

Research Allowance Guidelines for Senior Officers Attached to Ministry of Health, Nutrition & Indigenous Medicine

Version 1.0



Education, Training & Research Unit
Ministry of Health, Nutrition & Indigenous Medicine
2018

Research Allowance Guidelines
For
Senior Officers Attached to Ministry of Health, Nutrition
& Indigenous Medicine
Version 1.0

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List of Abbreviations:

Co-Rs	Co-Researchers
DDG (MS 1)	Deputy Director General Medical Services (One)
DDG	Deputy Director General
DGHS	Director General of Health Services
ERC	Ethics Review Committee
ET&R	Education, Training and Research
MoH	Ministry of Health
NIC	National Identity Card
NCD	Non-Communicable Diseases
PGIM	Post Graduate Institute of Medicine
PI	Principle Investigator
RA	Research Allowance
RMC	Research Management Committee
RSC	Research Supervision Committee
SCOCT	Sub-Committee on Clinical Trials
SLCTR	Sri Lanka Clinical Trials Registry
SLMC	Sri Lanka Medical Council
TOR	Terms of Reference

Key stakeholders and their functions

Principal Investigator (PI)	<p>A Principal Investigator is the primary individual who is responsible for the overall preparation of the research protocol. His responsibilities include coordinating with other researchers; ensuring that the research is conducted in accordance with the designed research protocol and ethical standards; and monitoring the progress of the research and taking appropriate measures when the research is not in line with either the protocol or the proposed timeline.</p>
Co-researcher (Co-R)	<p>Co-researchers (alternatively referred to as co-investigators) are key personnel who bear responsibilities similar to that of a PI on research projects. While the PI has ultimate responsibility for the conduct of a research project, the Co-R is also obligated to ensure that the project is conducted in compliance with applicable protocol, laws, regulations, ethical standards and institutional policies governing the conduct of sponsored research.</p>
Secretary of Health	<p>The Secretary of Health shall operate as the Chief Accounting Officer.</p>
Deputy Director General –Education, Training and Research (DDG-ET&R)	<p>The DDG-ETR shall be responsible for the recommendation and submission of research proposals for research allowance payments to the Research Management Committee.</p>
Director Research	<p>The Director Research shall be responsible for the administrative and technical evaluation of research proposals, progress reports, final reports and other documents.</p>
Heads of Institutions	<p>The Heads of Institutions shall be responsible for the recommendation, forwarding of the application for research allowances and payments of research allowance.</p>

<p>Research Management Committee (RMC)</p>	<p>This Committee shall be responsible for:</p> <ol style="list-style-type: none"> 1. The evaluation of research proposals; 2. The determination of the duration for which the research allowance is to be granted – subject to a maximum time period of six (06) years. <p>This Committee shall be appointed by the Secretary of the Ministry of Health and shall be approved by the Research Supervision Committee.</p> <p>The current RMC consists of:</p> <ol style="list-style-type: none"> 1. The Secretary, Ministry of Health (Chairperson) – Mrs. W. Perera. 2. DGHS (Member) – Dr. Anil Jasinghe 3. Chief Finance Officer - Mrs. M.T.R.C. Chithralatha 4. DDG/ ET&R - Dr. Sudath Samaraweera 5. DDG/Planning - Dr. S. Sridharan 6. DDG/NCD - Dr. S. C. Wickramasinghe 7. Head - Human Resources Coordinating Unit - Dr. Dileep De Silva 8. Consultant Ayurvedic Medical Officer from Bandaranayke Memorial Ayurvedic Research Institute, Nawina - Dr. Swarna Kaluthota. 9. Director Research – Dr. T.B. Wimalasena.
<p>Research Supervision Committee (RSC)</p>	<p>The approval of the Terms of References (TOR) for evaluation of research proposals forwarded by the RMC will be the responsibility of the Research Supervision Committee. The decisions made by the RSC will be final. This committee will be chaired by the Secretary to the Ministry in charge of Technology and Research, who will guide and consult on research management. The RSC will be comprised of the following officers:</p> <ul style="list-style-type: none"> • Secretary to the Ministry in charge of the subject of Health • Secretary to the Ministry in charge of the subject of Environment • Secretary to the Ministry in charge of the subject of Higher Education • Secretary to the Ministry of Public Management Reforms • Executive Director, Institute of Policy Studies • Director, Sri Lanka Institute of Development Administration

Introduction

Research has become an integral component in all professional sectors and recognized as a tool for professional development, evidence-based system improvement and the driving force behind innovation. It has benefit not only to the individual career, but also to the profession and to the way services are delivered. Its importance was recognized by the government of Sri Lanka and in order to promote a research culture among senior level government officers, payment of research allowance was declared in the 2011 budget proposals. To implement this budget proposal the Management Service Circular 44 was issued in 2011. As a result, medical officers and other senior officers serving in the government sector including the Ministry of Health are entitled to this research allowance.

The implementation and governance of this circular within the Ministry of Health was entrusted to the Education Training and Research (ET&R) unit. This guideline will revisit and develop on the existing administrative governance structure in order to improve efficiency, effectiveness and user-friendliness for the benefit of research allowance applicants and decision makers.

This Guideline describes certain process and procedures that must be strictly adhered to by all concerned, in order to prevent undue delays and to ensure that the research allowance is available on time. In developing this guideline all the existing rules, regulations and procedures with regard to the research allowance process that have been issued periodically as department circulars, guidelines, RMC minutes etc. have been reviewed, revised and simplified. Officials in the Ministries of Public Administrations and Finance were consulted for the necessary clarifications in circulars. In addition, an educational approach has been used with a view to ensure that the contents are well understood and easily achievable by all the staff involved in the research allowance process. Additionally, the Guideline will be reviewed and revisited periodically, and new versions will be published based on the observations, recommendations and updates received.

Objective of the Guidelines

- To streamline the research allowance process among senior officials who apply for a research allowance;
- To provide technical guidance for senior officials who apply for a research allowance;
- To expedite the research allowance process.

Scope of the Guidelines

The Guidelines document will cover the areas mentioned below:

Part 1: Eligibility criteria for research allowance.

Part 2: Technical information of the research proposal.

Part 3: Submission process for research allowance.

Part 4: Approval process for the first six (06) months.

Part 5: Progress report submission for second six (06) month period.

Part 6: Publication.

Part 7: Unpublished, discontinued or withdrawn research proposals.

Part 8: Submission of the second research.

Part 9: Research allowances for applicants who are overseas or on no pay leave.

Part 10: Research allowance process map.

Part 11: Postponement of ongoing research.

Part 12: Financial aid for research allowance.

Part 13: Misconduct.

Part 14: Miscellaneous.

Part 15: Inquiries from the ET&R Unit.

Part 16: Provision of research allowance to medical officers.

The Guideline does not cover:

The Guideline shall not apply to the following stages:

- Writing of research proposals;
- Obtaining ethical clearance; and
- Applying for research grants.

Principles of the Guidelines

This Guideline endorses the following principles pertaining to the conduct of research and therefore shall be taken as the principles that the researchers are expected to abide by. They are:

- Research excellence and integrity
- Respect, ethics and professional standards
- Honesty and transparency
- Openness and accountability
- Evidence based decision making
- Inculcating research culture

Part 1: Eligibility criteria for the research allowance

1.1 The officers mentioned below may qualify for a research allowance:

1.1.1 Officers in Public Service who have been appointed on permanent basis to a "Senior Level" post in accordance with the definition stipulated in the Public Administration Circular no.06/2006 (Annexure 1).

1.1.2 Following officers are classified as **Senior Level** in the Public Service and the Provincial Public as per the Public Administration Circular: 32/2017 dated on 07.12.2017(Annexure 2).

- Executive level
- Medical Officer
- Senior Executive/ Medical Consultants
- Secretary of the Ministry and other posts receiving the same salary
- Legal Officer
- Additional Solicitor General/Legal Draftsman
- Solicitor General
- Attorney General

1.2 Officers covered under 1.1.1 and 1.1.2 shall submit their research proposals along with other relevant documents to the Education Training & Research Unit of the Ministry of Health through their Heads of Institution.

1.3 Officers appointed on contract basis or casual basis are not entitled to apply for this allowance.

1.4 For a given research project, the number of investigators entitled to a research allowance is limited to a maximum five (05); this is irrespective of whether the number of investigators working on that research project exceeds this limit.

1.5 Where the applicant submits an application for research allowance, for a research done for partial fulfilment of a postgraduate degree/diploma in the PGIM, University of Colombo, only the PI and one supervisor shall be entitled to claim for research allowance.

- 1.6 Researchers who joined later as PI or Co-Rs are not entitled for research allowance, if their names are not included as members in the team when the research application is submitted for the research allowance.
- 1.7 Due to operational requirements co-researchers can add up while the research is conducted. Even the PI may change. All such changes should be informed to the RMC with ERC approval for the same.

Part 2: Technical information for research proposals

The research proposal shall contain (Annexure 4):

- 2.1 Title of the research
- 2.2 Introduction (up to 200 words)
 - 2.2.1 Background information
 - 2.2.2 Justification
- 2.3 Objectives and research question(s) (up to 200 words)
 - 2.3.1 General objectives
 - 2.3.2 Specific objectives
 - 2.3.3 Research question(s)
- 2.4 Literature review (up to 200 words)
- 2.5 Methodology (up to 400 words) including:
 - 2.5.1 Study design
 - 2.5.2 Study setting
 - 2.5.3 Criteria for eligibility
 - 2.5.4 Exclusion and inclusion criteria
 - 2.5.5 Sample size
 - 2.5.6 Sampling method
 - 2.5.7 Study instrument
 - 2.5.8 Method of data collection
 - 2.5.9 Interviewers selection and training
 - 2.5.10 Data Analysis
 - 2.5.11 Ethical consideration
- 2.6 Expected results (up to 100 words)
 - Output, outcome, impact, publication, commercial values

2.7 Plan of action/time frame with Gantt chart

2.8 Estimated budget of the research (including funding source).

2.9 References, adhering to either Harvard or Vancouver methods.

3.0 Format of the proposal:

Font: Times New Roman; Font size 12; page numbering bottom centre;
margins top and left 1.5” and bottom and right 1” with spacing 1.5.

3.1 The research proposal preferably should not have a word count greater than 2500 words.

Part 3: Submission process for research allowances

3.1 As per the *Management Service Circular No: 44* dated 10.03.2011, research allowances will be granted for research conducted after 01.01.2011 and research allowance will not be paid in respect of research studies conducted prior to 28.02.2011 (Annexure 3).

3.2 The application form for a research allowance under the Guidelines can be found in **Annexure 5** or can be downloaded from the MoH website (Link:

http://www.health.gov.lk/moh_final/english/others.php?pid=130)

3.3 The documents that must be submitted by the PI include:

- a. A request letter addressed to the DDG/ET&R (Annexure 7);
- b. A duly filled application form and Annexures with recommendation of the Head of the Institute/ Decentralized unit / Special Campaign (Annexure 5, 7, 8 & 9).
- c. A certified copy of the applicant's National Identity Card;
- d. Original/certified copy of latest pay slip;
- e. A certified copy of SLMC/Ayurveda Medical Council or relevant professional registration;
- f. A certified copy of the approval letter from a recognized Ethics Review Committee (ERC) (Annexure 6);
- g. A certified copy of the approval letter from the Sri Lanka Clinical Trial Registry (SLCTR) should be submitted, if the study is a clinical trial (Link: <http://www.slctr.lk/>).
- h. Additionally, in the case of a clinical trial using a new chemical entity or device, approval should be obtained from the Sub-Committee on Clinical Trials (SCOCT) of the MoH (Link: http://nmra.gov.lk/index.php?option=com_content&view=article&id=78&Itemid=115&lang=en).
- i. One hard copy and one soft copy of the research proposal including a Gantt chart and budget estimate;
- j. Duly filled Annexure III of the application - Clearly mention the paying officer and station where monthly salaries are obtained (Annexure 9) ;

- k. If the PI is not claiming for research allowance from this research, a no objection for claiming research allowance by other Co-Rs should be submitted.

