



**Ministry of Agriculture, Livestock, Land and
Irrigation
(Land Section)**

**Human Resource
Development Plan
2025**

Ministry of Agriculture, Livestock, Land and Irrigation 2025

Human Resource Development Plan

1. Institution :

1.1. Name of the institution- Ministry of Agriculture, Livestock, Land and Irrigation
(Land Section)

1.2. Vision of the institution- Optimally utilized land resource towards sustainable development

Mission of the institution- Contribution to sustainable development through efficient management and optimum utilization of the land resource by policy planning, implementation and coordination for all the stakeholders, while strengthening land ownership

Objectives of the institution -

1. Administration of state lands and effective management
2. Protection of the environment for future generation.
3. Ensuring the protection of state lands.
4. Implementation of the Land Use Policy.
5. Minimum utilization of state lands and taking action to prevent degradation
6. Proper management and development of state lands and distribution of suitable land among landless people.
7. Granting lands for development projects and other essential purposes and acquisition of lands for government purposes
8. Registration of titles of all lands in the country ensuring ownership.

Functions -

1. Formulation, implementation, follow up action, evaluation and monitoring of policies and programmes related to the statutory bodies and state corporations falling under the purview of the Ministry of Agriculture, Livestock, Land and Irrigation (Land Section)
2. Administration, management, land use planning and monitoring of state lands
3. Monitoring the activities pertaining to land settlement and land title registration.
4. Monitoring the prompt and systematic provision of lands required for the development purposes of the country.
5. Monitoring the administration and lawful distribution of lands vested in the Land Reform Commission.
6. Monitoring the land surveying, mapping and provision of land information and related services.

1.1. Importance of the institution

1. Proper management of state lands
2. To conduct surveys and prepare plans for state lands
3. To perform tasks related to the verification of land ownership
4. To prepare and implement national land use plans
5. To legalize the maximum number of land parcels a person can possess within the country
6. To resolve issues arising in land acquisition

2. Human Resource Development Plan of the institution includes :

2.1 Vision - Optimally utilized land resource towards sustainable development

2.2 Mission- Maintaining a quality human resource capable of contributing to sustainable development through efficient management and optimum utilization of land resource by policy planning, implementation and coordination for all the stakeholders, while strengthening land ownership

2.3 Objectives -

- I. Strengthening the legal framework related to land and providing a quality service to the public.

- II. Effective management of land use and distribution of suitable lands among landless people and development.
- III. Efficient utilization of land resources for development projects and essential activities.
- IV. Implementation of a mechanism to resolve issues related to state lands granted to the public.

2.4 Purposes -

- 01. Efficient management of human resources
- 02. Contribution of human resources towards achieving the objectives of the institution effectively and efficiently
- 03. Maintaining a human resource within the institution equipped with knowledge, attitudes, and skills
- 04. A satisfied human resource

2.5 Values -

- Establishment of a strong institutional system connected to land matters and related sectors.
- An island-wide service network
- Commitment in sustainable development and land management that is honest, impartial, trustworthy, fair, and collective.
- Providing the public with accessible, friendly, efficient, and effective services.
- A proactive approach towards environmental conservation.

3 Human Resource of the Institution

3.1 Analysis of the particulars of the staff

Service Level	Post	Relevant Service	Grade	Salary Code	Number of Officers as at 31.03.2025			
					Approved	Actual	Vacant	Excess
	Additional Secretary	SLAS	Special	SL3	03	03	-	-
	Director General (Planning)	SLPS	Special	SL3	01	01	-	-
	Chief Financial Officer	SLAcS	Special	SL3	01	01	-	-
	Senior Assistant Secretary	SLAS	I	SL1	03	02*	01	-
	Chief Accountant	SLAcS	I	SL1	01	01	-	-
	Chief Internal Auditor	SLAcS	I	SL1	01	01	-	-
	Director	SLAS	I	SL1	02	02	-	-
	Director	SLPS	I	SL1	01	01*	0	-
	Engineer	Sri Lanka Engineering Service	I	SL1	01	01		
	Assistant Secretary	SLAS	III/II	SL1	04	03	01	-
	Assistant/Deputy Director	SLAS	III/II	SL1	03	02	01	-
	Assistant/Deputy Director	SLPS	III/II	SL1	01	01	-	
	Accountant	SLAcS	III/II	SL1	02	01	01	-
	Assistant Director	SLPS (Supernumerary)	III/II	SL1	01	01	-	
	Assistant/Deputy Director	SLICTS	III/II/I	SL1	01	01	-	
	Legal Officer	Departmental	III/II	SL1	02	02	-	
	Total				28	24	4	-
Tertiary Level	Administrative Officer	MSO Service		MN7	01	01	-	-
	Translator (S/E)	Government Translators' Service	I/Special	MN6	01	01	-	-
	Translator (T/S)	Government Translators' Service	I/Special	MN6	01	01	-	-
	Information and Communication Technology Officer	SLICTS	III/II/I	MN6	01	0	01	-
	Total				4	3	1	-
Secondary Level	Development Officer	Development officers' Service	III/II/I	MN4	492	478	14	-
	Management Service Officer	MSO Service	III/II/I	MN2	48	29	19	-

