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எனது இல.
My Ref.

ED/02/29/01/01/16 Sub (VolumeIV)

ඔබේ යොමුව
உமது இல.
Your Ref.

දිනය
திகதி
Date

20 .08.2020

Circular No:21/2020

To all Secretaries of Provincial Public Service Commissions,
All Provincial Secretaries of Education,
All Provincial Directors of Education,
All Zonal Directors of Education,
All Divisional Secretaries of Education,

Implementation of the Service Minute of the Teacher Advisors' Service

Service Minute of the In-servie Advisors' Service (hereinafter referred to as the Service) published in the Gazette Extraordinary No 2182/36 of 01.07.2020 will be effective from 01.07.2020. Accordingly, the teachers serving under the current designation of Teacher Advisor and designations incidental thereto will be absorbed to the Teacher Advisors' Service under following provisions.

Hereinafter the term Teacher will be referred to teachers who have received a formal appointment and performing as Teacher Advisors.

1. Method of Absorption

- 1.1 This Service Minute is applicable only to those who are in the service as at the effective date thereof. All officers drawing salaries under the Salary Scale of GE-01 or GE-02 as the due date as the public Administration Circular No.02/2006 and the Circulars incidental thereto are absorbed subject to the provisions in Section 04 of Chapter VII of the Establishments Code as follows
- 1.2 The period of service is computed based on the date of appointment to the post of Teacher Advisor. However, there should be no change in the date of salary increment of the officer concerned due to the reason of absorption and the said ate should be in force unchanged as the date of salary increment that existed prior to the absorption.
- 1.3 Furthermore, the officer concerned should not be placed in the next higher salary step in terms of Section 4.4 of Chapter VII of the Establishments Code on his last drawing salary step being in correspondence with the new salary step in conversion.

(i) GE-03 – Grade I

- (a) Teachers with an active and satisfactory period of service not less than twenty (20) years in the Sri Lanka Teachers service and those who have been duly appointed to attend to the duties of the post of Teacher Advisor by the Provincial Director of Education or Secretary of the Provincial Ministry of Education or Provincial Public Service Commission having not less than ten (10) years of service in the said post will be absorbed in the Grade I of the Teachers Advisors Service.
- (b) The period of service with experience in the post of Teacher Advisor will be reckoned as a period of service in Grade II from the date on which the officers absorbed into Grade I of the Teacher Advisors Service. Complete an active and satisfactory service period of service of twenty (20) years in the Sri Lanka Teachers service or the date on which they complete the experience in service of then ten (10) years on being duly appointed to attend to the duties relating to the post of Teacher advisor, whichever comes later.

(ii) GE-03 – Grade II

- (a) Teachers who have not completed the qualification in Sub sections above having not then ten (10) years of active and satisfactory period of service in the Sri Lanka Teachers Service and who have been duly appointed by the Provincial Director of Education or the Secretary of Provincial Ministry of Education or Provincial Public Service Commission will be to absorbed in to Grade II of the Teachers Advisors Service.
- (b) The period of active and satisfactory service with experience in the post of Teacher Advisor will be reckoned as a period of service in Grade II from the date on which the officers absorbed into Grade II of the Teacher Advisors Service. Have been duly appointed to attend to the duties relating to the post of Teacher Advisors or the date on which they complete an active and satisfactory period of service of the (10) years in the Sri Lanka Teachers Service, whichever comes later.

2. Absorption

2.1 Submission of Applications

Completed application as per in Annexe 01 should be forwarded to me through the Zonal Director of Education.

The duration of submitting applications to be absorbed to the service will be closed on 31.12.2020.

2.2 Consenting to Absorption

Arrangements will be made to absorb the teachers consenting to be absorbed to the service.

Teachers not consenting to be absorbed to the service will be allowed further to serve in the Sri Lanka Teachers' Service.

2.3 Efficiency Bar

All officers Who are absorbed into the Service should complete the first efficiency bar Examination stated in 8.1 and the requirement of Link Language stated in 9.1 within a period of five (05) years from the effective date of the Service Minute.

2.4 Teachers who retire during the period of absorption

Teachers, who are scheduled to retire on a date after 01.07.2020 and formally forwarded an application consenting to be absorbed, will be absorbed to service and retire otherwise will be retired considering to be in the Sri Lanka Teachers Service.