3.4 Each Co-researcher shall individually submit the following documents, along with the PI's application.

- a. A duly filled application form with recommendation of the Head of the Institute/ Decentralized unit / Special Campaign (Annexure 5).
- b. A certified copy of his/her National Identity Card;
- c. An original/certified copy of the latest pay slip;
- d. A certified copy of SLMC/Ayurveda Medical Council or relevant professional registration;

NB: 1. The Co-researcher shall not be required to provide Annexure I, II and III of the application.

2. The paying officer and the station from where the monthly salary is obtained should be clearly mentioned in the Annexure III in the application form.

3.5 If the applicant is submitting an application for a research done as a partial fulfillment of a postgraduate degree/diploma attached to PGIM, University of Colombo; the following conditions apply:

- a. The duly filled application form should be signed and forwarded by the DDG (MS 1) as the Head of Department;
- b. All documents mentioned in section 3.3 must be submitted;
- c. A certified copy of the Board of Study approval letter for the study must be provided.
- d. In case of more than one supervisor, the nominated supervisor for the research allowance should submit a 'no objection' letter from the other supervisor/s.

3.6 The completed research proposal should be submitted to the ET&R Unit of the MoH by hand or *via* post to the following address:

**Deputy Director General (Education, Training & Research),
Ministry of Health, Nutrition & Indigenous Medicine,
Suwasiripaya,
No 385, Ven Baddegama Wimalawansa Thero Mw, Colombo
10.**

NB: However, submission of the application in person is encouraged. This allows ET&R unit to scrutinize the application for any deficiencies at the time of the submission. It minimizes the delays in granting approval for the research allowance.

3.7 The file number of the research submitted may be obtained after the submission of all the required documents. Inquiries may be made by providing the given number through telephone, email or in person at the Unit.

Part 4: The approval process for the first six month period

4.1 The submitted proposal shall be evaluated by the RMC in accordance with the Guidelines.

4.2 If the submission is satisfactory, the proposal shall be approved for the allowance of **35% of the basic salary** of the PI or Co-researcher; initially for a period of 6 months (Annexure 10, Annexure 11).

4.3 If the submission is unsatisfactory, the RMC shall request the PI to resubmit with prescribed modifications.

4.4 If the PI fails to resubmit the application or resubmitted without completing all prescribed modifications such applications will not be considered for the research allowance payments. It is the responsibility of the PI to respond promptly for required modifications in order to avoid undue delays.

4.5 The decision of the RMC shall be final and the decision will be communicated to the PI through the ET&R unit.

4.6 If the submission of the research application to the ET&R unit occurs more than six (06) months after the **starting date** of the research, the applicant should simultaneously submit the progress report for the period of the research that has already been completed.

4.7 The research allowance shall be granted with effect from a date decided by the RMC. The payment commencement date will be either the ERC approval date or the date stated by the PI as the starting date of the research on the application form. The date of commencement of payment will be stated on the approval letter.

4.8 The PI and Co-Rs applied for research allowance will be informed of the decision of the RMC. This will be done by letter, posted to the applicant's personal address and to that of the Head of Institute.

Part 5: Progress report submission for the second six month period

5.1 The continuation of the research allowance for the second six (06) months will require a progress report against the action plan of the proposal submitted to the ET&R unit on completion of six (06) months from the commencement date of the payments of the research allowance.

5.2 The progress report should be submitted in the prescribed format (Annexure 12) or can be downloaded from the MoH website (Link:

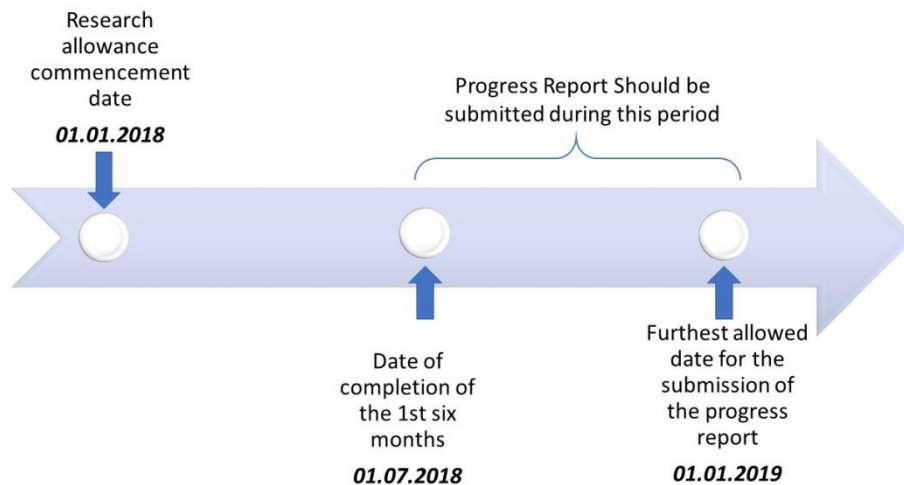
http://www.health.gov.lk/moh_final/english/others.php?pid=130)

5.3 It should have a minimum word count of 500 words and indicate the progress of the research being conducted. It should contain (but is not limited to) descriptions of the training of data collectors, pre-testing of the questionnaires, data collection, data analysis etc. and should be based on the Gantt chart submitted. If the progress of the research does not tally with the Gantt chart, the submission of a revised Gantt chart with a justification for the discrepancies is also required.

5.4 If the RMC satisfied with the progress, it will approve the research allowance for second six months. The research allowance for the second six months will continue immediately after payments for the first six months. For example, if last payment of first six months was in June 2018, the second six month starts from July 2018. Based on the nature and the scope of the research, the research allowance can be paid up to a **maximum period of three (03) years during the carry out of the research**. This will depend on the progress of the research and on the discretion of the RMC. The PI need to submit progress report once in every six months during carrying out of the research.

5.5 If the RMC does not satisfy with the progress of the research, it may request the submission of a revised progress report according to given instructions. The researcher/s will be allowed an extension up to a maximum of six (06) months to report an adequate progress to the Committee. The Committee should then determine the commencement date for the payment of the allowance; this shall be in accordance with the progress of the research.

5.6 If the PI fails to submit the progress report **within six (06) months from the due date of the progress report submission date** it will not be accepted for further review by the RMC. An example has been provided in the figure below.



NB: Progress reports submitted after 01.01.2019 shall be rejected by the RMC.

5.7 Delaying the submission of the progress report for more than six (06) months from the due date shall disqualify the researcher/s for further payments. The recovery of already paid allowances shall be carried out at the discretion of the RMC.

5.8 The PGIM trainees, whose duration of training is one year, usually complete the research within six months of the date of ERC approval. Therefore, a final report is submitted to the PGIM that would denote that the research has been concluded. This would pose a challenge to the RMC in determining the progress of implementation of the research after six (06) months. Therefore, RMC has a taken decision in such events, the researcher will be entitled to the research allowance only for the first six months, during the carry out of the research. Payments of the further research allowance will be after submitting of final report and publication as described in part 6.

Part 6: Publication

6.1 After the completion of the research, for the continuation of research allowance, following requirements should be fulfilled.

6.1.1 Submission of the full report (10,000 – 15,000 words).

Final report should be comprehensive and should include following sections,

6.1.1.1 Title of the research

6.1.1.2 Abstract.

6.1.1.3 Introduction (up to 200 words)

- Background information
- Justification

6.1.1.4 Objectives and research question(s) (up to 200 words)

- General objectives
- Specific objectives
- Research question(s)

6.1.1.5 Literature review (up to 200 words)

6.1.1.6 Methodology (up to 400 words) including:

- Study design
- Study setting
- Criteria for eligibility
- Exclusion and inclusion criteria
- Sample size
- Sampling method
- Study instrument
- Method of data collection
- Interviewers selection and training
- Data Analysis
- Ethical consideration

6.1.1.7 Results.

6.1.1.8 Discussion with the limitation of the study.

6.1.1.9 Conclusion and recommendation.

6.1.1.10 References.

6.1.1.11 Acknowledgement.

6.2 Publication of the research in an internationally or nationally accepted journal and/or submission of the same to a relevant symposium.

6.2.1 In case of research published as a **full paper** in an accredited international journal, that research publication shall be eligible for the continuation of the research allowance for another three (03) year period. In all other cases, the research allowance shall be eligible for another one (01) year period only.

6.2.2 This shall, however, depend on the recommendation/satisfaction of the RMC with regard to the publication of the final research.

6.2.3 For the recommendation of a continued research allowance, the RMC will consider the following factors:

6.2.3.1 The extent of the objectives covered by the publication;

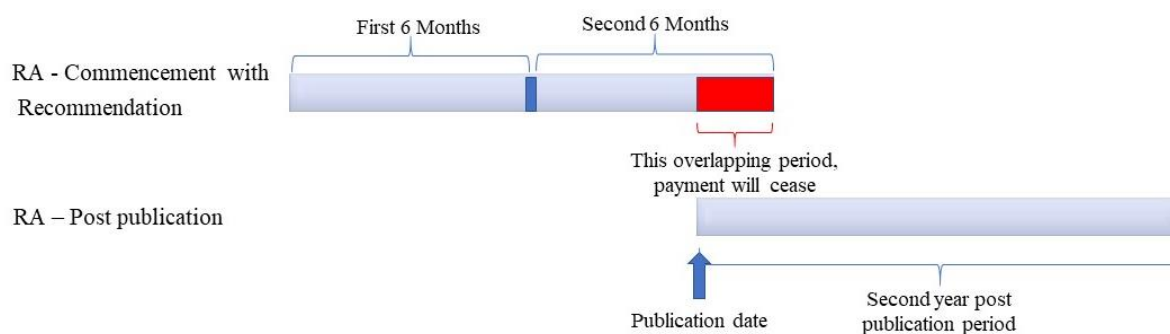
6.2.3.2 The strict adherence to the given methodology. Any failure to do so or deviation from the protocol shall be adequately justified;

6.2.3.3 Inclusion of all PI and Co-Rs as Co-Authors;

6.3 Payment for the second year will commence from the date of the publication.

For example: The research has been completed in January 2018 but the research is published in November 2018, then the second-year payments will commence from November 2018.

6.4 If the research has been published within the first year, calculation of the period for research allowance payment after publication will be done with effect from the date of publication. This implies that carrying out of research is concluded and any remaining approved research allowance payment to this period will be ceased. For example refer figure below.



6.5 In cases where an **Interim report** is published before the research is concluded, it will not be considered as a publication eligible for continuation of research allowance.

6.6 Once the research is published or presented in a symposium, following should be submitted as certified true copies, and soft copy.

6.6.1 Poster.

6.6.2 Published abstract of poster presentation or oral presentation.

6.6.3 Full research paper – if the researcher has no access to the full paper a copy of manuscript and published abstract of the paper should be submitted.

6.6.4 In case of poster/oral presentation, certified copy of participation in the symposium should be submitted.

6.7 If a published research that has obtained a one (01) year payment of the post publication research allowance is subsequently published in an “accredited journal”, payment for another two (02) years will be granted with the approval of the RMC.

6.8 The maximum possible duration for payment of research allowance for the post publication period is three (03) years.

6.9 For the list of accredited journals recognized by the RMC, refer following links,

6.9.1 Science Citation Index (SCI) Expanded (Link:

http://mjl.clarivate.com/publist_sciex.pdf)

6.9.2 Thomson Reuters Master Journal list (TRMJL) (Link: <http://mjl.clarivate.com/cgi-bin/jrnlst/jresults.cgi?PC=D>)

6.9.3 Art and Humanities (Thomson Reuters ISI) Link:
http://mjl.clarivate.com/publist_ah.pdf)

6.10 If the research has been published in a **sub-national level publication**, it will be accepted by the RMC on a case by case basis, only if the following criteria are met:

6.10.1 The journal should have been published annually at least for the past five years;

6.10.2 At least three board certified consultants comprise of the editorial board of the journal;

6.10.3 An ISBN/ISSN number has been allocated to the journal;

6.10.4 The research shall be published as a full paper; or as abstract of oral/poster presentation.

6.11 Once the research allowance payment for the post publication period (one to three years) has been completed the file for the research allowance will be closed.

Part 7: Unpublished, discontinued or withdrawn research proposals

7.1 Where a researcher wishes to cease claiming research allowance from an ongoing research in order to claim it through an alternative research, this shall be done with the approval of the RMC, after the justifications for the change have been presented to the RMC.