	Information and Communication Technology Assistant	SLICTS	III/II/I	MT 1	04	03	01	
	Typewriter (Sinhala)	Departmental		MN1	02	02	-	
	Typewriter (English)	Departmental		MN1	01	-	01	
	Computer Data Operator	Departmental		MN1	01	01	-	
	Video Camera Operator	Departmental		MN1	01	01	-	
	Total					549	515	34
Primary Level	Driver	Drivers' Service	III/II/I	PL3	20	14	6	-
	Office Assistant	Office Employees' Service	III/II/I	PL1	24	23	1	-
	Total					44	37	7
Total number of posts					625	579	46	

* Senior Assistant Secretary (Administration), Director (Planning) – Appointed full-time to perform Acting duties.

3.2 Forecast of the future staff requirements of the institution

Annexure III

Service level	Serial No.	Post	Relevant Service	Grade	Salary Code	Future Human Resource Requirements				
						Creating a new post	Increasing the approved cadre	Decreasing the approved cadre	Suppressing posts	Abolition of posts
	1	Additional Secretary	SLAS	Special	SL3					
	2	Director General (Planning)	SLPS	Special	SL3					
	3	Chief Financial Officer	SLAcS	Special	SL3					
	4	Senior Assistant Secretary	SLAS	I	SL1					
	5	Chief Accountant	SLAcS	I	SL1					
	6	Chief Internal Auditor	SLAcS	I	SL1					
	7	Director	SLAS	I	SL1					
	8	Director	SLPS	I	SL1					
	9	Engineer	Sri Lanka Engineering Service	I	SL1					
	10	Assistant Secretary	SLAS	III/II	SL1					
	11	Assistant/Deputy Director	SLAS	III/II	SL1					
	12	Assistant/Deputy Director	SLPS	III/II	SL1					
	13	Accountant	SLAcS	III/II	SL1					
	14	Assistant Director	SLPS(Supernumerary)	III/II	SL1					
	15	Assistant/Deputy Director	SLICTS	III/II/I	SL1					
	16	Legal Officer	Departmental	III/II	SL1					
Tertiary Level	1	Administrative Officer	MSO Service		MN7					
	2	Translator (S/E)	Government Translators'	I/ Special	MN6					
	3	Translator (T/S)	Government Translators' Service	I/ Special	MN6					

	4	Information and Communication Technology Officer	SLICTS	III/II/I	MN6					
Secondary Level	1	Development Officer	Development officers' Service	III/II/I	MN4					
	2	Management Service Officer	MSO Service	III/II/I	MN2					
	3	Information and Communication Technology Assistant	SLICTS	III/II/I	MT 1					
	4	Typewriter (Sinhala)	Departmental		MN1					
	5	Typewriter (English)	Departmental		MN1					
	6	Computer Data Operator	Departmental		MN1					
	7	Video Camera Operator	Departmental		MN1					
Primary Level	1	Driver	Drivers' Service	III/II/I	PL3					
	2	Office Assistant	Office Employees' Service	III/II/I	PL1					

The expansion or reduction of the subject scope of the Ministry determines the future requirements of the staff

