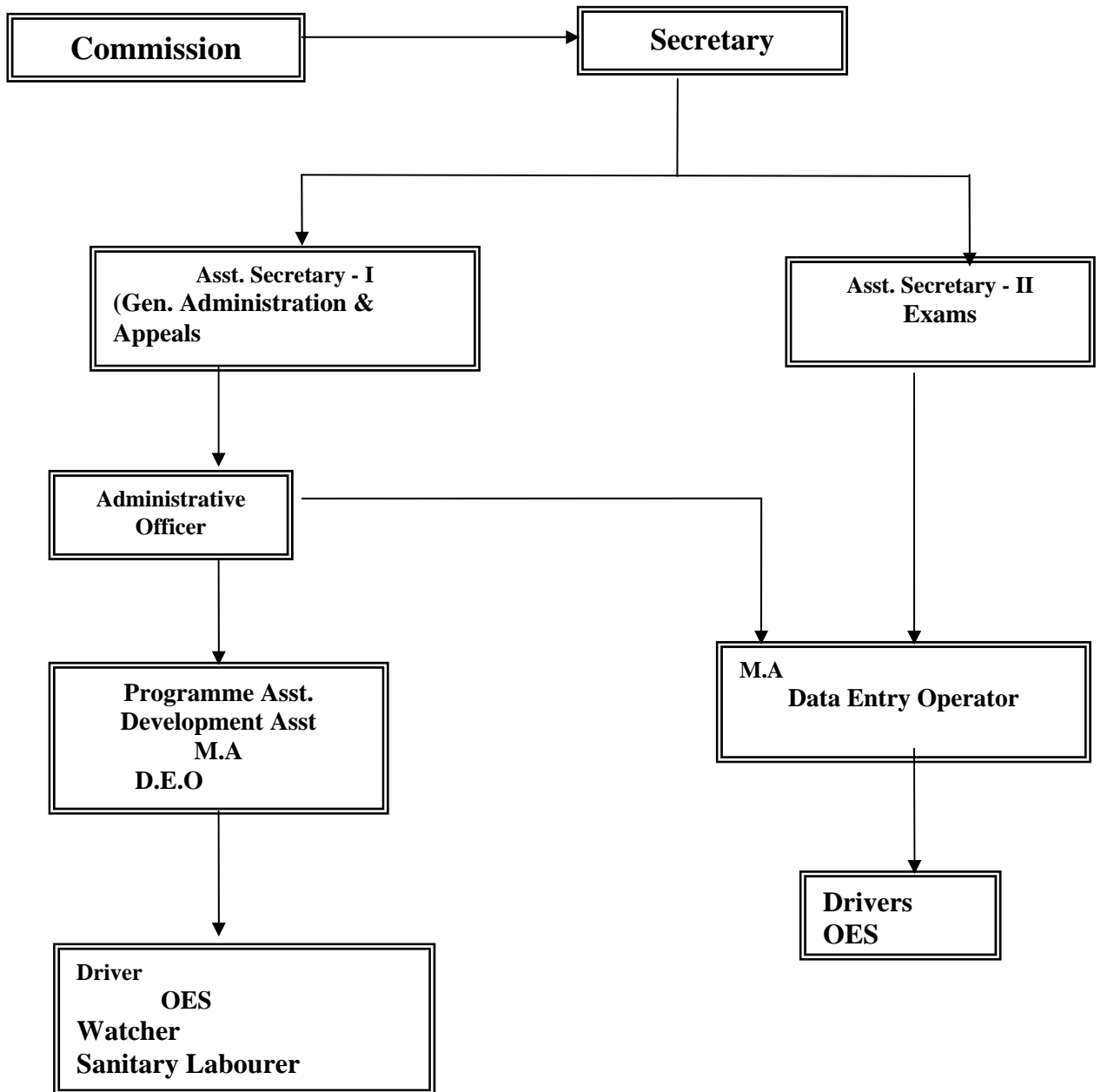
In terms of Provincial Councils (amendment) Act No. 28 of 1990 some powers of the Commission were re-delegated to the Secretaries of Ministries and to the Heads of Departments.

The Chairman and Members of the P.P.S.C. are appointed from persons of eminence, mainly retired officers from top posts in state service who possess very excellent academic qualifications with several years of experience.

1.1 Mission.

Ensure provision of effective contented and resourceful personnel for services in the Eastern Province.