7.2 Where the researcher is unable to publish or discontinues the research project due to administrative, personal or other reasons, it should be informed to the RMC. The assessment will be carried out by the RMC on case by case basis.

7.3 In any case of discontinuation of the research or withdrawal from the research during carrying out, the MoH may recover the amount paid to the researcher from his/her salary. Meanwhile he/she will be permitted to make an application for a new research project.

7.4 In case of failure to publish the research after completion, permission for the submission of a new research proposal shall be decided by the RMC on case by case basis. Furthermore RMC will decide whether or not to recover research allowance already paid.

7.5 Where the research has been discontinued due to special circumstances, the RMC shall decide regarding the continued payment of the research allowance. The RMC will also determine the nature of the circumstances that can be deemed 'special'.

Part 8: Submission of the second research

8.1 Researchers are eligible to claim through a new research proposal (second research) for research allowance if,

8.1.1 All research allowance for the previous research is completed;

8.1.2 RMC has granted approval to cease research allowance payment form an ongoing research;

8.1.3 The previous research was discontinued due to reasons acceptable to RMC.

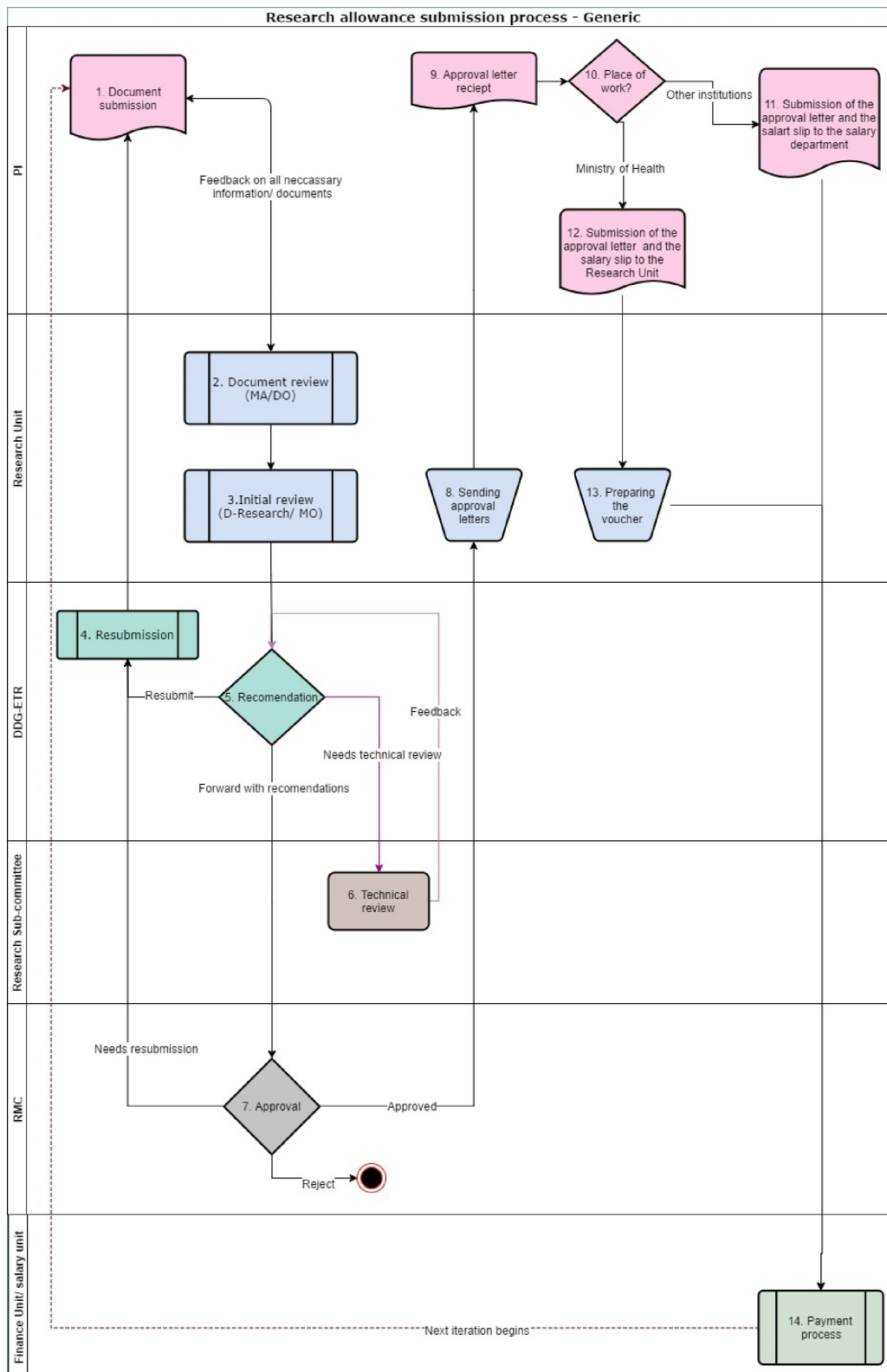
8.2 Researcher/s are not **allowed** to claim research allowance from two research proposals at the same time, even if the research has been conducted in two different settings or on different topics.

Part 9: Research allowances for applicants who are overseas or on no pay leave

9.1 Officers who leave the country after handing over the research proposal to the Ministry of Health and those who are eligible for a **research allowance shall** be entitled to receive the allowance by way of deposits to a given account specified by the researcher after the confirmation of identity.

9.2 No research allowance shall be paid during **no pay leave**. However, in special circumstances such as maternity leave or incurable diseases when under no pay leave, the decision of providing the research allowance shall be made by the RMC on a case by case basis.

Part 10: Research allowance process map



1. Document Submission denotes-

- Initial document submission at the first time
- Progress report submission
- Final report submission after publication

Abbreviations

- MO- Medical Officer
- DO- Development Officer
- MA- Management Assistant

Part 11: Postponement of ongoing research

- 11.1 Completion of the research may be postponed, for a predetermined period with the approval of the RMC.
- 11.2 The request for an extension should be provided to the RMC, together with a valid reason/s preferably six (06) months prior to the research completion date.
- 11.3 The approval of the continuation of research allowance payments for the extended period will be determined by the RMC on a case by case basis.

Part 12: Financial aid for research allowance

Research expenses shall not be incurred from the provisions granted to the institutions by the **Consolidated Fund** (Financing No 11). Funding from any other source may not be a barrier for approval of the research allowance.

Part 13: Misconduct

Every individual researcher shall strictly adhere to *Circular No. 02/2014*. In case of any violation of the Circular or misconduct of research ethics, the research allowance shall be recovered and be subjected to a formal inquiry. Researchers are encouraged to follow the Code of Conduct for Health Research in Sri Lanka. This can be downloaded from bellow link:

http://www.health.gov.lk/moh_final/english/public/elfinder/files/publications/2018/TheCodeofConduct.pdf).

Part 14: Miscellaneous

14.1 If a Co-researcher/s wishes to seek information with regard to a research file, he/she is encouraged to do so through the PI.

14.2 Where a researcher is transferred to a new institute or released to the PGIM, the ET&R Unit must be informed through the proper channels in order to continue payment of research allowance without interruption.

14.3 Any major protocol changes to the research should be communicated to the ET&R Unit with ethical approval for such changes where appropriate, and approval from the RMC must be obtained.

14.4 Research conducted outside the country shall not be eligible for a research allowance unless due to special conditions such as collaborative research, where at least one component of the study is conducted in Sri Lanka. In all such studies ethical clearance should be obtained from the Ministry approved ERC (Annexure 6). In addition to the ethical clearance obtained from the collaborating country or countries.

14.5 Research conducted as a service component is not eligible for research allowance.

Part 15: Inquiries from the ET&R Unit

Inquiries may be made during working hours, from Monday to Friday except on government holidays.

Tel: 0112675411 - Ext 357

Email: feedback.etr@gmail.com

NB: In all inquiries for quick response indicate the reference number of the research allowance file.

Part 16: Provision of research allowance to Medical Officers

Payment of the research allowance until 31st May 2018 shall be made as 35% of the basic salary earned on December 2015. From 1st June 2018 onward, payment will be made as 35% of the current basic salary (Annexure 10).

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Annexure 1

Public Administration Circular No.06/2006

My No.E.5/1/26
Ministry of Public Administration and
Home Affairs
Independence Square
Colombo 7.
25 April, 2006

All Secretaries to Ministries,
Chief Secretaries of Provincial Councils and
Heads of Departments

Restructuring of Public Service Salaries

Based on Budget Proposals 2006

The Government has decided to implement a new salary structure prepared on monthly basis given in Annexure I with effect from 01/01/2006 as stated in the Budget Speech 2006.

2 Re-categorization and Re-grouping of Posts / Services

In order to implement the new salary structure all posts/services in the public service should be re-categorized/re-grouped by each Ministry and Department based on the definitions given in Annexure II and in terms of Annexure III – “Index to Salary Conversion”.

In respect of any posts/services not included in the Annexure III, the Ministries/Departments shall take prompt action to submit their proposals in accordance with the definitions in the Annexure II, to the National Salaries & Cadre Commission (NSCC) for its recommendations.

3. Conversion of Salaries

Conversion of salaries of government employees from the existing salary structure to the new structure shall be done on step-to-step basis in the following manner.

i) Step (i)

As stated in para 2 above, select the appropriate category/group in respect of each employee and absorb the employee to the respective category/group. Thereafter, place the employee in the appropriate grade in the category/group based on the current grade of the employee.

ii) Step (ii)

Place the employee at the salary step corresponding the salary step the employee is currently drawing.

It shall be noted that the salary scales payable to different grades / classes of employees within a particular service, are now incorporated in to a single salary scale applicable to the respective service / category of employees, contained in this circular.

Example – The salary scale No. MN-2-2006 is applicable to the Classes III, II & I of the Public Management Assistants Service as follows:

	<u>Salary Step</u>
Class III	Rs.13,640/- p.m.
Class II	Rs.14,980/- p.m.
Class I	Rs.16,590/- p.m.

The qualifications indicated in the definitions contained in Annexure II are purely guidelines and any person who possesses these qualifications but not formally appointed to such post shall not be entitled to the respective salary scale.

Persons who have not yet been promoted to the next higher grade but earned more increments in the present grade shall not be entitled to the salary steps applicable to the higher grade given in column 1. Such employees shall be placed on the corresponding salary step shown in the columns titled 'if not promoted', which are applicable.

Fifty percent (50%) of the difference between the salaries paid in December 2005 inclusive of allowances stated in Para 6(a) below and proposed salary shall be paid with effect from 01.01.2006 and the balance 50% with effect from 01.01.2007. Letter of conversion must be issued in the form specified in Annexure IV.

The salary increase proposed by the P.A.Circular No.9/2004 dated 27.12.2004 has now been incorporated into the new salary scales contained in this circular and the payments made in terms of the Public Administration Circulars No.01/2006 dated 12/01/2006 and No.01/2006(1) dated 06.2.2006, shall be recovered when payments are made in terms of this circular.

4. Cost of Living Allowance

- a. Government employees are entitled to a Cost of Living Allowance (COLA) of Rs.1000/- per month and shall be paid with effect from 01.01.2006. This COLA will be adjusted at the end of every six months ending 30th June and 31st December of each year at the rate of Rs.2/50 per unit of increase/decrease in the cost of living index. Instructions in this regard will be issued as and when necessary.
- b. The daily paid employees shall also be paid this allowance at the rate of Rs.34/- per day subject to a maximum of Rs.1000/- per month.

5. Daily Wages

Daily wages payable to employees on casual/daily paid basis should be computed by the division of the monthly initial salary of the respective category by 30. Such employees shall be paid (50%) fifty percent of the difference between the daily wages paid on 31/12/2005 and the new daily wages.

6. Allowances and Incentives

- a) The interim allowances provided in PA Circulars 15/2000 of 7/9/2000 and 24/2001 of 16/10/2001 are incorporated in the new salary scales and therefore, payment shall be terminated with effect from 01/01/2006.
- b) The allowance of one third (1/3) of the salary now being paid by certain institutions shall be limited to the amount paid as at 31.12.2005. In respect of persons appointed / transferred to such institutions after 01.01.2006, this allowance shall be computed on the basis of the salary actually paid on 31.12.2005 or the salary they would have been entitled on that date on a hypothetical basis, as the case may be.
- c) Instructions relating to all other allowances and incentive payments will be issued by this Ministry in consultation with the NSCC.

