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திகதி } 13.10.2023  
Date }

## Circular No. – 31/2023

All Chief Secretaries to Provincial Councils,  
All Secretaries to the Provincial Ministries of Education,  
All Provincial Directors of Education,  
All Zonal Directors of Education,

### Implementation of the new Service Minute of the Sri Lanka Teachers’ Service

The Section 08 of the Service Minute of the Sri Lanka Teachers’ Service published in the Gazette No. 1885/38 dated 23.10.2014 of the Democratic Socialist Republic of Sri Lanka has stated about the completion of Efficiency Bar Examination and its Section 15 has stated about the Interim Provisions.

Although the Circulars and Instruction letters have been issued at several occasions subsequent to the publication of the Service Minute of the Sri Lanka Teachers’ Service regarding the extension of these interim provisions and about the other provisions, the following particulars in that connection are brought to your kind attention as the instructions are constantly sought on the said matter.

#### 1. Extension of the Interim Provisions

- 1.1. As stated by the Section 15 of the Service Minute No. 1885/38 dated 23.10.2014 of the Sri Lanka Teachers’ Service interim period was stated as 03 years and it was extended up to Five (05) years by the letter of My No. ED/02/29/02/02/06 dated 09.04.2018 as per the approval of the Public Service Commission.
- 1.2. Interim Provisions were further extended up to 22.10.2022 by the letters of My No. ED/02/29/02/02/06 dated 18.05.2020, 09.12.2020 and 22.10.2021 issued further to the above letter.

#### 2. Giving promotions in the Teachers’ Service

- 2.1. The instructions have been given; in the letter No. ED/02/29/02/02/06 (i) dated 09.11.2021 issued by me last, to proceed as follows when granting promotions of the Teachers’ Service with respect to the extension of the interim provisions.

- I. The actions should be taken to grant grade promotions to all teachers of the Sri Lanka Teachers’ Service whose promotion dates are falling up to 22.10.2019, considering that they are exempted from the requirement of completing the professional review and efficiency bars except for the period of service and other requirements.

- II. The teachers; whose promotion dates are between 23.10.2019 and 22.10.2022, should be given relevant promotions subject to the condition of completing the training (module) before the next promotion. The teachers; who are promoted subject to the said condition, should complete both efficiency bars before the next promotion; that is, the efficiency bar related to the grade they are promoted to and the efficiency bar related to the grade they were prior to the promotion.
- III. However, the teacher's qualified to be promoted to Grade I within the period up to 22.10.2022, will be exempted from the requirement of completing the efficiency bar as they have a grade promotion higher than that.
- IV. All the teachers; whose promotions are falling after 22.10.2022 when the interim provisions end, should complete all the related requirements stipulated in the Service Minute for promotion in the Teachers' Service.

### **3. Directing Teachers for completing Efficiency Bars**

- 3.1. As stated by Section 15 of the Service Minute of the Sri Lanka Teachers' Service, these interim provisions are relevant for the task of giving grade promotions. Therefore, it will be more suitable to give the instructions in that connection based on the promotion dates. However, I have been informed that some of the groups; that should complete the Efficiency Bars, have not been given the opportunity for that as on exempting from the efficiency bars the letters of My No. ED/02/29/02/02/06 dated 24.05.2018 and 19.05.2021 have given the instructions based on the appointment dates of the teacher.
- 3.2. When the said letters are issued, the dates of appointment have been calculated considering only the number of years within which the efficiency bar should be passed after being appointed to the relevant grade as stipulated in the Section 08 of the Service Minute of the Sri Lanka Teachers' Service. As the dates of promotion related to different grades in the Teachers' Service vary and also there are difficulties in completing the efficiency bars within the specified time frames, it is further observed that the opportunity to complete the efficiency bar has been missed for a certain group.
- 3.3. However, I kindly inform you that the grade to grade promotion of all teachers should be executed as specified in paragraph 02 above.
- 3.4. Further, I have been informed by the Managers of Teacher Development Centers that it has been difficult to identify the teachers who should complete the modules within a particular time frame the engagement of teachers for their efficiency bar (modules) is currently directing by the Teacher Development Centers.

- 3.5. Therefore, you are informed to make arrangements to send the details of the teachers; who should complete the efficiency bar in a particular time frame, through the Zonal Education Offices that work on the teachers' personal files to the respective Teacher Development Centers.
- 3.6. Also, you are kindly informed to grant the duty leave for the teachers who participate in the module programs held on weekdays so as not to disturb the duties of the school.

#### **4. Confirmation in the Service after the Probation Period.**

- 4.1. In consideration of the constant requests from the teachers who have not been confirmed in the service due to the non-completion of the efficiency bar that is to be completed as per the Service Minute of the Sri Lanka Teachers' Service even if they have completed the service period of 03 years, instruction were sought from the Public Service Commission by my letter dated 24.01.2022 about the further proceeding in that connection.
- 4.2. According to the Letter of Secretary of the Public Service Commission No. PSC/EST/02-05/03/2020 dated 25.04.2022 send to me with reference to the above letter, It has been informed that the Public Service Commission has ordered to identify the teachers; who have completed 03 years of probation period of the service, but not confirmed in the service yet due to not completing the efficiency bar, as a separate group and give them the priority and take remain actions to immediate complete their remaining training modules.
- 4.3. You are kindly informed to give your special attention to the said matter and to conduct the respective training programs immediately as well as to carry out the required further activities with no delay giving priority to the teachers who are to be confirmed in the service.

#### **5. Implementation of Professional Reviews.**

- 5.1. Interim provisions for promotions in the teachers' service have been ended by 22.10.2022 and it is mandatory to complete the professional review and efficiency bars as per the provisions of the above service minute in order to get the promotions in the teachers' service after the said date.
- 5.2. Further, 11.2.3 (c) of the Service Minute of the Teachers' Service also states "Instructions regarding the way of conducting the Professional Review including the instructions on the forms in relation to records, certificates and notes which are used for the Professional Review and the completion of such forms will be issued from time to time as and when required by the Secretary to the Line Ministry with the consent of the Public Service Commission"

5.3. Accordingly, the drafted guidelines on professional review has been referred for the approval of the Public Service Commission, and it is to be issued to you as a Circular once the approval is received thereto.

If any amendment is made on the provisions of this circular, you are further informed that the actions will be taken to update you on such matter in the future.

Sgd. / M.N. Ranasinghe  
Secretary

Copies:

- 1) Secretary, Public Service Commission - For Kind Information
- 2) Director General of Establishments, Ministry of Public Administration, Home Affairs,  
Provincial Councils and Local Government - For Kind Information
- 3) Chief Commissioner (Teacher Education), Ministry of Education - For Kind Information
- 4) Director of Education (Teacher Education Administration), Ministry of Education  
- For Kind Information