02. Management Arrangement Chart



3. Cadre Position

Cadre Position	Cadre position	Approved Cadre
Secretary SLAS	1(Reemployment)	1
Asst. Secretary SLAS II/II	1(Reemployment)	2
M.A. Supra Grade	1 (Acting)	1
Programme Asst.	1	1
Translator	-	1
M.A -I, II & III	9	10
Data Entry Operator	-	1
Drivers	1	2
O.E.S.	3	3
Sanitary Laborer	-	1
Total	17	23

04. General Administration

4.1. Appointment

S/No	Name of the Officer	Designation	Effective date
1	Mr.K. Udage	Secretary Re-Employment	2007/07/16
2	Mr. S. Nadarasha	Asst. Secretary Re-Employment	2007/07/17
3	Miss.Ishanka Anuradha	MA III	2007/12/03
4	Miss. Nishani Ranasingha	MA III	2007/12/03
5	Miss.V Gobika	MA III	2007/12/03
6	Mr.M. Ramanadan	Sanitary Labour((Temporarily)	2007/02/23
7	Mr.M.A.Chandana Lal	Driver(Casual)	2007/07/09

4.2 Transfers

S/No	Name of the Officer	Designation	Effective date
1	Mr.V.P. Balasingham	Secretary	2007/02/12
2	Mr. Ganeshalingam	Driver II	2007/12/06
3	Mr. Thevarajah	Driver III	2007/02/12

4.3 Retirement

S/No	Name of the Officer	Designation	Effective date
1	Mr.V. Sivamalar	MA I	2007/03/12

5. Management Organization Resource

5.1. Land & Building

Available Land	Building						
	Space Occupied Sq.ft	Own Building Sq.ft	Rent Building Sq.ft	Additional Space Sq.ft	No. of Staff level Quarters	No.of Other Quarters	Store Space
-	-	1500 Sq .ft	--	--	1	--	--

5.2. Vehicle

Car	Pickup	Jeep	Three Wheeler	Lorry	Bicycle	Heavy Vehicle	Other (Pejero)
01	--	01	--	--	03	--	--

5.3. Furniture

Table		Chair		Almyrah		Others	
Available	Requirement	Available	Requirement	Available	Requirement	Available	Requirement
44		93		08			

5.4. Equipment & Machinery

Computer	Printer	Scanner	Photo Copier	Roneo	Type Writer	Telephone	Fax	Vacuum Brower	Monitor	Vacuum Cleaner	Digital Duplication Machine
10	07	01	04	01	06	02	02	01	10	01	01

6. Programme and Activities with Development Indicator

(a) Capital

Source of Fund	Amount Allocated	Amount Released	Amount Spent	Indicator Percentage on released fund
CBG	761,000	761,000	668,375	88

(b) Recurrent Expenditure

Source of Fund	Amount Allocated	Amount Released	Amount Spent	Indicator Percentage on released fund
1. Personal Emoluments	4,583,000	4,583,000	4,530,805	100
2. Other Expenditure	3,234,000	3,234,000	3,091,196	100

07. Human Resource Development

Training Programmes attended by Officer

Name of the Officer	Name of the Training	Duration	Venue
Mis.Nishani Ranasingha	Training for Management Assistant	03 rd Dec-07 th Dec-2007	MDTD
Mis. Ishanka Anuradha	Training for Management Assistant	03 rd Dec-07 th Dec-2007	MDTD
Mis. V .Gobika	Training for Management Assistant	03 rd Dec-07 th Dec-2007	MDTD

08. Achievement

8.1 Focal Activities

.There are two main functions that are being carried –out by Provincial Public Service Commission. They are,

1. Establishment activities.
2. Examination activities.

8.1.1. Establishment activities

The following are some of the main functions of the P.P.S.C, E.P in respect of officer and other functions have been delegated to Chief Secretary, Secretaries to the Ministries and Head of the Departments.

1. Appointments – Staff Grade
2. Confirmations – Staff Grade
3. Promotions – Special Grade
4. Granting of Extension of time to pass Efficiency Bar Examinations.
5. Inter Provincial Transfers.
6. Transfers between Eastern Province and the Central Government.
7. Extension of Service – Staff Grade
8. Exemption from passing Efficiency Bar Examinations – Staff Grade
9. Preparation of Schemes of Recruitment.
10. Preparation Service Minute for all the Posts / Service in the Eastern Province.

Establishment Activities during the period of January to December

Activities	Total	All Island Service	Combined Service	Technical Service	Deptl. Post	Teacher & Principal Service	Paramedical Service	Minor Employee Post	Secretary, Pradeshiya Sabha
01. Appointments									
i. Permanent	29	27	-	-	-	-	2	-	-
ii. Contract	46	18	6	-	6	-	13		3
iii. Acting	81	39	20		19	3	-	-	-
iv. Re-employment	66	17	2	8	6	25	8	-	-
v. Absorption (N.E.P)	26	3	-	1	-	19	-	3	-
v. Absorption (E.P)	13292	182	3151	1408	2501	1434	1071	3177	368
02. Confirmations	80	-	-	-	2	48	8		-
03. Efficiency Bar									
i. Exemption from E.B	7	-	1	1	1		4	-	-
ii. Extension of time	6	-	-	-	-	1		-	-
04. Promotions	47	-	-	3	6		38	-	-
05. Extension of Service	78	-	25	10	15	20	8	-	-
06. Retirements	20	-	3	4	7		6	-	-
07. Transfers									
i. Out of E.P	323	1	13	2	4	281	16	6	-
ii. Absorbed to E.P	97	2	3	3	2	68	7	12	-
08. Releases									
i. Permanent	13	-	2	-	6	5	-	-	-
ii. Temporary	25	-	1	-	-	24	-	-	-
09. Scheme of Recruitments	2	-	-	1	-	-	-	-	-
10. Appeal	48	3	11	5	3	3	20	3	-

8.1.2. Achievement

During the period of January to December 2007, the following activities were carried out satisfactorily.