7. Station Allowance

Station Allowance should be computed at eight percent (8%) of the salary being paid to the respective officer.

8. W&OP

The rates of recovery for W&OP are as follows:

Primary Level and Secondary Level	6%
Tertiary Level and Senior Level	7%

9. Overtime Payments (OT)

OT payments shall be computed based on the salaries being paid with effect from 01/01/2006.

10. Efficiency Bar (EB)

The existing EBs will be operative at the corresponding steps of the new salary scales until such time the amended/new Service Minutes/Schemes of Recruitment are made effective.

11. Grading of Employees

The grading of employees with effect from 01/01/2006 shall be as follows. The categorization of employees indicated in P.A. Circular No. 15/2003 of 13.12.2003 is hereby repealed

- Primary Grade
- Secondary Grade
- Staff Grade

All posts in the Primary Level stated in Annexure II shall be in the Primary Grade;

All posts in the Secondary Level stated in Annexure II other than the posts assigned with supervisory functions as specified by the Department of Management Services (DMS) in consultation with NSCC, shall be at the Secondary Grade;

Posts of the Secondary Level assigned with supervisory functions as stated above, all posts in the Tertiary Level and the Senior Level stated in Annexure II will be in the Staff Grade.

However, all posts that do not fall within the above definition of staff grade that are currently considered to be in the staff grade will continue to be in the staff grade.

12. Combined Allowances

Combined allowances are revised from 01/01/2006 as follows:

<u>Employee Grade</u>	<u>Amount</u>
Primary Grade	350/-
Secondary Grade	400/-
Staff Grade	500/-

13. Railway Warrants & Holiday Travel

- Primary Grade - Class 2
- Secondary Grade - Class 1
- Staff Grade - Class 1

14. Date of Salary Increment

Date of salary increment will remain unchanged until the next promotion.

15. Salary on re-employment and Project Staff

(a) Officers Re-employed After Retirement

The salaries of the officers re-employed after retirement in terms of P.A.Circular No.01/2003 dated 3/1/2003 shall be computed on the basis of the new salary scales and the payments shall be made subject to the conditions stipulated in para 3 above.

Since the persons re-employed after retirement are paid a COLA of Rs.500/- along with their pension, the respective agencies who employ them shall pay them only the difference of Rs.500/- per month.

(b) **Persons Appointed on Contract Basis**

The salaries of persons appointed on contract basis shall not be revised during the contract period.

(c) **Project Staff**

In the case of salaries of the Project Staff, will be reviewed and notified later by DMS in consultation with the NSCC.

16. Loans and Salary Advances

- a. Distress Loans should be computed on the basis of salary applicable as at 30.11.2004 excluding allowances.
- b. House and Property Loans and Motor vehicle Loans should be computed on the basis of new salary payable to each employee.

17. a) Pensions

The interim allowances payable to the pensioners in terms of PA Circulars 15/2000 of 07/09/2000 and 24/2001 of 16.10.2001 shall be consolidated with the monthly pension with effect from 01/01/2006.

Pensioners who have retired on or before 30/11/2004 shall be paid a 10% (ten percent) increase on their unreduced pension consolidated as above with effect from 01/01/2006 subject to a minimum of Rs.500/- and a maximum of Rs.1,250/-.

b) Cost of Living Allowance to Pensioners

A cost of living allowance (COLA) with a base value of Rs.500/- per mensem shall be paid to all pensioners with effect from 01/01/2006. This COLA will be adjusted on the same basis applicable to the Government employees.

18. Public Corporations and Statutory Boards

Separate instructions will be issued by the Department of Management Services in consultation with the NSCC with regard to the application of the salary revision and allowances in respect of the Public Corporations and Statutory Boards.

19. General

a) Salary on Appointment/Promotion

In case of persons recruited/promoted between 01.01.2006 and 31.12.2006, the salary scale to be stated in the Letter of Appointment shall be the new salary scale applicable to the respective category / grade as contained in this circular. In the case of promotion from grade to grade the initial salary step of the respective grade shall be stated. However, the payment of the salary shall be subject to the same conditions laid down in this circular.

b) Salary at Retirement

The salary for the purpose of calculation of pension of the employees who retire between 01/01/2006 and 31.12.2006 shall be the 100 % of the new salary they are entitled to subject to the conditions laid down in the Pension Minute.

c) Armed Services

It shall be noted that the salary scales of all 'Armed Services' (other than Police) are not included in this circular and separate circular in this regard will be issued by the Department of Management Services in consultation with the NSCC.

d) Personal Staff of Ministers (Cabinet, Non-Cabinet & Deputy Ministers)

The Private Secretary	-	Rs.23,000/- p.m.
Coordinating Secretary	-	} Rs.22,250/- p.m.
Media Secretary	-	
Public Relations Officer	-	

e) **Annual Increments**

In case of the services where the monetary value of the annual increment in the new salary scale is less than the current value, the difference between the old and the new incremental values shall be paid exclusively to the employees who are currently entitled to the higher values, as a "Matching Allowance" along with the annual increment of the lesser value, as personal to them until such time that the employee is promoted / appointed to a different grade / service. This Matching allowance shall be considered as a part and parcel of the monthly salary for all purposes.

20 Revision of the Public Sector Salaries / Wages

The salaries / wages of any posts / services in the Public Sector shall not be revised without the specific recommendations of the NSCC.

21. Over Payments

It should also be noted that if as a result of misinterpretation of these instructions or through clerical or other errors in computation any officer is overpaid he will be liable to refund the amount so overpaid.

22 Clarifications & Further Instructions

The NSCC is a permanent body and will continue to review the implementation of this circular and to provide any further assistance required by the government institutions in the form of clarifications and further instructions. Such requests shall be addressed to the NSCC, BMICH, Bauddhaloka Mawatha, Colombo 7.

23. Financial Provision

This salary increase should be paid out of the provisions under "Budget Code 1001 - Salaries and Wages". An application should be made to the Director General of National Budget for additional provisions required.

24. Circulars Repealed

Public Administration Circular No.01/2006 dated 12/01/2006 and Public Administration Circular No.01/2006(1) dated 06/2/2006 are hereby repealed.

This circular is issued with the concurrence of the General Treasury.

Sgd. D. Dissanayake
Secretary
Ministry of Public Administration and Home Affairs

New Salary Structure for Public Servants												
Salary Code	Initial	Yrs	1st slab	Yrs	2nd slab	Yrs	3rd slab	Yrs	4th slab	Yrs	5th slab	Maximum
PL 1-2006	11,730	10	100	10	110	10	120	12	130			16,590
PL 2-2006	12,140	10	110	10	120	10	130	12	140			17,420
PL 3-2006	12,360	10	110	10	120	10	130	12	140			17,640
MN 1-2006	12,920	10	120	11	140	10	210	10	290			20,660
MN 2-2006	13,640	10	120	11	140	6	210	14	290			21,700
MN 3-2006	14,510	4	150	6	205	20	290	11	320			25,660
MN 4-2006	14,850	10	185	4	210	15	290	7	320			24,130
MN 5-2006	15,785	10	290	15	325	11	400	-	-			27,960
MN 6-2006	16,920	10	290	15	325	11	400					29,095
MN 7-2006	19,755	15	325	11	400							29,030
MT 1-2006	14,000	10	120	11	140	6	210	14	290			22,060
MT 2-2006	14,140	10	140	11	150	6	210	14	290			22,510
MT 3-2006	14,420	10	140	11	150	6	210	14	290			22,790
MT 4-2006	14,630	7	150	9	240	10	290	15	320			25,540
MT 5-2006	14,780	7	150	9	240	10	290	15	320			25,690
MT 6-2006	14,930	7	150	9	240	10	290	15	320			25,840
MT 7-2006	15,080	7	150	9	240	10	290	15	320			25,990
MT 8-2006	23,940	10	650	8	715							36,160
SL 1-2006	22,935	10	645	8	790	17	1,050					53,555
SL 2-2006	25,515	4	645	8	650	16	1,050					50,095
SL 3-2006	42,390	12	1,310									58,110
SL 4-2006	47,515	12	1,425									64,615
SL 5-2006	28,095	5	645	5	790	15	1,050					51,020
SL 6-2006	28,740	5	645	10	790	13	1,050					53,515
SL 7-2006	51,665	5	1,310									58,215
SL 8-2006	54,285	5	1,310									60,835
TS 1-2006	12,920	10	120	5	150							14,870
TS 2-2006	13,790	9	150	6	210	5	300	8	350	12	645	28,440
TS 3-2006	15,350	5	210	5	300	8	350	19	645			32,955
MP 1-2006	16,360	12	290	13	320	10	460					28,600
MP 2-2006	26,660	10	650	7	715							38,165
RS 1-2006	13,880	7	120	10	150	17	210					19,790
RS 2-2006	15,350	7	150	2	210	8	290	17	325			24,665
SF 1-2006	63,500		Fixed									
SF 2-2006	65,000		Fixed									
SF 3-2006	67,000		Fixed									
SF 4-2006	70,000		Fixed									

Re-categorization and Re-grouping of Posts / Services and Promotional Procedure

1 Re-categorization

The categorization of employees has been based on the following criteria:

- a) Entry Qualifications/Scheme of Recruitment
- b) Promotional Procedures
- c) Nature of Duties
- d) Simplicity
- e) Practicability
- f) Consistency/Compatibility

Accordingly, the posts/positions have been regrouped with the new terminology as follows:

- 1) Primary Level - Un-skilled
- 2) Primary Level - Semi-skilled
- 3) Primary Level - Skilled
- 4) Management Assistants - Non-Technical
- 5) Management Assistants - Technical
- 6) Associate Officers
- 7) Field/Office Based Officers
- 8) Supra / Special Class Management Assistants
- 9) Executives
- 10) Senior Executives

- 11) Police Service and Other Regulatory Services
- 12) Judicial/Law Officers
- 13) Teachers / Principals
- 14) Nurses, Professions Supplementary to Medicine, Para-Medical Services
- 15) Medical Practitioners
- 16) Medical Officers

A summary of categorization and required qualifications is in Schedule 1.

2. Service Levels

I. Primary Level

Primary Level - Un-skilled
 Primary Level - Semi-skilled
 Primary Level - Skilled

II. Secondary Level

Management Assistants - Non-Technical
 Management Assistants - Technical
 Associate Officers
 Sri Lanka Teachers' Service
 Police Constables/Sergeants/Sergeants Major/Sub-Inspectors and similar posts in other regulatory services
 Supervisory Management Assistants
 Nurses, PSM Services, Para-Medical Services except the Special Grades of these services

III. Tertiary Level

Field/Office Based Officers
Supra / Special Class Management Assistants
Sri Lanka Principals' Service
Police Inspectors/Chief Inspectors and similar posts in other Regulatory Services
Special Grades of Nurses, PSM Services and Para-Medical Services
Medical Practitioners

IV. Senior Level

Executives/Senior Executives
Judicial/Law Officers
Medical Officers

3 Definitions

3.1 Primary Level; (Un-skilled - Semi-skilled - Skilled)

Employees performing the basic functions that facilitate the implementation/carrying out of activities of the government institutions at the primary level are brought under the broad category of Primary Level Employees. Functions such as cleaning, lighting, transporting, operating of communicatory systems etc. required for the operational/administrative/executive grades to perform their duties are described under this category of employees. This category is further divided into 3 sub-categories, namely, un-skilled, semi-skilled and skilled.

3.1.1 Un-skilled

This is the category of employees, who are not required to possess any vocational training or tradesmanship of any nature in performing their duties as an entry qualification. In their case, seniority/experience only are taken in to account for the purpose of promotion but not any vocational skills. The minimum basic educational qualification for this category is 8th std./Gr. or Year 9.

3.1.2 Semi-skilled

Employees, who are required to possess educational qualifications stated under the category of un-skilled above and skills / tradesmanship / vocational training of any defined nature, proven at a practical test, but who have not acquired a relevant certificate awarded by an authorized institution are listed under the category of semi-skilled employees. These employees can be promoted to the category of skilled employees once they acquire the qualifications defined as necessary under a promotional scheme.

