

දුරකථන } 011-2136600
தொலைபேசி } 011-2136650
Telephones }

ලේකම් }
செயலாளர் } 011-2136602
Secretary }

ෆැක්ස් } 011-2876169
தொலைநகல் } 011-2876181
Fax }

විද්‍යුත් තැපෑල }
மின் - அஞ்சல் } info@psc.gov.lk
E - mail }

වෙබ් අඩවිය }
இணையத்தளம் } www.psc.gov.lk
Website }



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அரசாங்க சேவை ஆணைக்குழு அலுவலகம்
OFFICE OF THE PUBLIC SERVICE COMMISSION

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

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My No. }

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Your No. }

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திகதி }
Date }

Public Service Commission Circular No : 03/2019

All Secretaries of Ministries

Chief Provincial Secretaries

District Secretaries

Heads of Departments

Re-employment of Retired Public Officers

For the purpose of re-employment of retired public officers in terms of Public Administration Circular No. 03/2018 of 20.02.2018, the provisions of this circular shall be complied with.

02. Re-employment of a retired public officer on the exigency of service, shall be made only on contract basis. (This factor has also been emphasized by the Public Administration Circular No. 46/91 dated 07.10.1991 and the Rule 157 of the Procedural Rules of the Public Service Commission).

03. Retired Public officers shall be re-employed only for the vacancies created due to reasons of retirement, death, creation of new posts, resignation, dismissal upon disciplinary grounds and promotion.

04. Retired public officers who have been subject to circumstances set out in Rule 155 of Chapter XIII of the Procedural Rules of the Public Service Commission shall not be eligible for re-employment.

05. The following factors shall be given emphasis, when a request for re-employment is made from the Public Service Commission.

- I. The relevant post shall be an approved post by the Department of Management Services and there shall be a vacancy in that post;
- II. There shall be an approved Service Minute or Scheme of Recruitment applicable to the post;
- III. The Public Service Commission is the appointing authority for all posts in the All Island Services : Accordingly, the approval of the Public Service Commission shall be obtained for re-employment of retired public officers, for any post in a Provincial Council comes under All Island Services. A request for re-employment under this paragraph shall be made to the Public Service Commission through the Administrative Authority of the respective All Island Service with the recommendation of the Provincial Chief Secretary, with a copy to the Secretary to the line ministry assigned the subject of Provincial Councils;
- IV. The Head of the Department shall make a request with his personal recommendation for re-employment of a retired officer to the Secretary to the Ministry/ Provincial Chief Secretary along with a report affirming that the duties of the vacant post cannot be accomplished by means of acting, attending to duties or covering up duties. The Secretary to the Ministry/ Provincial Chief Secretary shall forward the request along with his personal recommendations to the Public Service Commission;
- V. A retired officer shall not be re-employed, if the vacant post can be filled by the appointment of officers seeking promotions, on the basis of acting/ attending to duties/ covering up duties. (This factor has also been emphasized by the Cabinet decision No/18/Miscellaneous (008) dated 27.02.2018);
- VI. The promotions of the officials who are entitled for such promotions under Service Minutes/ Schemes of Recruitment shall not be delayed by reason of the re-employment of retired public officers;


- VII. Re-employment of retired officers shall be made so as not to cause any prejudice to the officers seeking transfers;
- VIII. Notwithstanding the re-employment of a retired officer in a particular post, such post shall be advertised as a vacant post, for the purposes of annual transfers by the authorities concerned;
- IX. Any post in which a retired public officer has already been re-employed shall be displayed as a vacancy, in the official websites of the Ministries and Departments, whenever the vacancies are published in such websites. The effective implementation of this factor shall be the responsibility of appointing authorities of the relevant services and the administrative authorities of the respective Ministries and Departments;
- X. A duty station entitled by an officer on merit basis shall not be deprived by reason of re-employment of a retired officer;
E.g.: A duty station entitled by a post intern Doctor on merit basis shall not be deprived by reason of re-employment of a retired officer.
- XI. The retired officer to be re-employed shall be recommended in writing by a Government Medical Officer as a fit and proper person both physically and mentally to discharge the functions of the respective post;
- XII. A request for re-employment shall be made substantially in the form EST-01 issued by the Public Service Commission. The Secretary/ Provincial Chief Secretary to the relevant Ministry shall be personally responsible for the accuracy of the particulars given in the request and the request shall be for a specific post in a specific institution;
- XIII. Every request submitted for re-employment of retired persons invariably be made on the exigency of service by the Secretary of the Ministry/ Provincial Chief Secretary/ Head of the Department and the applications forwarded with

recommendations on personal requests of retired persons will be rejected without calling for any explanation;

XIV. No person shall re-employ a retired officer, without obtaining the prior written approval of the Public Service Commission or pending the approval of the Commission. The request for re-employment shall be sent to the Commission well in advance enabling the Commission to process the application appropriately;

XV. Re-employment of a retired officer shall be confined to a period of one year at a time and a suitable person may be appointed to the post within that period on the permanent basis. However, due to exigencies of services re-employment of a retired officer is still required, another retired officer or the same retired officer (after a break of service) may be reemployed, in accordance with the provisions of this circular;

XVI. A formal appointment to the vacant post can be made even after a retired officer is re-employed. The Head of the Department shall terminate the service of the re-employed officer, immediately after such permanent appointment is made (even before the expiration of the term of office of the re-employed officer). The approval of the Commission shall not be required for the purpose of such termination;

XVII. In pursuance of the Cabinet Decision No:18/ Miscellaneous (008) dated 27.02.2018, a five year plan on filling up of vacant positions and recruitment/ promotions occurring in the future should be drawn up laying definite emphasis on the management of human resources by all Secretaries of Ministries and Heads of Departments and shall be revised and update every year. The proper implementation of the provisions of the five-year plan shall be subject to annual audit. 

06. Allowances paid to re-employed officers shall be determined in terms of the Public Administration Circular No. 03/2018 dated 20.02.2018 and the amendments thereto.

07. Any matter not covered by this circular or any matter in question pertaining to this circular, shall be dealt with in consultation with the Public Service Commission.

By order of the Public Service Commission,

M.A.B. Daya Senarath
Secretary
Public Service Commission

Copied to:

1. Secretary to the President, Presidential Secretariat - for information pleas
2. Secretary to the Cabinet, Office of the Cabinet of Ministers - for information pleas
3. Auditor General - for action plea
4. Secretary, Health Service Committee of the Public Service Commission - for action plea
5. Secretary, Education Service Committee of the Public Service Commission - for action plea