2.5 Subject Absorbed

Teachers, who have received formal appointments and engaged in the post of Teacher Advisor, will be absorbed to the respective subject of the post of Teacher Advisor.

Subjects relevant to the absorption to the Teacher Advisors' Service will be prescribed in Annexe 06.

If the subject related to the post of Teacher Advisor is not in the current school curriculum or not mentioned in Annexe 06, respective teachers will be absorbed to the subject they are currently supervising among the subjects mentioned in Annexe 06.

2.6 Applicants not qualified for absorption

Applicants not fulfilled qualifications as per Section 14 of the Service Minute of the Teacher Advisors' Service will be further considered to be continued in the same service, in which they are at the time of applying.

3. Role of teachers in relation to absorption

3.1 Submission of Applications

Teachers engaged in the service as at 01.07.2020 should complete the application prepared as per Annexe 01 attached and should forward the same through the Zonal Director of Education and the Provincial Director of Education to reach me before the prescribed date.

Teachers, who are qualified to be absorbed to this service yet do not consent to be absorbed should submit an un-changable declaration as per Annexe 03 through the Zonal Director of Education to reach me on or before 31.12.2020.

3.2 Teachers who retire during the period of absorption

Teachers, who are scheduled to retire after 01.07.2020, should formally submit an application before the date of retirement consenting to be absorbed to the service.

Teachers, who are qualified to be absorbed to this service yet not consenting to be absorbed and retired after 01.07.2020 while engaging in the duties of Teacher Advisor, should submit an un-changable declaration as per Annexe 03 through the Zonal Director of Education to reach me on or before 31.12.2020.

4. Role of the Zonal Director of Education in relation to absorption

4.1 Notification of the submission of applications for absorption

Zonal Directors of Education should inform in writing all teachers, who are scheduled to be absorbed to the service, to forward the completed application as per Annexe 01 so as not to exceed the closing date of application.

All teachers, who are on long term local leave, living overseas on formal foreign leave, temporarily released to other institutions, terminated or suspended of service, should also be informed by addressing their last contacted addresses via registered post.

4.2 Submission of applications of the teachers consenting for absorption

4.2.1 Zonal Directors of Education should concern following matters when forwarding the applications submitted by the teachers.

4.2.1.1 Has certified that the particulars in the application are true and accurate.

4.2.1.2 Has placed the signature, date and the official stamp/ date stamp.

4.2.1.3 Has filed a copy of the application in the personal file of the teacher maintained at the Zonal Education Office.

4.2.2. Applications (originals) should be accompanied with a register prepared as per Annexe 02 attached to this circular.

4.2.3 Accordingly, the master file of the teachers, who have consented to be absorbed, should be updated to the date of consenting and forward to reach me on or before 31.01.2021 along with the following documents and flagged to clearly indicate each page referred in Annexe

i. Declaration of consent

ii. A certified copy of the updated history sheet.

iii. Check List –Annexe 05

4.2.4 Please pay your complete attention in order to avoid the delay in returning incomplete files.

4.3 Actions in relation to teachers not consenting to absorption

Zonal Directors of Education should accompany a register prepared as per Annexe 04 attached to this circular when submitting these declarations to reach me on or before 31.01.2021.

It is the responsibility of the Zonal Director of Education to send all details of teachers, who are consenting and not consenting for absorption.

4.4 Submitting applications of teachers retiring during the period of absorption

Zonal Director of Education should inform in writing the teachers, who have retired during 01.07.2020 and the publishing of this circular while engaging in the duties of Teacher Advisor to submit applications in terms of this circular and priority should be given to the applications of such retired teachers.

4.5 Forwarding applications and personal files of teachers consented / not consented for absorption to the Secretary to the Ministry

File A - File A should be forwarded with the list of officers consented on top accompanied by the applications of all officers consented while mentioning the province, name of the Zonal Education Office and 'File A' on the cover of the file.

File B - File B should be forwarded with the list of officers not consented on top accompanied by the applications of all officers not consented while mentioning the province, name of the Zonal Education Office and 'File B' on the cover of the file.

Zonal Director of Education should forward all updated personal files of teachers along with File A and File B to the Ministry of Education through the Secretary of the Provincial Ministry of Education.