3.1.3 Skilled

Employees, who possess the educational qualifications stated under the category of un-skilled above and skills / tradesmanship / vocational training leading to a certificate or licence awarded by an authorized institution/person as an entry qualification, are listed under the category of skilled employees.

3.2 Management Assistants (Non-Technical / Technical)

Management Assistants are the employees who facilitate and assist the administrative, managerial and executive grades in the discharge of their duties. Their entry qualifications differ in keeping with the duties assigned to them. This category is further divided into 2 sub-categories, namely - Non-Technical and Technical.

Management Assistants in charge of supervisory functions are brought under a separate category titled "Supervisory Management Assistants".

3.2.1 Management Assistants - Non-Technical

Management Assistants recruited purely on educational qualifications and in whose case no technical expertise is required at recruitment or for promotion, are listed under the category of Management Assistants - Non-Technical. This category is further divided into 2 segments as follows:

3.2.1.1 Segment - 1

Employees whose basic educational qualification at the recruitment is G.C.E.- O.L / A.L and who should possess skills of a defined nature in addition to the above educational qualification and assigned with multi-duties are listed under Segment 1 of the Management Assistants - Non-Technical.

The Departmental Posts of Clerk, Typist, Stenographer, Storekeeper, Shroff and Book-keeper shall be absorbed into this category only after the formulation of a new Scheme of Recruitment (S.R) converting their services to a multi-duty service similar to the Public Management Assistants Service, within 3 months. The Ministries/Departments concerned shall formulate new S.RR for them in line with the S.R of the Public Management Assistants Service with the condition that all employees of the service shall acquire the multi disciplinary skills within a specified period of time and submit to the Director General (Establishments) with the recommendation of the NSCC.

After the establishment of the new service as stated above the salary scale applicable to the State Management Assistant's Service in terms of this circular will be applicable to the new service with effect from 1/1/2006.

3.2.1.2 Segment - 2

Employees who fall within the above category of "Management Assistants", whose basic educational qualification in terms of the Scheme of Recruitment is a pass at the G.C.E.(O/L) or A/L examination and are not required to possess skills of any defined nature as an entry qualification, are included in Segment 2 of Management Assistants - Non-Technical.

3.2.2 Management Assistants - Technical

All employees falling within the above definition of Management Assistants who are required to possess an institutional/in-service vocational training of a technical nature leading to a certificate or a diploma for the purpose of recruitment in addition to the G.C.E.(O/L) or G.C.E.(A/L) qualifications. This category is further divided into 4 segments.

3.2.2.1 Segment - 1

Employees whose technical/vocational training is of a duration above 24 months are brought under this category.

3.2.2.2 Segment - 2

Employees whose technical/vocational training is of a duration between 13-24 months are brought under this category.

3.2.2.3 Segment - 3

Employees whose technical/vocational training is of a duration up to 12 months are brought under this category.

3.2.2.4 Segment - 4

Persons recruited to the posts in the category of Management Assistant-Technical to be trained in service are listed under this category.

3.3 Supervisory Management Assistants

Management Assistants (Non-tech / tech) assigned with supervisory functions and whose basic qualifications at recruitment are similar to that of the categories of Management Assistants Non-tech/Tech above are listed as 'Supervisory Management Assistants'.

3.4 Nursing Service, P.S.M. Services, Para-Medical Services

Nurses, Professions Supplementary to Medicine and Para-Medical Services of the Health Sector are grouped as follows:

3.4.1 Special Grade

The Officers of the Special Grades of the Nursing Service and the 3 Segments stated below are included in this grade. The initial step and the maximum step applicable to each group is shown separately within this scale.

3.4.2 Nursing Service

All officers of the Nursing Service other than the Special Grade.

3.4.3 Segment - 1

School Dental Therapists, Dental Technicians, Entomological Assistants, Ophthalmic Assistants, Radiographers, Pharmacists, Medical Lab Technicians, Physio-Therapists, Occupational Therapists (except Special Grade).

3.4.4 Segment - 2

Public Health Inspectors and Midwives (except Special Grade).

3.4.5 Segment - 3

E.E.G. Recordists, Cardiographers, Public Health Laboratory Technicians (except Special Grade).

3.5 Medical Practitioners

All medical practitioners (Assistant Medical Practitioners, Registered Medical Practitioners) are listed under the category of Medical Practitioners comprising Gr. II, Gr. I and Special Grade.

3.6 Associate Officers

Employees whose basic educational qualification in terms of the scheme of recruitment (S.R) is a degree or an equivalent qualification and recruited to the posts other than the posts in all the categories stated hereinafter.

3.7 Field/Office Based Officers (selected through an examination)

This category is divided into 2 Segments as follows:

3.7.1 Segment - 1

Employees recruited with degree qualifications with Post Graduate qualifications or employees recruited with degree qualifications, who should possess or are expected to acquire skills of defined nature such as Translators but do not belong to All Island Services are brought under the category of Field/Office Based Officers - Seg-1.

3.7.2 Segment - 2

Segment 2 of the Field/Office Based Officers comprises the officers who are performing duties of administrative/enforcement nature conferred upon them by a statute/act/ordinance and selected as follows but do not belong to All Island Services.

- a) Employees whose basic educational qualification in terms of S/R is a degree or equivalent qualification, selected through a competitive examination held for the purpose;
- b) Employees who are selected through an examination held for the purpose exclusively for employees who have completed a defined duration of service in defined posts.

3.8 Supra / Special Class Management Assistants

This is the promotional grade for the employees of the category of Management Assistants, both Technical and Non-Technical.

3.9 Teachers/Principals

All members of Sri Lanka Teachers' Service and Sri Lanka Principals' Service are listed separately under this category.

3.10 Executives

Officers of All Island Services and persons recruited with a degree qualification or a defined duration of service in a managerial post, handling executive functions are brought under the category of Executives.

3.11 Senior Executives

Officers with 18 years of service in an All Island Service of which, 5 years should be in a post in the Class 1 or a post similar to that and members of a defined profession with a defined duration of service as decided by the Ministry of Public Administration, are listed under the category of Senior Executives.

3.12 Special Posts at the level of Secretaries to Ministries

Secretaries to Ministries and other officers who exercise similar degree of authority are categorized thus.

3.13 Police Service and Other Regulatory Services

Police Officers from the rank of Constables to Chief Inspector are listed under the title of "Police Service". The employees functioning in posts similar to the posts in the Police Service, in other departments such as Dept. of Customs, Dept. of Excise and Dept. of Prisons are listed under Other Regulatory Services. The officers of the ranks of Asst. Superintendent of Police and above are listed under the categories of Executives and Senior Executives.

3.14 Medical Officers

The category titled "Medical Officers" consists of those grades of officers designated as Medical Officers. However, salary scales of Medical Administrators and Specialist Medical Officers/Specialist Dental Surgeons are now shown under Executive and Senior Executive categories.

3.15 Judiciary

This category includes Judges of Primary Courts, Magistrates, District Judges, High Court Judges, Appeal Court Judges, President - Court of Appeal, Supreme Court Judges and the Chief Justice and

President - Labour Tribunal, Commissioner for Workmen's Compensation.

3.16 Law Officers

This category comprises the Attorney General, Solicitors-General, Legal Draftsmen, State Counsels, State Attorneys and Directors and Directors General of the Commission to Investigate into Allegations of Bribery and Corruption, Secretary to the Judicial Services Commission. Any officers who are designated as Law Officers/Legal Officers in the cadre of any Department / Ministry are not included here. They are to be placed under the category of 'Executives' in the respective cadre.

4. Promotional Procedure:

4.1.1 The new salary structure has been formulated with a new promotional scheme, which is different from existing schemes.

4.1.2 A performance based promotional scheme is recommended and the current practice of automatic promotions shall be terminated on the formulation of new promotional schemes in keeping with this requirement.

4.1.3 Any employee whose performance is judged to be below average at annual appraisal will not qualify for any increments or promotions. In the process of absorption, purely as an interim measure, employees already drawing a salary higher than the maximum point of salary applicable to the respective grade will have their increments frozen at the present level on a personal basis. However, this concession will not be available to employees currently drawing a salary lower than the maximum step applicable to the respective grade as stated above or to new entrants.

4.1.4 In the case of services where the promotional prospects are highly limited due to the cadre of the promotional grades being considerably few, such services may be exempted from this requirement on a joint decision by the Secretary/Ministry of Finance and Secretary/Ministry of Public Administration, after consulting the National Salaries & Cadre Commission.

4.1.5 The increments of employees whose performance is judged to be below the required level will be suspended when observed to be so and restored only if and when their performance is satisfactory.

4.2 New Promotional Procedure

In case of employees who deserve promotions a two fold promotional scheme is proposed as follows. However, to be entitled to the promotions the employees shall be persons who are qualified for promotions in terms of the S.RR and who are not otherwise disqualified.

4.2.1 Fast Track for Exceptional Performer

The exceptional performer will earn his first promotion at the end of sixth year after recruitment based on the results of:

- a. a competitive examination held for the purpose or a similar selection process;
- b. performance appraisal judged through a structured and objective appraisal procedure with an appropriate degree of transparency

This category of promotees who earn their first promotion through the fast track will earn the benefit of 5 additional increments at this stage, which means that the employee will be placed at the initial step of the respective layer applicable to the promotional grade, within the salary scale applicable to the service. Employees promoted under this stream will be entitled to the next promotions at the end of periods of defined duration.

4.2.2. Average Performer - Promotional Stream

Employees whose performance is judged to be average at the process of appraisal stated above will be promoted at the end of the 10th year from recruitment and will earn the benefit of one additional increment. The promotions thereafter of this category will be provided in the same manner as in the case of the fast track, at the end of periods of defined duration.

4.3 The need to develop an objective, meaningful, effective and transparent scheme of performance appraisal for all categories of employees is reiterated. Similarly the implementation of the provision in this circular may call for the amendment of the existing service minutes and the formulation of Service Minutes in respect of those categories where no Service Minutes are available.

Secretaries to the Ministries, Heads of Departments and other Government Agencies are thus required to amend Service Minutes/Schemes of Recruitment relating to promotions to suit the above promotional scheme.

4.4 PA Circular No.7/2003 is hereby repealed. As such, the maximum point to the respective salary scale applicable to each grade is given in the Annexure I. Percentage increase allowed for fixed salaries shall also be terminated.

4.5 In terms of the new promotional schemes proposed, employees are allowed a definite number of years in service to earn the next promotion. In the process there can be instances where they have to be placed in the middle of the salary scale of the promoted grade. Such employees shall be allowed the benefit of the entirety of the period they are entitled to earn the next promotion and be able to earn annual increments during this period. Provision for this is made in the supernumerary salary steps in the column titled 'if not promoted'. The same procedure shall be applied in the process of absorption of employees to their new grades as provided in this circular. If it is observed that the supernumerary steps provided here are not adequate to accommodate the current employees, such cases must be referred to NSCC for a recommendation.