1. Contract appointments	46
2. Acting appointments	81
3. Re-employments	66
4. Absorption into Provincial Public Service.(NEP)	26
5. Absorption in to Provincial Public Service. (E.P)	13292
6. Confirmation in service.	80
7. Promotions	47
8. Extension of Service	78
9. Retirement from Service	20
10. Transfers from out of E.P	323
11. Absorbed to E.P	97
12. Permanent Release	13
13. Temporary Release	25
14. Exemption from E.B	07
15. Extension of time	06
16. Scheme of Recruitments	02
17. Appeal	48

8.2. Examination activities.

Conducted all Recruitment Examinations, other departmental and Efficiency Bar Examinations for the officers of the Provincial Public Service
The Summary of the exams held during the period of January to December 2007, are given below.

8.2.1. Recruitment Examinations

1. Open Competitive Examination for Recruitment of Management Assistant Grade III in the E. P – 2007
2. Open Competitive Examination for Recruitment of Agriculture Instructress Class II 'B' in the E. P-2007
3. Limited Competitive Examination for Recruitment of Management Assistant Grade III in the E.P- 2007
4. Open Competitive Examination for Recruitment of Livestock Development Officer Class II 'B' / Trainee Grade in the E. P – 2007
5. Open Competitive Examination for Recruitment of Investigation Officer in the Eastern Province – 2007
6. Open Competitive Examination for Recruitment of Rural Development Officers, Class II in the E.P-2007
7. Open Competitive Examination for Recruitment of Community Development Officers Class II in the EP-2007
8. Open Competitive Examination for Recruitment of Social Service Officers, Class II in the E.P – 2007

9. Open Competitive Examination for Recruitment of Probation Officers, Class II in the E. P – 2007
10. Open Competitive Examination for Recruitment of Cultural Officers, Class II in the E. P– 2007
11. Open Competitive Examination for Recruitment of Data Entry Operators in the E. P – 2007
12. Open Competitive Examination for Recruitment of Technical Officer (Civil) Class II ‘B’ in the EP-2007
13. Open Competitive Examination for Recruitment of Technical Officers (Draughtsman) Trainee Grade in E.P
14. Open Competitive Examination for Recruitment of Translator Class I in the E. P – 2007 (To be held on 29th of March, 2008)
15. Open Competitive Examination for Recruitment of Office Employees Service Class III in the E.P –2007 (To be held on 5th April, 2008)
16. Open Competitive Examination for Recruitment of Drivers Class II ‘B’ in the E. P – 2007 (To be held on 1st of March, 2008)
17. Open Competitive Examination for Recruitment of Sports Officer in the E. P – 2007 (To be held on 15th March, 2008)
18. Limited Competitive Examination for Recruitment of Drivers in the E. P – 2007

8.2.2. Efficiency Bar Examinations

1. 1st & 2nd E.B Examination for Sri Lanka Technological Service Class II ‘A’ & ‘B’ in the Provincial Public Service – 2006
2. Efficiency Bar Examination for Drivers Class II ‘B’, II ‘A’ & I in the Eastern Province – 2007
3. Efficiency Bar Examination for Office Employees Service Class III & II in the Eastern Province 2007
4. Qualifying Examination for Sri Lanka Technical Office in the Eastern Province
5. E.B Examination for Sri Lanka Technological Service Class II ‘A’ & ‘B’ In the Provincial Public Service - 2003/2004
6. Efficiency Bar Examination for Management Assistant Grade II of the Provincial Public Service 2007(1)

8.2.3. Promotional Examinations

1. Promotion for Co-operative Development Officers (C. D.O..DD)
2. Promotion for Assistant Commissioner of Co-operative Development (A.C.C...DD)

8.2.4. Interviews

1. Opportunities to join at Decision Making Levels, Eastern Provincial Council
2. Calling for Applications for the Posts of Additional Secretary & Additional Provincial Director - (Sinhala Medium) Ministry of Education, E.P
3. Calling for Applications for the Posts of Additional Secretary & Additional Provincial Director - (Muslim) Ministry of Education, E.P
4. Appointment of Zonal Director of Education, Asst. Director of Education, Deputy Director of Education in the Eastern Province – 2007

8.3. Constrains and Issues for the development of the sector and institution

- a. Insufficient staff to cover the heavy work load in an efficient and effective way.
- b. Facing transport difficulties specially in conducting examination in all districts due to insufficient vehicles
- c. The post of translator need to be filled immediately

9. Strength and Weakness

9.1. Weakness

- a. Insufficient staff to
- b. Insufficient Vehicles
- c. No translator is available

9.2. Special Training given on capacity strengthening

MDTD provided training for the staff.

9.3. Motivation given to staff

- Developed Language and Information Technology Skill.
- Developed commitment in work through persuasion and rapport
- Developed self-confidence through recognition and appreciation of individual's performance and capability.
- Changed attitude through discussions and persuasion and common work programme.