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பகிரங்க சேவை ஆணைக்குழு அலுவலகம்  
OFFICE OF THE PUBLIC SERVICE COMMISSION

අංක 1200/9, රජමල්වත්ත පාර, බත්තරමුල්ල.  
இல. 1200/9, இராமல்வத்தை வீதி, பத்தரமுல்லை.  
No. 1200/9, Rajamalwatta Road, Battaramulla.

මගේ අංකය } PSC/EST/05-03/08/  
எனது இல. } 2018  
My No. }

ඔබේ අංකය }  
உமது இல. }  
Your No. }

දිනය }  
திகதி }  
Date } 18.02.2025

Public Service Commission Circular No :05/2023 (i)

All Secretaries to the Ministries

All Heads of the Departments

**Designation of Authorities in charge of Administrative Functions in respect of the Powers Exercised by the Public Service Commission**

It is hereby informed that the Public Service Commission has designated the Public Officers listed in Column "B" in the table below to carry out administrative functions\* relating to the Powers of the Commission retained by it, in relation to the services and category of officers listed in Column 'A'. This is in conformity with Clause XIV of Rule 294 of Chapter XXII of the Procedural Rules of the Public Service Commission published in the Government Gazette Extraordinary No. 2310/29 dated 14.12.2022.

	A The Service/Category of Officers	B Public Officer who has been designated to carry out Administrative Functions
I	a. Sri Lanka Accountants Service b. Sri Lanka Administrative Service c. Sri Lanka Architects Service d. Sri Lanka Engineering Service e. Sri Lanka Planning Service f. Sri Lanka Scientific Service	Secretary to the Ministry of the Minister in charge of the subject of Public Administration
II	Sri Lanka Agricultural Service	Secretary to the Ministry of the Minister in charge of the subject of Agriculture
III	Sri Lanka Animal Production and Health Service	Secretary to the Ministry of the Minister in charge of the subject of Livestock Development
IV	Sri Lanka Surveyors' Service	Secretary to the Ministry of the Minister in charge of the subject of Surveys

V	Senior Level officers and the Supra/Special Grade of the Tertiary Level as defined in Annexure II of Public Administration Circular No. 2006/06 who do not belong to any of the All Island Services	Secretary to the Ministry under the purview of which the post belongs to or Secretary to the Ministry in charge of the Department to which the post belongs
VI	Senior Level officers and the Supra/Special Grade of the Tertiary Level as defined in Annexure II of Public Administration Circular No. 2006/06 who do not belong to any of the All Island Services and do not fall under the purview of a Ministry Ex: Commission to Investigate Allegations of Bribery or Corruption, Finance Commission	Relevant Head of the Institution.
VII	Officers in the Supra Grade of the Combined Services	Secretary to the Ministry of the Minister in charge of the subject of Public Administration

\* “Administrative functions” in the above paragraph means those Powers retained by the Public Service Commission and will not include those Powers which have been delegated to the Secretaries of Ministries and Heads of Institutions.

02. Observations and recommendations for all functions other than those mentioned below in Para 03 (i) – (viii) should be personally submitted by the respective Secretary or the Head of the Institution mentioned in the Column ‘B’ of the above Table in respect of the Services / Category of Officers listed in Column (A).

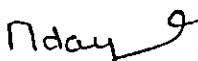
03. A Secretary to the Ministry listed in Column “B” of the above Table may nominate any Additional Secretary by name of his / her Ministry to submit to the Public Service Commission, on behalf of him / her, any recommendation, observation and any other information required by the Commission to determine any matter listed below with respect to a Service / Category of officers listed in Column “A” of which he / she is the designated administrative authority and the approval of the Public Service Commission should be obtained for the same.

- (i) Confirmation in appointment in accordance with the provisions of the relevant Service Minute/ Scheme of Recruitment
- (ii) Promotions in Grade II and I of SL - I Salary categories in terms of the relevant Service Minute/ Scheme of Recruitment
- (iii) Release from Public Service to any other post or to any post outside the Public Service or release to a post in Provincial Public Service

- (iv) Appointment for acting duties/attending to duties
- (v) Concession for efficiency bar examinations
- (vi) Retirement under Public Administration Circular 30/88
- (vii) Making recommendations in respect of appeals against a decision made by the authority with delegated power
- (viii) Resignation from service

04. Furthermore, the Public Service Commission has observed significant delays in designating administrative functions, as mentioned above, to a successor appointed to the post of Additional Secretary upon the end of the tenure of the preceding Additional Secretary.
05. Accordingly, in order to avoid unnecessary delays in the human resource management functions of the Public Service, you are kindly informed to include your recommendations, in case you intend to assign administrative functions related to the powers exercised by the Public Service Commission to the post of Additional Secretary, whenever you make a recommendation to the Public Service Commission for the appointment of a new Additional Secretary to your Ministry, henceforth.

**By order of the Public Service Commission**



W.H.M.M.C.K. Dayaratne  
Secretary  
Public Service Commission