Categories of employees and required Minimum Qualifications

	Level of Positions	Grades	Basic Qualifications
1	Primary Level - Unskilled	III, II, I, Spl	8 th standard / Grade 9 / Year 9
2	Primary Level -Semi-skilled	III, II, I, Spl	8 th std./Year 9 + any skills of a defined nature proven at a practical test
3	Primary Level - Skilled	III, II, I, Spl	8 th std./Year 9 + Vocational training or tradesman-ship leading to a certificate / license &/or defined duration of service
4	Management Assistants (MA) Segment 2	III, II, I,	GCE OL/AL
5	Management Assistants – Segment 1	III, II, I,	GCE OL/AL + skills of defined nature
6	Supervisory Management Assistants Tech / Non-tech	III, II, I,	GCE OL/AL or Equivalent + Supervisory functions
7	MA Technical – Segment 3	III, II, I,	GCE OL or GCE AL + Training of a duration up to 12 months leading to a certificate / Diploma
8	MA Technical – Segment 2	III, II, I,	GCE OL or GCE AL + Training of a duration between 13 – 24 months leading to a certificate / Diploma
9	MA Technical – Segment 1	III, II, I,	GCE OL or GCE AL + Training of a duration over 24 months leading to a certificate / Diploma
10	Nurses, PSM Services, Para Medical Services a. PMS Segment 3 b. PMS Segment 2 c. PSM / PMS Segment 1 d. Nurses e. Special Grade	III, II, I, Selective grade (Spl)	OL + AL (Sc) + Tech/Vocational Training OL + AL (Sc) + Tech / Vocational Training OL + AL (Sc) + Tech / Vocational Training OL + AL (Sc) + Tech / Vocational Training Promotional Grade
11	Associate Officers	III, II, I,	Degree / Equivalent
12	Field/Office based Officer Segment 2	III, II, I,	Degree / Equivalent or experience of a defined duration in the grade / service from which the person is promoted, selected through an examination
13	Field/Office based Officer Segment 1	III, II, I,	Degree / Equivalent + PG or Degree/ Equivalent + defined skills
14	Supra Level MA	Selective Grade	Service of a defined duration in the grade / service from which the person is promoted.
15	Medical Practitioners AMO / RMO	II, I, Spl	As per Scheme of Recruitment
16	Medical Service a. Dental b. MO c. MO Admin	II, I, Spl	Medical Degree, BDS MBBS MBBS/BDS +PG
17	Executives	III, II, I	Employees who have executive responsibilities. Degree or Equivalent, through open exam or 15 years of service through limited exam.
18	Senior Executives	Addl Sec. / & similar Sec.	Employees who have senior executive responsibilities. 18 years of service as an Executive with minimum of 5 years in Class I / Members of defined professions with defined duration of service.
19	Judicial Service a. Chief Justice b. Supreme Court Judges c. Appeal Court Judges d. High Court Judges e. Other Judges f. President Labour Tribunal g. Commissioner / Dy. Commissioner Workmen		As per Service Minutes / Schemes of recruitment

	Compensation		
20	Law Officers a. AG Dept b. LD Dept c. JSC d. Law Com e. Com. IB or C		As per Service Minutes / Schemes of recruitment
21	Teachers / Principals a. Teachers Service b. Principals service	3-II, 3-I, 2-II, 2-I, 1 3, 2-II, 2-I, 1	As per Service Minutes

2006 Salary Conversion – Specimen Form

My No.:

Date:

Name of the Officer:

Designation/Class/Grade

Revision of Salary in terms of Public Administration Circular No.06/2006

Your salary is converted as follows in terms of the above circular.

- (1) (a) Salary Group in terms of P.A.Circular No.9/2004 as at 31.12.2005
 (b) Salary Scale in terms of P.A.Circular No.9/2004 :
 (If P.A.Circular No.9/2004 is not applicable the salary scale as per the relevant circular to be stated here)
 (c) Salary Step as at 31.12.2005
 (i) Annual :
 (ii) Monthly :
 (d) Salary Payable as at 31.12.2005 :
 (e) Interim Allowances payable as at 31.12.2005 :
 (in terms of P.A.Circulars 15/2000 and 24/2001)
 (f) Gross Salary (d + e) :
- (2) (a) Title of the group of posts/positions :
 (Para 2 of P.A.Circular No.06/2006)
 (b) Segment :
 (c) Salary Code :
 (d) Salary Scale (as per Annexure 1) :
 (e) Grade :
 (f) Corresponding salary step :
- (3) (a) Total increase (2.f – 1.f) :
 (b) Increase payable w.e.f. 1.1.2006 $\frac{3a}{2}$:
- (4) Salary payable w.e.f. 1.1.2006 (1.f + 3.b) :
- (5) Salary payable w.e.f. 1.1.2007 (2.f) :
 (Annual increment earned during the year to be added)

Your date of increment/your efficiency bar will remain unchanged

This conversion is subject to the recovery of any over payment due to the incorrect classification or calculation or any other error.

sgd: Head of Department

Annexure 2

Public Administration Circular : 32/2017

My number: EST 5/4/24(XXVII)
Ministry of Public Administration
and Management
Independence Square
Colombo 07.

07.12.2017

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

Classification of Staff Grade Officers and Non-Staff Grade Officers in the Public Service and the Provincial Public Service

It has been decided at the meeting of the Cabinet of Ministers held on 05.12.2017 that a Public Administration Circular should be issued for classification of Staff Officers and Non-Staff Officers in Public Service and Provincial Public Service.

02. Your attention is drawn to Public Administration Circular 03/2016 dated 25.02.2016 on "Revision of Salaries in Public Service - 2016" issued on the approval granted by the Cabinet of Ministers at the cabinet meeting held on 23.02.2016, instead of the Public Administration Circular 06/2006 dated 25.04.2006 and the Public Administration Circulars issued as revisions for the said circular.

03. Sub Sections relevant to the categorization of posts/services in public service have been included under No. 11 of the above circular as follows.

"11.1 The categorization of posts/ services in public service is indicated in schedule III."

"11.2 The staff officer shall mean an officer recruited to a post belonging to tertiary and senior level."

"11.3 An officer, who was belonging to staff grade under the provisions existed as at the effective date of this Circular, shall be treated further as a staff officer as personal to him."

04. As per the Sub Section 11.1 above, posts/ services in public service have been categorized as follows in the schedule III in which the categorization of posts/services in public service is indicated.

Primary level

Primary Grade - Unskilled
Primary Grade - Semi skilled
Primary Grade – Skilled

Secondary level

Management Assistant - Non Technical
Management Assistant - Technical
Supervisory Management Assistant
Associate Officer
Sri Lanka Teachers' Service
Other posts of Nurses' Service/ PSM Service and Para Medical Service except Special Grade of the same services.
Sub Inspector of Police in Police Service and other regulatory services and other posts equivalent to the status of the same.

Tertiary Level

Field/ Office Based Officers
Management Assistant – Supra Grade
Sri Lanka Principles' Service
Special Grade of Nurses' Service/PSM Service/Para Medical Service
Registered/ Assistant Medical Officers
Inspector of Police/ Chief Inspector of Police in Police Service and other regulatory services and posts equivalent to the status of the same.

Senior Level

Executive level
Medical Officer
Senior Executive/ Medical Consultants
Secretary of the Ministry and other posts receiving the same salary
Legal Officer
Additional Solicitor General/Legal Draftsman
Solicitor General
Attorney General

05. As mentioned in 03 above, categories of officers indicated under Section 11.2 and 11.3 of Public Administration circular 03/2016 dated 25.02.2016 are Staff Officers and a further clarification on the category of officers fallen under 11.2 has been given under 3 and 4 of schedule III of the said circular. Accordingly, the officers fallen under 3 and 4 of schedule III of Public Administration Circular 03/2016 and the officers indicated under the Sub Section 11.3 of the said circular belong to the Staff Officer category.

06. In case where an issue is arisen as to whether a certain post which is not specifically mentioned in 05 above is fallen under the category of Staff Officer, that should be forwarded to the Director General of Establishments and a specific clarification will be given by the Director General of Establishments having obtained observations of the National Salaries and Cadre Commission with regard to the said issue.

Sgd./ J.J.Rathnasiri
Secretary

Ministry of Public Administration and Management

Annexure 3

Management Services Circular No.02/2014

My No.DMS/CIR/2013/Research
Department of Management Services
General Treasury
Colombo 01
11.02.2014

All Secretaries to the Ministries
Chief Secretaries of Provincial Councils
Chairmen of Government Corporations
Statutory Boards and Fully Owned Government Companies

Payment of Research Allowance as per the Budget Proposals 2014

Management Services Circular No.45 and 45(i) issued under the heading of "Payment of Research Allowance as per the Budget Proposals 2011" is hereby repealed and this circular shall be substituted with effect from 01.01.2014.

2. The research allowance paid at the rate of twenty five percent (25%) of the initial salary excluding allowances to the officers of public service, government corporations, statutory boards and universities is hereby increased up to thirty five percent (35%) as per the Budget Proposals 2014. This allowance which does not entail any right to the pension or any other statutory allowance could monthly be paid subject to the following provisions.

3. Officers entitled to the allowance

- (I) Officers in Public Service who have been appointed on permanent basis to a "Senior Level" post in accordance with the definition stipulated in the Public Administration Circular no.06/2006

- (11) Following officers of the permanent cadre of the Universities and University Grants Commission
 - ❖ Academic Staff Members in Lecturer and higher grades (U-Ac3, U-Ac4, U-AcS) and other officers drawing salaries under the salary codes of U-Ac3, U-Ac4, U-Ac5
 - ❖ Medical Officers (U-MO)
 - ❖ Executives in the middle level and above categories (U-Ex 2,U-Ex 2a,U-Ex 3)

- (III) Officers in the category of Academic and Research (AR), Manager (MM) or higher level posts as defined in the Management Services Circular No.30 who are serving in the permanent cadre of Government Corporations, Statutory Boards and Fully Owned Government Companies

Officers appointed on contract basis or casual basis are not entitled to apply for this allowance.

4. Methodology

- (I) A Research Proposal including the nature of the research, action plan, time frame of the research and methodology as mentioned in Annex I should be submitted by the officers who are entitled to obtain the research allowance under the Para 03 above to the Research Management Committee referred to in the Para 05(1).

Subsequently, Research allowance could be paid with effect from a date decided by the said committee upon the approval for the research proposal is granted.

- (II) An interim report of the research including its progress against the action plan of the proposal should be submitted to the Research Management Committee within a period of six (06) months from the date of commencement of the research. Continuity of granting research allowance is subject to the satisfaction of the Research Management Committee on the progress of the research work.

If the Committee is not satisfied with the progress of the research work, such period can be extended by maximum of six (06) months to report an adequate progress to the committee and the committee should determine the commencement date for payment of allowance according to the progress of the research. Based on the nature and the scope of the research, the research allowance can be paid up to a maximum period of three (03) years during the carry out of the research.

- (III) The final research report should be submitted to the Research Management Committee. Payment of research allowance for further period of one year can be made on the satisfaction of the Research Supervision Committee mentioned in para 05(11) with regard to publication of the final research report in an internationally or nationally accepted journal and/or submission of the same to a relevant symposium or obtaining the relevant patent licenses in that respect.

OR

The research allowance can be paid further period of three (03) years on the satisfaction of the Research Supervision Committee with regard to publication of the final research report in an Accredited Journal. (Accordingly, the maximum period a research allowance can be obtained subsequent to the presentation of the final research report will be three (03) years.)

5. Committees for Research Management and Supervision

(I) Research Management Committees

The responsibility of this committee is to forward the Terms of References for research evaluation to the Research Supervision Committee referred to in the Para (H) below. Further, this committee is responsible for evaluation of research proposals and determination of the duration to grant the research allowance subject to a maximum time period of three (03) years.

The Research Management Committees are as follows.

- a) Research proposals submitted by the staff of University Grants Commission, Universities and Higher Educational Institutes - Research Committees accepted by the Senate of the relevant University or Research Committees accepted by University Grants Commission.
- b) Research proposals related to the field of Agriculture, submitted by the officers serving in the Public Service, Government Corporations and Statutory Boards - Sri Lanka Council for Agricultural Research Policy (CARP).
- c) Research proposals submitted by the officers of the other fields - The Research Supervision Committee or the Sub Committees appointed by the Research Supervision Committee as required.

(II) Research Supervision Committee

There shall be a committee comprised of the following officers chaired by the Secretary to the Ministry in charge of the subject of Technology and Research, to guide and consult on research management. The Terms of References (TOR) for evaluation of research proposals forwarded by the Research Management Committees mentioned in Para (I) above should be approved by this committee. The decision of the committee will be the final.

- ❖ Secretary to the Ministry in charge of the subject of Health
- ❖ Secretary to the Ministry in charge of the subject of Environment
- ❖ Secretary to the Ministry in charge of the subject of Higher Education
- ❖ Secretary to the Ministry of Public Management Reforms
- ❖ Executive Director, Institute of Policy Studies
- ❖ Director, Sri Lanka Institute of Development Administration

(III) The members of Committees for Research Management and Research Supervision shall be paid as follows.