All personal files will be returned to you on completion of absorption.


4.6 Unfinished establishment activities

All establishment activities commenced before 01.07.2020 under Sri Lanka Teachers Service in relation to teachers consented for absorption should be completed by the relevant Secretary to the Provincial Ministry of Education / Provincial Director of Education / Zonal Director of Education.

5. Matters not covered by the Circular

In relation to matters not covered by this circular, actions will be taken by me on approval of the Public Service Commission.

In the event of any inconsistency among Sinhala, Tamil and English texts of this circular, the Sinhala text shall prevail.



.....
Prof K.Kapila C.K.Perera
Secretary
Ministry of Education

Application for Absorption to Teacher Advisors' Service

Part I

Should be completed by the applicant.

1. (i). Name of the Applicant (with initials) :.....

.....

Rev/ Mr./ Mrs./Miss. *

(ii). Full Name of the Applicant :

.....

Rev/ Mr./ Mrs./Miss. *

(iii). Other Names, if any:

.....

(iv). Name previously used (Only if the name has been changed) :

.....

2.

	Year	Month	Date
(i). Date of Birth			
(ii). Age at the effective date of the Service Minute (As at 01.07.2020)			

3. National Identity Card No:

4. (i).Permanent Residential Address

.....

.....

(ii). Postal Address :

.....

.....

(iii). E-mail Address:

(iv). Contact No's, Mobile:

Fixed:

Official:

5. Place of work and the address of the place serving as at 01.07.2020:

(i). If a Zonal Education Office

Name:

Address:

Respective province of the place of work :

(ii). If any other government institution other than a Zonal Education Office

Name :

Address :

Respective province of the place of work:

6. Appointments / Promotions of the Sri Lanka Teachers' Service / post of Teacher Advisor

Serial No	Promotion	Year	Month	Date
(i).	Date appointed to Grade 3-II of the Sri Lanka Teachers' Service			
(ii).	Date appointed/ promoted to Grade 3-I (c) of the Sri Lanka Teachers' Service			
(iii).	Date appointed/ promoted to Grade 3-I (b) of the Sri Lanka Teachers' Service			
(iv).	Date appointed/ promoted to Grade 3-I (a) of the Sri Lanka Teachers' Service			
(v).	Date appointed/ promoted to Grade 2-II of the Sri Lanka Teachers' Service			
(vi).	Date appointed/ promoted to Grade 2-I of the Sri Lanka Teachers' Service			
(vii).	Date promoted to Grade I of the Sri Lanka Teachers' Service			
(viii)	Date first appointed to Teacher Advisors' Service			

7. (i). The authority appointed you to the Teacher Advisors' Service among the following

Serial No	Appointing Authority	Put "√" in front of the relevant authority
1.	Provincial Public Services Commission	
2.	Secretary to the Provincial Ministry of Education	
3.	Provincial Director of Education	
4.	Other (Mention the designation.)

(ii). The appointed subject related to the post of Teacher Advisor in 6 (viii) above out of the subjects in Annexe 06. (Write the subject No mentioned in Annexe 06)

.....

(iii). If the appointed subject related to the post of Teacher Advisor in 6 (viii) above is currently not in the school curriculum or not stipulated in Annexe 06, which subject among subjects in Annexe 06 is supervised

(Write the subject No referred in Annexe 06)

.....

8. (i). Details of the service period in the post of as at 01.07.2020) (Use an annexure if required)

Serial No	From	To	Designation	Place of Work	Total Service Period
1.					
2.					
3.					
4.					
5.					
				Total Service period in Teacher Advisor Service	

(ii). If covered duties of any other post other than the post of Teacher Advisor, please provide details.

(Use an annexure if required)

Serial No	From	To	Designation	Place of Work	Total Service Period
1.					
2.					
3.					
4.					
5.					

(iv). Details of duties of the post held as at 01.07.2020 (In brief):

.....