3.3 Plan for filling the existing vacancies in the coming year

Annexure IV

Service level	Serial No.	Post	Relevant service	Grade	Salary code	Number of officers				Method of filling vacancies	Method of covering duties until the vacancies are filled
						Approved	Actual	Vacancies	Cadre in excess		
Senior level	1	Additional Secretary	SLAS	Special	SL3	03	03	-	-	The Ministry of Public Administration, Provincial Councils, and Local Government has been informed to fill the vacancies.	Duties will be performed by transferred officers, officers appointed to cover duties or act in the position, or by the existing staff.
	2	Director General (Planning)	SLPS	Special	SL3	01	01	-	-		
	3	Chief Financial Officer	SLAcS	Special	SL3	01	01	-	-		
	4	Senior Assistant Secretary	SLAS	I	SL1	03	02*	01	-		
	5	Chief Accountant	SLAcS	I	SL1	01	01	-	-		
	6	Chief Internal Auditor	SLAcS	I	SL1	01	01	-	-		
	7	Director	SLAS	I	SL1	02	02	-	-		
	8	Director	SLPS	I	SL1	01	01*	01	-		
	9	Engineer	Sri Lanka Engineering Service	I	SL1	01	01				
	10	Assistant Secretary	SLAS	III/II	SL1	04	03	01	-		
	11	Assistant/Deputy Director	SLAS	III/II	SL1	03	02	01	-		
	12	Assistant/Deputy Director	SLPS	III/II	SL1	01	01	-			

	13	Accountant	SLAcS	III/II	SL1	02	01	01	-
	14	Assistant Director	SLPS (Supernumerary)	III/II	SL1	01	01	-	
	15	Assistant/Deputy Director	SLICTS	III/II/I	SL1	01	01	-	
	16	Legal Officer	Departmental	III/II	SL1	02	02	-	
Tertiary level	1	Administrative Officer	MSO Service		MN7	01	01	-	-
	2	Translator (S/E)	Government Translators' Service	I/Special	MN6	01	01	-	-
	3	Translator (T/S)	Government Translators' Service	I/Special	MN6	01	01	-	-
	4	Information and Communication Technology Officer	SLICTS	III/II/I	MN6	01	0	01	-
Secondary level	1	Development Officer	Development officers' Service	III/II/I	MN4	478	489	14	-
	2	Management Service Officer	MSO Service	III/II/I	MN2	48	29	19	-
	3	Information and Communication Technology Assistant	SLICTS	III/II/I	MT 1	04	03	01	
	4	Typewriter (Sinhala)	Departmental		MN1	02	02	-	
	5	Typewriter (English)	Departmental		MN1	01	-	01	

	6	Computer Data Operator	Departmental		MN1	01	01	-			
	7	Video Camera Operator	Departmental		MN1	01	01	-			
Primary level	1	Driver	Drivers' Service	III/II/I	PL3	20	14	6	-		
	2	Office Assistant	Office Employees' Service	III/II/I	PL1	24	23	01	-		

3.4 Horizontal analysis of the human resource of the institution

Service Level	Senior level	Tertiary level	Secondary level	Primary level
Service categories and posts that fall under that category	<u>(a)Senior Executive (SL4, SL3)</u> i. Additional Secretary (Administration) ii. Additional Secretary (Land) iii. Additional Secretary (Development) iv. Director General (Planning) v. Chief Financial Officer <u>(b) Executive (SL1)</u> i. Senior Assistant Secretary (Administration) ii. Senior Assistant Secretary (Land) iii. Senior Assistant Secretary (Project) iv. Chief Accountant v. Chief Internal Auditor vi. Director (Planning) vii. Director (Land Acquisition) viii. Director (Policy) ix. Engineer x. Assistant Secretary (Administration) xi. Assistant Secretary (Administration ii) xii. Assistant Secretary (Land) xiii Assistant Secretary (Land ii) xiv Assistant/Deputy Director (Land Acquisition I) xv. Assistant/Deputy Director (Land Acquisition II) xvi. Assistant/Deputy Director (Policy) xvii Assistant/Deputy Director (Planning) xviii. Accountant xix Assistant Director (Planning) Supernumerary xx. Assistant Director (Information Technology) xxi. Legal Officer	<u>(a)Management Assistant –Supra Grade (MN 7)</u> i. Administrative Officer <u>(b)Field /Office based Officer – Category 1 (MN6)</u> i. Translator (S/E) ii. Translator (S/T) iii. Information and Communication Technology Officer <u>(b) Field /Office based Officer – Category 2 (MN5)</u> -	<u>(a)Associate officer -(MN4)</u> i. Development officer <u>(b) Supervisory Management Assistant Technical/Non-Technical (MN 3)</u> - <u>(c) Management Assistant Non-technical Multi Purpose- Segment I- (MN 2)</u> i. Management Service Officer <u>(e) Management Assistant Non-technical - Segment 2 – (MN1)</u> i. Typewriter (Sinhala) ii. Typewriter (English) iii. Computer Data Operator iv. Video Camera Operator <u>(f) Management Assistant Technical- Segment 2 (MT 2)</u> - <u>(g) Management Assistant Technical- Segment 3 (MT 1)</u> i. . Information and Communication Technology	<u>(a)Primary Grade - Skilled - (PL3)</u> i. Driver <u>(b) Primary Grade - Semi-skilled – (PL2)</u> - <u>(c) Primary Grade - Non-skilled - (PL1)</u> i. Office Assistant