- Rs, 1 000/- per member of Research Management Committee and specialist who evaluate research proposals, for evaluation of one research proposal
- Rs.4000/- per sitting, for the members of Research Supervision Committee

6. Other Conditions

- (I) Research expenses should not be incurred from the provisions granted to the institutions by the Consolidated Fund (Financing No 11). However, if financial aids are required according to the nature of the research, either the National Research Council or National Science Foundation may grant the relevant provisions.
- (II) The research allowance and payments for Research Management Committees should be incurred from the expenditure head No. I003 and the research allowance with respect to Government Corporations, Statutory Boards and Fully Owned Government Companies should be borne from the relevant Expenditure Heads of salaries and other remuneration of each institution.
- (III) The research activities expected by this circular should not impede the duties of the permanent post.
- (IV) The provisions of this Circular is valid with effect from 01.01.2014. These provisions shall apply when approving project proposals which have been submitted prior to the effective date but not been approved.
7. This Circular is issued with the concurrence of Ministry of Public Administration and Home Affairs, Ministry of Higher Education, Ministry of Agriculture and the Ministry of Technology and Research.

Sgd. P.B. Jayasundera
Secretary to the Treasury

Copies:

1. Secretary to the President
2. Secretary to the Prime Minister
3. Secretary, Ministry of Public Administration and Home Affairs
4. Secretary, Ministry of Higher Education - For issuing of necessary instructions to universities
5. Secretary, Ministry of Agriculture - For issuing of necessary instructions to relevant institutions
6. Secretary, Ministry of Technology and Research
7. Auditor General
8. Secretary, National Salaries Commission

Application to obtain Research allowance as per the Management Services Circular No. 02/ 2014

A. RESEARCH IDENTIFICATION

1. Title of the Research :
2. Duration of the Research in months :
3. Field covered by the proposal :
4. Researchers & Collaborating Institutions :

	Researcher 1	Researcher 2
Name		
Designation		
Institution's Address		
Date of Birth		
Telephone No.		
Fax No.		
e-mail		

Name of the Collaborating Institution	
Institution's Address	
Telephone No.	
Fax No.	
e-mail	

B. TECHNICAL INFORMATION

1. Objectives of the Research (Up to 200 Words)
2. Justification for collaboration & brief information about national and international scenario in the proposed area of research (Up to 200 Words)
3. Scientific & technical description of the research including methodology (Up to 400 words), Literature Review and Scope of the research.
4. Expected results of this research (e.g . joint publications, patents etc.) Are any of the expected results likely to have commercial value? (up to 100 words)
5. Infrastructure facilities related to the research activity, available in the institutions where the research work will be carried out.

--

6. Action Plan

Time Schedule	Responsibilities
1st Year	
2 nd Year	
3 rd Year	

C. ADMINISTRATIVE & FINANCIAL I NFORMATION

1. Research Cost

Year	Exchange Visits/ Field Visits	Consumables & Contingency	Manpower (Research fellows)	Total
1 st Year				
2 nd Year				
3 rd Year				
Total				

2.Information on the other researches for which the research allowance is/ was paid.

Title of the Research	Started Year	Completed Year	Research Management Committee	Reference No. (If available)

3. Declaration of the Researcher

By signing below and submitting this application form I/ We, confirm that all the information I/ we have provided in this application above is true and accurate to the best of my/ our knowledge and I/we further confirm that I/ we understand if any of the information I/ we have provided is later found to be false or misleading, it renders me/us ineligible for obtaining the research allowance.

Signatures of the Researchers.

4. Please Fill (A) or (B).

(A) Declaration from the Heads of the institutions where the research work will be carried out/ financed.

- i) The institutions (mention the name) agree to participate in this Research.
- ii) the institutions shall provide infrastructure & necessary facilities for implementing the research;
- iii) the institutions assume to undertake financial & other management responsibility for the part of the research work to be carried out at this institution; and
- iv) the back-up funding for manpower, consumable etc. is available to this research.

Signature and rubber stamp of the Head/s of the Institution/s

(B) If the research is self-financed, declaration of the Researcher.

I/We would bare all the technical and other management expenses incurred for the research work. Hence, the funding for man power, consumable etc. is available for this research and I/ we will not request funds from the government or any other organization until the completion of the research.

Signature of the Researchers.

5 . Declaration from the Heads of the Department of the researchers.

- i) The applicant is an officer belongs to the categories mentioned in paragraph 03 of DMS Circular 02/2014.
- ii) The research work expected by this Circular would not impede the duties of the permanent post of the investigator.
- iii) I personally evaluated the research proposal/ assessed the recommendations of the evaluation committee and strongly recommend that this research proposal is in line with the government policies and hence contribute to the development of the country.

Signature and rubber stamp of the Head of the Department

Annexure 4

General Circular No. 01-06/2012 (1)

Ministry of Health
“Suwasiripaya”
385, Deans Road
Colombo 10.

30.03.2012

To All

Provincial /Regional Directors of Health Services
Directors of Teaching Hospitals/Provincial General Hospitals
Medical Superintendents of District General Hospitals/Base Hospitals
Directors/Heads of NIHS and all specialized campaigns

Guidelines for Research Allowance Payments as per the Management Services Circular No. 44

In accordance with the budget proposals 2011 a monthly research allowance of 25% of the basic salary excluding allowances is to be paid to university lecturers and senior level officers in public sector. Following guidelines has been revised and proceeded for research allowance claims.

- 1.0 The research proposal should include
 - 1.1 Title of the research
 - 1.2 Introduction
 - 1.2.1 Background information
 - 1.2.2 Justification
 - 1.2.3 General objectives
 - 1.2.4 Specific objectives
 - 1.3 Literature review
 - 1.4 Methodology
 - 1.4.1 Study design
 - 1.4.2 Study setting
 - 1.4.3 Criteria for eligibility
 - 1.4.4 Sampling method
 - 1.4.5 Sampling size
 - 1.4.6 Exclusion and inclusion criteria
 - 1.4.7 Study instrument
 - 1.4.8 Method of data collection
 - 1.4.9 Interviewers selection and training
 - 1.4.10 Data Analysis
 - 1.4.11 Ethical clearance
 - 1.5 References-adhere to either Harvard or Vancure methods
 - 1.6 Time frame and budget estimate.
 - 1.7 Research proposal should be not more than 2500 words. The final report should be wihin10000 to 15000 words.

- 1.8 Font should be Times New Romans, page numbering bottom centre, margins top and left 1.5” and bottom and right 1”with double spacing.
- 2.0 The number of investigators per research should not exceed more than 05 and one investigator should be nominated by the principle investigator to correspond on behalf of the research team, if needed.
- 3.0 Research proposal should be handed over to the relevant Technical Review Sub Committee (TRSC) in 03 hard copies and one soft copy with an application by research investigator and a copy of ethical review committee approval. If such committee is not available DDG (ET&R) will forward to relevant expert committee.
- 4.0 On approval by the TRSC the principal investigator should provide a hard copy and a soft copy of the research proposal to DDG (ET&R), the chairperson of the Research Management Subcommittee (RMSC).
- 5.0 On approval of the pre-proposal by the Secretary of Health the research investigator is entitled for a research allowance of 25% of the basic salary.
- 6.0 The continuation of the research allowance will require interim progress report in 6 months and that interim progress report should be produced to relevant Technical Review Sub Committee for recommendations for continuation of research allowance.
- 7.0 Continuity of granting the research allowance at the end of two years will depend on the satisfaction of the council/committee with regard to publication of final report in an internationally or Nationally accepted scientific publication or submission of the final report to a relevant Symposium within the period of two years.

Dr. Ravindra Ruberu
Secretary Health

3.0 Declaration of researcher

I declare that,

1. The above facts are true and correct.
2. This is not full or part of official duty.
3. This is not a copy of an alerted version of a previous research by me or another person.
4. Research expenses are not be incurred from the provisions granted to the institutions from the Consolidated Fund.
5. I have not obtained research allowance under the Management Services Circular No. 45 before as a Principal Investigator or as a co-researcher

- Please inform the name of the research title and the file number if you have already obtained research allowance under the Management Services Circular No. 45.

Research

Title.....

File No. ETR/E/MC/RP/...../20.....

I am aware that if any fault in facts of my declaration I am subject to departmental disciplinary action.

.....
 Signature

.....
 Date

4.0 Observation and Recommendation of the Head of Institution / Decentralized Unit / Specialized Campaign.

I certify the particulars furnished by the medical officer, are correct. (State any incorrect information, if furnished by the applicant)

.....
 Signature of Head of Institution

.....
 Signature of Head of Decentralized unit / Special Campaign

.....
 Date

.....
 Date

Observation and Recommendation of the Regional Director of Health Services.

.....
 Signature

.....
 Date

5.0 Details of Co – researchers

Name of Co-researchers	NIC Number	Current Working Station	Date to Current Institution	Contacts No.

6.0 Check List

Items	Submitted
Introduction and justification	
Objectives	
Literature review	
Methodology	
Time line / Gantt Chart	

7.0 Type of Research (mark the relevant cage only)

Type of Research	
Basic research	√
Clinical trials	
Epidemiological research	
Evaluation research	
Qualitative research	
Quantitative research	
Service or programme monitoring and evaluation	
Other	

8.0 Declaration of Researcher

I declare that the above facts are true and correct.

.....
Signature

.....
Date

Please submit under mentioned documents to the ET&R Unit.

1. Principal Investigator

- a. Properly filled application form
- b. Certified copy of the NIC
- c. Latest pay slip original or certified copy
- d. Certified copy of the SLMC Registration
- e. Ethical review committee approval
- f. Approval of the Board of Study if PGIM candidate
- g. 3 hard copies & one soft copy of the research proposal including Gantt chart and budget report
- h. Annexure II & III

2. Co-researchers

- a. Properly filled application form
- b. Certified copy of the NIC
- c. Latest pay slip original or certified copy
- d. Certified copy of the SLMC Registration

Under mentioned letters should be addressed to DDG (ET&R) by the Principal Investigator

3. Request letter for the research allowance (Please fill Annexure I)
4. Date of commencement of the research (Please fill Annexure I)
5.
 - i. Date of completion of 6 months of the research (Please fill Annexure I)
 - ii. A progress report of the research should be submitted if the research has started six months before the date of submission.
 - iii. And a progress report of the research should be submitted following six months from the date of commencement.
6.
 - i. Date of completion of one year of the research (Please fill Annexure I)
 - ii. Final report should be submitted at the end of first year.
 - iii. Please refer essential requirements from the Management Services Circular No. 45 for the continuation of the research allowance for the 2nd year.

Annexure I

Name of the Principal Investigator,

Designation,

Working place,

Address,

Date...../...../.....

Deputy Director General (Education, Training and Research),
Ministry of Health,

Dear Sir,

Request for Research Allowance Under the Management Services Circular – No. 45

Title:
.....
.....

I would like to forward the above titled research proposal for the research allowance under the Management Services Circular No: 45 for your kind consideration, which I commenced on/...../.....

Date of completion of 6 months:/...../.....

Date of completion of one year:/...../.....

Please be kind enough to do the needful for this request.

.....

(Signature of the Principal Investigator)

Annexure II

Details (Should Be filled only by the Principal Investigator)	Office Use Only	File No: ETR/M/MC/RP...../.....
1. Date of handing over the Research Proposal to ET & R Unit		
2. Research Topic		
3. Name of the Principal Investigator		
4. Designation		
5. Working Station		
6. Address of the Working Station		
7. Mobile No.		
8. Office Phone Number		
9. E-mail Address		
10. Name of the Ethical Clearance Committee		
11. Date of Ethical Clearance		
12. No. of Co-Researches		
13. If the Research Proposal is already approved by PGIM Board of Study –		
A. The Name of the Board of Study		
B. Date of Approval by the Board of Study		
14. Signature of the Principal Investigator		

Annexure III

Approval of research Allowance as per Management Services Circular No: 45

1. Research Title:

.....
.....
.....
.....

2. Details of Researches:

	Name	Designation	NIC No:	SLMC Registration No:	Place of Work	Paying Officer
1	Principal Investigator					
2	Co-Investigators					
3						
4						
5						

3. Ethical Review Committee

a) Name of the Ethical Review Committee:

b) Date of Approval:/...../.....

4. For Post Graduate Research Proposals of PGIM

Approval of Board of study..... of PGIM on/...../.....

5. Date of submission of the research proposal to ET&R unit:/...../.....

6. a) Date of commencement of the research:/...../.....

b) Progress report submitted on/...../.....

