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அரசாங்க சேவை ஆணைக்குழு அலுவலகம்  
OFFICE OF THE PUBLIC SERVICE COMMISSION

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எனது இல. } PSC/APP/16/4/7/2022  
My No. }

ඔබේ අංකය }  
உமது இல. }  
Your No. }

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திகதி } 29 March 2023  
Date }

Public Service Commission Circular No. 01 /2023

All Secretaries to Ministries and Heads of Departments.

**Efficiency Bar Concessions.**

Efficiency bars ensure that public officers attain the required level of knowledge and competence at specific stages of their career to render their service to the public efficiently in progressively increasing capacities. However, during the past several years, Public Service Commission has observed increase in the number of officers taking unnecessarily excessive time to complete prescribed efficiency bars often giving unacceptable excuses. Therefore, in order to prevent this trend from taking any further toll on the efficiency of the public service, Commission has decided that grant of concessions for efficiency bars of all officers of public service that fall due on or after 01.07.2024 should be governed by the provisions below. Accordingly, provisions of all existing Public Service Commission Circulars and all decisions that have been hitherto made by the Public Service Commission pertaining to grant of efficiency bar concessions to such officers will be applicable only to efficiency bars falling due on or before 30.06.2024.

2. An officer is entitled to pass an efficiency bar in any number of attempts within the period specified in the letter of appointment/promotion or, even after the elapse of that period, taking time up to the date of the third consecutive time the efficiency bar was available to such officer to attempt without any adverse effect to such officer's seniority in the service.

3. The period specified in the letter of appointment/promotion for completion of an efficiency bar should be computed as follows.

- i. In all appointments and non-grade to grade promotions, from the date the officer assumed duties in the new post
- ii. In grade to grade promotions, from the date of the letter of promotion

4. When calculating the number of opportunities that were available for an officer to attempt passing an efficiency bar, the examinations/tests that such officer was not able to take due to any reason beyond the officer's control such as those given below must be left out.

- i. Being on paid study leave abroad or out of country on official duty
- ii. Being abroad on no-pay leave, which is treated as not affecting the seniority of the officer in accordance with the government policy
- iii. Being called for emergency duty
- iv. Being on maternity leave
- v. Hospitalization of the officer, officer's spouse, a child or any other family member
- vi. Due to medical advice regarding an illness or injury or any other health condition.
- vii. Bereavement in the family
- viii. Any other unavoidable personal reason such as the marriage of the officer or member of the officer's immediate family, examinations and interviews related to further studies/scholarships/recruitments, school admission interview of a child etc.
- ix. Natural or man-made disasters

5. Every Secretary to a Ministry and Head of Department should publish internally an annual plan to ensure holding all relevant efficiency bars of all posts/service categories of the Ministry/Department in which officers due to pass efficiency bars currently serve in the frequency prescribed in the relevant service minute or scheme of recruitment. The first annual plan should be published within two months of the date of this circular and, thereafter, the annual plan should be published on or before 31 January every year.

Every Secretary to a Ministry and Head of Department should specifically assign the responsibility of preparing said annual plan and its implementation;

- In case of a Ministry, to an Additional Secretary or a Senior Assistant Secretary in charge of administration/establishments matters/human resource management and
- In case of a Department, to a Deputy Head of Department or a Director or an officer holding a post equivalent to the post of Director

as may be appropriate. Such officer's responsibility will include submitting estimates of annually required financial provisions to implement the plan and reserving dates for the examinations/tests in the examination calendar of the relevant institutes if they are to be held by external institutes.

6. The annual plan for holding efficiency bars of All Island Services and Combined Services must be published in the same manner as set out above by the relevant Administrative Authority and the Director General of Combined Services respectively. The responsibility of preparing and implementing the annual plan of holding efficiency bars of each All Island Service and Combined Service too should be assigned to officers holding posts comparable to those mentioned in paragraph 5 above in the relevant Ministry.

7. Where there is a likelihood of any officer failing to pass an efficiency bar or part thereof held at Ministry Office or Department level within the due period as the result of delay in holding it, such officer too has the responsibility to bring that matter to the attention of the relevant authorities of the relevant Ministry or Department sufficiently in advance of the elapse of the due time period to pass it. An officer who shrugs off this responsibility will not be entitled to seek a concession to pass such efficiency bar after the elapse of the due time period on the ground that he/she failed to pass the relevant efficiency bar under circumstances beyond his/her control.

8. Applications for extended time to complete an efficiency bar must be submitted to the Public Service Commission or the relevant authority holding the delegated power for the purpose in accordance with the Public Service Commission Procedural Rule 150. It is the responsibility of the officer who makes such an application to submit certified copies of all necessary documents to prove the reason that prevented him completing the efficiency bar within the due period.

9. Wherever possible, administrative authorities and heads of departments may obtain the prior approval of the Commission to permit a particular officer/batch of officers to sit an efficiency bar examination/test held for a different comparable post/grade of a service provided the syllabi of the efficiency bars are similar. An officer or batch of officer may also be permitted to sit a part of an efficiency bar examination/test of a comparable post/grade of a service for partial completion of the efficiency bar of such officer/batch of officers when the efficiency bars contain one or several common subjects.

10. Any officer who is not satisfied with any decision made by the Commission on an application for efficiency bar concession is entitled to appeal to the Administrative Appeals Tribunal from such decision within the time limit stipulated in Administrative Appeals Tribunal Act No. 04 of 2002. Commission will not entertain repeated applications of an officer for the same efficiency bar concession granting of which has already been rejected by the Commission.



Thanuja Murugeson

Acting Secretary

Public Service Commission.