9. (i). Salary Code related to the salary drawn as at 01.07.2020 :

GE - 01	GE - 02
---------	---------

(ii). If any other Salary Code other than above Salary Code :

10. (i). Details of increments earned during 20 years in Sri Lanka Teachers' Service (Earning of continuous increments is not relevant)

Increment	Year	Earned / Not earned the increment
1		Yes/No
2		Yes/No
3		Yes/No
4		Yes/No
5		Yes/No
6		Yes/No
7		Yes/No
8		Yes/No
9		Yes/No
10		Yes/No
11		Yes/No
12		Yes/No
13		Yes/No
14		Yes/No
15		Yes/No
16		Yes/No
17		Yes/No
18		Yes/No
19		Yes/No
20		Yes/No

(ii). Has earned all increments in the Sri Lanka Teachers' Service on time? Yes/ No

(iii). If increments have been suspended; the details

	From	To	Total period of increments suspended
1.			
2.			
3.			
4.			

(iv). Have you obtained no pay or half pay leave from the date appointed to the Sri Lanka Teachers' Service? Yes / No

If no pay or half pay leave have been obtained; the details. (Use an annexure if required)

	From	To	No pay / Half pay	Nature of leave (Eg: Foreign leave / Maternity leave)	Total duration of No pay / Half pay leave)
1.					
2.					
3.					
4.					

11.(i). If punished for any fraudulent action or any misconduct during the period of service in Teachers' Service; the details.

.....

(ii). Current status of any incomplete disciplinary action; if any.

.....

12. Please make arrangements to absorb me, the above mentioned applicant, to Grade of the Teacher Advisors' Service in relation to the subject from 01.07.2020.

I hereby certify that the particulars furnished by me in this application are true and and accurate. I am aware that I will be unqualified to this position if any particular mentioned herein revealed to be false before absorption and the absorption may be cancelled without compensation if any fault is revealed afterwards.

Date :

.....

Signature of the Applicant

Part 2 - To be completed by the Zonal Director of Education

Secretary to the Provincial Ministry of Education / Provincial Director of Education,

The details provided by the applicant from 1 to 12 are accurate. I observe that the applicant has fulfilled following qualifications in terms of Section 14 of the Service Minute of the Teacher Advisors' Service.

Serial No	Qualification	Fulfilled / Not fulfilled
1.	An active period of service not less than 20 years in the Sri Lanka Teachers' Service	Yes / No
2.	A satisfactory period of service not less than 20 years in the Sri Lanka Teachers' Service	Yes / No
3.	Formal appointment to the post of Teacher Advisor by the Provincial Public Service Commission or the Secretary to the Provincial Ministry of Education or the Provincial Director of Education	Yes / No
4.	Service experience not less than 10 years upon appointment to the post of Teacher Advisor	Yes / No

Accordingly, I hereby recommend / not recommend* the abovementioned Rev. / Mr. / Mrs. / Miss. to be absorbed to Grade of the Teacher Advisors' Service from 01.07.2020 in relation to the subject (Give reasons, if not recommended)

.....

.....

Date

.....

Signature and the official stamp
of the Zonal Director of Education

**Part 3 - To be filled by the Secretary to the Provincial Ministry of Education /
Provincial Director of Education.**

Secretary , Ministry of Education

The details provided by the applicant from 1 to 12 are accurate. I observe that the applicant has fulfilled qualifications in terms of Section 14 of the Service Minute of the Teacher Advisors' Service.

Accordingly, I hereby recommend / not recommend* the abovementioned Rev. / Mr. / Mrs. / Miss. to be absorbed to Grade of the Teacher Advisors' Service from 01.07.2020 in relation to the subject (Give reasons, if not recommended)

.....

.....

Date

.....

Signature and the official stamp
of the Provincial Director of Education

* Strike off unnecessary words

**Register of forwarding applications of teachers consenting to be absorbed to the
Teacher Advisors' Service**

..... Zonal Education Office
..... Province

Secretary to the Ministry of Education

Serial No	Letter No of the letter appointed to the post of Teacher Advisor	Name, Designation and the Subject of the officer	Date of consenting
		Total No of applications	

I hereby forward the applications of officers of the
Zone for absorption.

Signature of the Provincial Director of Education :

Date :.....

Official Stamp :

Signature of the Zonal Director of Education :

Date :.....