Annexure IV
For Office use only:

1. Reviewer recommendation on pre-proposal:

- i. Reviewer – 01 : Dr. Approved on
/...../
- ii. Reviewer – 02 : Dr. Approved on
/...../

2. Prepared & Forwarded by:

- a. Signature :
- b. Name :
- c. Date :

3. Reviewed and recommended by :

I recommended and forwarded the request made by the above medical officer/s for research allowances as per Management Service Circular No.02/2014 dated on 11.02.2014 as the candidates fulfilled the criteria (as 1-6) required allowances. I seek your approval for commencement of the payments from /...../

<p>.....</p> <p>Dr. Sudath Samaraweera Acting Deputy Director General Education, Training & Research</p>	<p>.....</p> <p>Dr. S. C. Wickramasinghe Deputy Director General Non-Communicable Diseases</p>	<p>.....</p> <p>Dr. Lal Panapitiya Acting Deputy Director General Medical Services - I</p>
<p>.....</p> <p>Dr. S. Sridharan Deputy Director General Planning</p>	<p>.....</p> <p>Dr. Dileep De Silva Head – HR Coordinating Unit Ministry of Health</p>	

Recommended / Not Recommended

Approved / Not Approved

.....
Director General of Health Services

.....
Secretary of Health

Date :

Annexure 6

Ethical Review Committees approved by of Ministry of Health, Nutrition & Indigenous medicine as of August 2018.

Professional Colleges and Associations

1. Sri Lanka Medical Association.
2. Sri Lanka College of Paediatricians.

Universities

3. Faculty of Medicine, University of Colombo, Colombo.
4. Faculty of Medicine, University of Peradeniya, Peradeniya.
5. Faculty of Dental Sciences, University of Peradeniya, Peradeniya.
6. Faculty of Medicine, University of Ruhuna, Galle.
7. Faculty of Medicine, University of Kelaniya, Ragama.
8. Faculty of Medical Sciences, University of Sri Jayewardenepura, Nugegoda.
9. Faculty of Medicine, University of Jaffna, Jaffna.
10. Faculty of Health Care Sciences, Eastern University, Batticaloa.
11. Faculty of Medical and Allied Health Sciences, Rajarata University, Anuradhapura.

12. UwaWellassa University, Badulla.

13. Post Graduate Institute of Medicine – University of Colombo.

Hospitals

14. National Hospital of Sri Lanka.
15. National Institute of Mental Health, Mulleriyawa.
16. Lady Ridgeway Hospital for Children, Colombo.
17. Castle Street Hospital for Women, Colombo.
18. National Eye Hospital, Colombo.
19. Teaching Hospital, Kandy.
20. Provincial General Hospital, Kurunegala.
21. District General Hospital, Trincomalee.
22. Colombo South Teaching Hospital, Kalubowila.

Other Health Institutes

23. Medical Research Institute, Borella.
24. National Institute of Health Sciences, Kalutara
25. Ministry of Sports
26. Provincial Directorate of Health Services -North Western Province.

Annexure 7

Annexure I

Name of the Principal Investigator

Designation.....

Working place.....

Address.....

Date...../...../.....

Deputy Director General (Education, Training and Research),
Ministry of Health,

Dear Sir,

**Request for Research Allowance under the
Management Services Circular – No. 02/2014**

Title:
.....
.....

I would like to forward the above titled research proposal for the research allowance under the Management Services Circular No: 02/2014 for your kind consideration, which I have commenced on/...../.....

Please be kind enough to do the needful for this request.

.....
(Signature of the Principal Investigator)

Annexure 8

Annexure II		
Details (Should Be filled only by the Principal Investigator)	Office Use Only	File No: ETR/M/MC/RP...../.....
1. Date of handing over the Research Proposal to ET & R Unit		
2. Research Topic		
3. Name of the Principal Investigator		
4. Designation		
5. Working Station		
6. Address of the Working Station		
7. Mobile No.		
8. Office Phone Number		
9. E-mail Address		
10. Name of the Ethical Clearance Committee		
11. Date of Ethical Clearance		
12. No. of Co-Researches		
13. If the Research Proposal is already approved by PGIM Board of Study –		
A. The Name of the Board of Study		
B. Date of Approval by the Board of Study		
14. Signature of the Principal Investigator		

Annexure 9

Annexure III

Approval of research Allowance as per Management Services Circular No: 45

1. Research Title:

.....
.....
.....
.....

2. Details of Researches:

	Name	Designation	NIC No:	SLMC Registration No:	Place of Work	Paying Officer
1	Principal Investigator					
2	Co-Investigators					
3						
4						
5						

3. Ethical Review Committee

a) Name of the Ethical Review Committee:

b) Date of Approval:/...../.....

4. For Post Graduate Research Proposals of PGIM

Approval of Board of study..... of PGIM on/...../.....

5. Date of submission of the research proposal to ET&R unit:/...../.....

6. a) Date of commencement of the research:/...../.....

b) Progress report submitted on/...../.....



මුදල් හා ජනමාධ්‍ය අමාත්‍යාංශය
நிதி மற்றும் வெகுசன ஊடக அமைச்சு
MINISTRY OF FINANCE AND MASS MEDIA

මහලේකම් කාර්යාලය, කොළඹ 01.
 ශ්‍රී ලංකාව

செயலகம், கொழும்பு 01.
 இலங்கை

The Secretariat, Colombo 01.
 Sri Lanka

කාර්යාලය - මුදල් } (+94)-11-2484500
 அலுவலகம் - நிதி } (+94)-11-2484600
 Office - Finance } (+94)-11-2484700
 කාර්යාලය - ජනමාධ්‍ය } (+94)-11-2513459
 அலுவலகம் - வெகுசன ஊடக } (+94)-11-2513498
 Office - Mass Media } (+94)-11-2512324

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 பெக்ஸ் - நிதி } (+94)-11-2449823
 Fax - Finance }
 ලැක්ස් - ජනමාධ්‍ය }
 பெக்ஸ் - வெகுசன ஊடக } (+94)-11-2513458
 Fax - Mass Media }

වෙබ් අඩවි }
 வெப் சைட்கள் } www.treasury.gov.lk
 Websites } www.media.gov.lk

මගේ අංකය }
 எனது இல. }
 My No. }

DMS/Cir/06/2018

ඔබේ අංකය }
 உமது இல. }
 Your No. }

දිනය }
 திகதி }
 Date }

2018.06. 07

කළමනාකරණ සේවා වක්‍රලේඛ : 02/2016 (III)

අමාත්‍යාංශ ලේකම්වරුන්
 රාජ්‍ය සංස්ථා, ව්‍යවස්ථාපිත මණ්ඩල සහ
 සම්පූර්ණයෙන් රජය සහ සමාගම්වල සභාපතිවරුන් වෙත,

රාජ්‍ය සංස්ථා, ව්‍යවස්ථාපිත මණ්ඩල සහ සම්පූර්ණයෙන් රජය සහ සමාගම්වල
සේවක වැටුප් සංශෝධනය කිරීම - 2016

කළමනාකරණ සේවා වක්‍රලේඛ අංක 30 හා ඊට සංශෝධන වශයෙන් නිකුත් කරන ලද කළමනාකරණ සේවා වක්‍රලේඛ විධිවිධානයන් යටතේ වැටුප් ගෙවනු ලබන රාජ්‍ය සංස්ථා, ව්‍යවස්ථාපිත මණ්ඩල සහ සම්පූර්ණයෙන් රජය සහ සමාගම්වල සේවක වැටුප් සංශෝධනය කරමින් නිකුත් කරන ලද 2016.04.25 දිනැති කළමනාකරණ සේවා වක්‍රලේඛ අංක 02/2016 කෙරෙහි ඔබගේ අවධානය යොමු කරවමි.

02. එකී වක්‍රලේඛයට පහත සඳහන් සංශෝධනයන් ඇතුළත් කිරීම සඳහා අංක අමප 18/1111/809/030 හා 2018.05.30 දිනැති අමාත්‍ය මණ්ඩල තීරණයෙන් අනුමැතිය ලැබී ඇත.

(1) කළමනාකරණ සේවා වක්‍රලේඛ අංක 02/2016 හි 10.1 ඡේදය යටතේ ඇති වැටුපෙහි ප්‍රතිශතයක් වශයෙන් හෝ / සහ වැටුප මත ගෙවනු ලබන දීමනා සම්බන්ධ වගන්තිය පහත පරිදි සංශෝධනය කිරීම.

10.1 කිසියම් ආයතනයක හෝ තනතුරක හෝ නිලධාරීන් සඳහා වැටුපෙහි ප්‍රතිශතයක් වශයෙන් හෝ / සහ වැටුප මත ගෙවනු ලබන දීමනා, දිරි දීමනා, ප්‍රසාද දීමනා හෝ එවැනි කුමන හෝ දීමනාවක් ගෙවනු ලබන්නේ නම් එම දීමනා 2018.06.01 දින සිට ක්‍රියාත්මක වන පරිදි වර්තමාන වැටුප පදනම් කර ගනිමින් ගණනය කර ගෙවීම සිදු කළ යුතුය.


 ආර්.එච්.එස්. සමරතුංග
 භාණ්ඩාගාරයේ ලේකම් සහ
 මුදල් හා ජනමාධ්‍ය අමාත්‍යාංශයේ ලේකම්

පිටපත් :-

1. ජනාධිපති ලේකම්
2. අග්‍රාමාත්‍ය ලේකම්
3. අමාත්‍ය මණ්ඩලයේ ලේකම්
4. විගණකාධිපති
5. ලේකම්, ජාතික වැටුප් හා සේවක සංඛ්‍යා කොමිෂන් සභාව

Annexure 11

දුරකථන } 2698475
தொலைபேசி } 2698490
Telephone } 2698507

පැයින් } 2692913
பெக்ஸ் } 2694860
Fax }

විද්‍යුත් තැපෑල }
மின்னஞ்சல் முகவரி } postmaster@health.gov.lk
e-mail }

වෙබ් අඩවිය }
இணையத்தளம் } www.health.gov.lk
website }

මගේ අංකය }
எனது இல } ETR/M/RA/03/2013

My Number

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உமது இல }
Your No. }

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திகதி } 2014.10. 24



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சுவசிரிபாய

SUWASIRIPAYA

සෞඛ්‍ය අමාත්‍යාංශය

சுகாதார அமைச்சு

Ministry of Health


All Provincial/Regional Directors of Health Services
All Heads of Decentralized Units of Health Services
All Directors of Teaching Hospitals, Provincial General Hospitals & Specialized Campaigns,
All Medical Superintendents and District Medical Officers

Re: Amendment to Payment of Research Allowance in terms of Managements Service Circular 02/2014

This refers to the Management Service Circular No. 02/2014 dated on 11/02/2014 issued by the Secretary Ministry of Technology & Research, and Minutes of the Research Supervision Committee (RSC) held on 27th June 2014 at the Ministry of Technology & Research.

Accordingly, the Research Supervision Committee has decided to increase the allowance of 35% of the salary for ongoing research projects with effect from 01.01.2014.

Further details pertaining to this circular will be informed in due course.


.....

Sudharma Karunaratne

Secretary of Health

cc: chief Accountant
Director General of Health Services
DDG (ET&R)

Sudharma Karunaratne
Secretary

Ministry of Health

"Suwasiripaya"

385, Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10.
Sri Lanka.

1. PROJECT INFORMATION

ETR File Number	
Title:	
Report period	
Report submission date	

Principal Investigator:

Name:

E-mail:

2. PROGRESS SUMMARY *(A document with at least 500 words indicating the progress of research conduction – i.e. Training of Data Collectors, Pre-testing of the questionnaires, Data Collection, Data Analysis etc. based on the gaant chart submitted)*

- a. Describe data collection.
- b. Describe preliminary data analysis.
- c. Describe any concerns you may have about your project's progress.
- d. Poster and oral presentations at scientific conferences or seminars (If relevant)
- e. Education and outreach

Given the progress made during the current reporting period described above in the "Progress Summary", provide a brief (4-5 sentence) assessment of how you feel your overall project is progressing in terms of accomplishing your objectives and adhering to your overall timeline. Also include a revised/original Gantt chart/timeline for the rest of the programme.

The continuation for another 06/12/24 months will require an interim progress report submitted within 06 months. It must be produced to Research Management Committee for the recommendation for the continuation of research allowance for another 06/12/24 months.