

Management Services Circular - No. 43(I)

My No. DMS/A/08/21
Department of Management Services
General Treasury
Colombo 01.
2011.09.13

To all Secretaries of Ministries,
Chairmen of Government Corporations, Statutory Boards
and Fully Owned Government Companies.

**Revision of Salaries and allowances of Government Corporations,
Statutory Boards, Fully owned Government Companies and
Project Staffs in terms of Budget Proposals -2011**

Your attention is drawn to the Management Services Circular No. 43 dated 10th January 2011 issued on the above matter.

02. Salary conversions of public servants stipulated in the Public Administration Circular No. 6/2006(iv) have been revised to "step to step" method by the Public Administration Circular No.28/2010 as per the Budget Proposals -2011.

Similarly, Salaries of employees in State Corporations, Statutory Boards and Project staffs should be converted based on "step to step method" with effect from 01.07.2011.

**2.1 Management Services Circular No. 30(1) dated 01.06.2009- Conversion of
Salary based on "step to step method".**

The salary conversion shall be made based on "step to step method" on hypothetical basis in accordance with the salary scales (with the exception of MM category and HM category) stated in the Management Services Circular No. 30(1) dated 01.06.2009 and payment of salaries should be made placing them on due salary steps with effect from 01.07.2011, without paying arrears.

2.2 This revision shall apply only to the officers in service as at 01.07.2011.

2.3 The respective letter of salary conversion of each employee shall be issued as per the form attached in annex 1.

03. Efficiency Bar

The period prescribed for officers to pass Efficiency Bar Examinations shall remain unchanged.

04. Adjustment allowance

The adjustment allowance paid with the intention of removing any salary reduction occurred in the salary drawn by employees as a result of the salary conversion made in terms of Management Services Circular No. 30(1) dated 01.06.2009 should be stopped completely with effect from 01.07.2011 which is the effective date of this circular.

05. Other provisions stipulated in the Management Services Circular No.43 remain unchanged.

P.B.Jayasundara

Secretary to the Treasury and

Secretary to the Ministry of Finance and Planning.

Copies to -

1. Secretary to the President
2. Secretary to the Prime Minister
3. Auditor General
4. Secretary, Ministry of Public Administration
5. Secretary, National Salaries and Cadre Commission

Conversion of salaries as per Management Services Circular No. 43(i)

Name of the officer :

Post/Class/Grade :

As per the above circular, your salary is converted as follows.

01. a) Category of salary as per the Management Services Circular No. 25 as at 31.12.2005.
 b) Salary scale
 c) Date of Increment
 (Mention the relevant reference if the salary is determined by provisions in another circular)
- d) Complete salary scale
 Step No. : Relevant salary Rs.
 Entitled as at 31.12.2005
 (as mentioned in the salary scale)
02. As per the Management Services Circular No.30
- a) Salary code number entitled on 01.01.2006
 Salary scale
 Corresponding salary step : Relevant salary Rs.
- b) Salary step Number received on 31.12.2008 : Relevant salary Rs.
03. As per the Management Services Circular No. 30(1) :
- (1) Salary code number on which the officer was placed as at 01/01/2009 Salary scale :
 Corresponding salary step : Relevant salary Rs.
- (2) Salary step number to be entitled as at 01.01.2009, if the salary conversion was made on step to step basis as per the Management Services Circular No. 30(I)

	Particulars of the salary step placed upto 30.06.2011, based on earning of salary increments on or after the date of 01/01/2009 as per the instructions of the Management Services Circular No.30(1)			Particulars of the salary to be placed upto 30.06.2011 after the salary conversion made on the basis of "step to step method" upon the increment earned on or after the date of 01.01.2009 as stated in the Management Services Circular No. 30(1)		
	Salary increment date	salary	step no.	salary increment date	salary	step no.
1.	2009...	Rs....	..	2009	Rs	...
2.	2010...	Rs....	..	2010	Rs	...
3.	2011...	Rs...	...	2011	Rs	...

Note: (Indicate the particulars if the salary scale or date of increment is changed due to a promotion or any other reason during the period from 01.01.2009 to 30.06.2011)

04. On conversion of the salary under the Management Services Circular No.43(1), corresponding salary step number entitled as at 01.07.2011 after the salary of the Management Circular No.30(1) is converted on the basis of "step to step method" : Relevant Salary Rs.

Notes-

01. The incremental date due on 30.06.2011 shall remain unchanged.
02. In this process, reasons for not receiving any salary increment on disciplinary grounds or any other matter have also been taken into consideration.

Prepared by: (Name)
(Post)

Signature
Date.

Checked by: (Name)
(Post)

Signature
Date.

It is further informed that if any disclosure of overpayment made due to misinterpretation or miscalculation or any other error, the excess of payment is subject to be refunded.

Head of the Department.