Official Stamp :

**Declaration to be submitted by the officers not consenting to be absorbed to the
Teacher Advisors' Service**

..... Zonal Education Office
..... Province

Part I - To be completed by the officer

1. (i). Full name of the applicant:
- (ii). Current Designation:

2. (i). Place of work :
- (ii). Address of the workplace :
.....
.....
- (iii). Province of the workplace:
- (iv). Contact No :

2. (i). Date of Birth :
- (ii). Age as at 01.07.2020, the date of implementation of the Service Minute :
- (iii). National Identity Card No :

5. I have been qualified to be absorbed to the Teacher Advisors' Service subject to the provisions of the Service Minute of the Teacher Advisors' Service published in Gazette Extraordinary No 2182/36 of 01.07.2020. However, I do not consent to be absorbed to the aforesaid service and consent to continue serving in the current position. Furthermore, I declare not to change this consent afterwards.

Signature of the officer :

Date :

Part II - To be completed by the Zonal Director of Education.

I hereby certify that the particulars furnished by the officer from 1 – 3 are true and accurate.

Signature of the Zonal Director of Education :

Date :

Official Stamp :

Part III - To be completed by the Provincial Director of Education.

I hereby certify that the particulars furnished by the officer from 1 – 3 are true and accurate.

Signature of the Provincial Director of Education :

Date :

Official Stamp :

Record of officers not consenting to be absorbed

..... Zonal Education Office
 Province

Secretary to the Ministry of Education,

Serial No	Letter No of the letter appointed to the post of Teacher Advisor	Name of the officer	Designation and the Subject of the officer
1.			
2.			
3.			
4.			
		Total No of officers not consented	

I hereby forward the declarations of officers of the Zone not consenting for absorption.

Signature of the Provincial Director of Education :

Date :

Official Stamp :

Signature of the Zonal Director of Education :

Date :

Official Stamp :

Check List

..... Zonal Education Office
 Province

Secretary to the Ministry of Education

Absorption of Teacher Advisors to the Teacher Advisors' Service.

Name of the officer :

Page No

01. Birth Certificate	Yes / No
02. Letter of appointing to the Teachers' Service	Yes / No
03. Letter confirming in the Teachers' Service	Yes / No
04. Letter if changed names after the first appointment	Yes / No
05. Letters of promoting in the Teachers' Service	Yes / No
06. Letter of appointing to the post of Teacher Advisor	Yes / No
07. Letter of assuming duties in the place of work serving as at 01.07.2020	Yes / No
08. If the subject supervised as at 01.07.2020 is not the above appointed subject, the letter of formal assignment of the subject :	Yes / No
09. Letter of the final salary conversion	Yes / No
10. Increment certificate forms of twenty years in the Sri Lanka Teachers' Service	Yes / No
11. Letters of approval for transfers after appointed to the Teacher Advisors' Service; if any	Yes / No
12. Letters of approval for appointments to cover duties of any other post after appointing to the Teacher Advisors' Service; if any	Yes / No
13. Documents approving no pay / half pay		

- | | | |
|--|----------|-------|
| leave; if any | Yes / No | |
| 14. Documents concerning any disciplinary punishment for any misconduct committed during the service period in Teachers' Service | Yes / No | |
| 15. Updated copy of the history sheet | Yes / No | |
| 16. Copy of the application of the officer consented to be absorbed to the Teacher Advisors' Service | Yes / No | |

The personal file with folios from No to is hereby numbered accurately and forwarded herewith upon checking. Only the folios related to No 1 – 16 above have been clearly and accurately flagged.

Prepared by

Signature of the Management Assistant :.....
in charge of the subject
Date :

Checked by

Signature of the Chief Management Assistant :.....
Date :

Certified to be accurate

Signature of the Zonal Director of Education :.....
Date :
Official Stamp :

Signature of the Provincial Director of Education :.....
Date :
Official Stamp :

Subjects related to the absorption to the Teacher Advisors' Service

Subject No	Subject
1	Primary
2	English
3	Science
4	Mathematics
5	Mother Language
6	Second Language
7	History
8	Physical Education
9	Information Technology
10	Bi-Lingual Education
11	Guidance
12	Teacher Librarian
13	Art
14	Eastern Dancing/Bharatha Dancing
15	Music E/W/K
16	Drama and Theatre
17	Geography
18	Citizens Education
19	Commerce and Accounts
20	Technology
21	Agriculture
22	Home Science
23	Special Education/ Non-formal Education
24	Buddhism
25	Catholicism
26	Christianity
27	Islamic
28	Hinduism

