

Public Administration Circular : 19/2019

My Number : EST 5/4/24(XXXIII)  
Ministry of Public Administration,  
Disaster Management and  
Rural Economic Affairs  
Independence Square  
Colombo 07.

09.07.2019

Secretaries to Ministries  
Chief Secretaries of Provinces  
Heads of Departments

**Determining the salary step that should be made applicable when an officer is promoted on the same date of salary increment and is reverted on his preference to the previous post.**

Your attention is kindly drawn to section 5 and sub section 6:3, Chapter VII, Volume I of the Establishments Code.

02. It has been decided at the meeting of the Cabinet of Ministers held on 28.05.2019 to include as follows a new sub section as 5:8 to the section 5, Chapter VII, Volume I of the Establishments Code, regarding the salary step on which an officer should be placed on promotion on the same date of salary increment and revise in the following manner the sub section 6:3 of the said Chapter regarding the salary step on which an officer should be placed when he is reverted at his own request to the post previously held by him.

**“5:8 When the date of salary increment and promotion of a certain officer fall on the same date, salary conversion on promotion of such officer should be made as per the above provisions, based on the salary received by the officer on granting the salary increment entitled to the previous post/ class/ grade on the said date.**

**6:3 When an officer at his own request has been reverted to a post or grade previously held by him, on the recommendation of the Appointing Authority and the approval of the Cabinet of Ministers / Public Service Commission, it should be treated as a new appointment and the officer should be paid the initial salary entitled to the class/ grade in which he served for the last time, in the salary scale of the post to which he is reverted.”**

Sgd/ J.J. Rathnasiri  
Secretary  
Ministry of Public Administration,  
Disaster Management and Rural Economic Affairs