			Assistant	
Annexure VI				

3.5 Grouping the human resource and presenting it in figures

Service Level	Senior level			Tertiary level			Secondary level			Primary level		
	Serial No.	Group	Number of officers	Serial No	Group	Number of officers	Serial No	Group	Number of officers	Serial No	Group	Number of officers
Positions that fall under the relevant service category	Group 12			Group 08			Group 06			Group 02		
	Senior Executive_(SL4, SL3)			Management Assistant –Supra Grade (MN 7)			Associate Officer_(MN 4)			Primary Grade - Skilled_(PL3)		
	I	Additional Secretary	03	1	Administrative Officer	01	1	Development officer	478	1	Driver	14
	II	Director General (Planning)	01	Group 07			Group 05					
	III	Chief Financial Officer	01	Field /Office based Officer –Category 1 (MN6)								
				I	Translator (S/E)	-						
	Group 11	II	Translator (S/T)	01								
		III	ICT Officer	-								
		Executive (SL1) –Third Group						Management Assistant Non-technical Multi Purpose Segment I (MN 2)			Group 01	
	I	Senior Assistant Secretary	02	I				Management Service Officer	29			
	II	Chief Accountant	01	Group 04								
	III	Chief Internal Auditor	01	Management Assistant Non-technical - Segment 2 (MN 1)								
	IV	Director (SLAS/SLPS)	02	I				Typewriter (Sinhala)	02			
	V	Assistant Secretary	03	II				Typewriter (English)	-			
	VI	Assistant Director	01	III				Computer Data Operator	01			
	VII	Assistant/Deputy Director	04	IV				Video Camera Operator	01			
	Group 10			Group 03				Primary Grade - Non-skilled (PL 1)				
	Executive (SL1) – Second Group							I	Office Assistant	23		
	I	Engineer	01									

	II	Accountant	01						
	Group 09								
	Executive (SL I) –First Group								
	I	Legal Officer	01		<u>Management Assistant Technical- Segment 3</u> (MT I)				
					I	Information and Communication Technology Assistant	04		

Prepared based on the number of officers as at 31.12.2024

4. Identifying the competencies of the staff

4.1 Group - 01

Primary Grade – Non-skilled (PL 1)

Serial No.	Designation	Competencies			
		Core		Technical	
1	Office Assistant / Office Employees’ Service	1	Improving Second Language knowledge	1	Improving attitudes and professional knowledge of office assistants
		2	Improving attitudes and leadership qualities		

4.2 Group - 02

Primary Grade- Skilled (PL 3)

Serial No.	Designation	Competencies			
		Core		Technical	
1	Driver	1	Improving Second Language Knowledge	1	Improving the technical knowledge of drivers
		2	Improving attitudes and leadership qualities		

4.3 Group - 03

Management Assistant Technical - Segment 3 (MT 1)

Serial No.	Designation	Competencies			
		Core		Technical	
1	Information and Communication Technology Assistant	1	Improving Second Language Knowledge	1	Knowledge of modern Information Technology methods
		2	Improving attitudes and leadership qualities		

4.4 Group - 04

Management Assistant Non-technical - Segment 2_(MN 1)

Serial No.	Designation	Competencies			
		Core		Technical	
1	Typewriter (Sinhala)/ (English)	1	Improving Second Language Knowledge	1	Knowledge regarding audit queries
		2	Improving attitudes and leadership qualities	2	Smart office Technique
				3	Knowledge of Accounting Practices

4.5 Group - 05

Management Assistant Non-technical Multi-Purpose-Segment 1 (MN 2)

Serial No.	Designation	Competencies			
		Core		Technical	
1	Management Service Officer/Management Assistant	1	Improving Second Language Knowledge	1	Knowledge regarding audit queries
		2	Improving attitudes and leadership qualities	2	Knowledge regarding preliminary investigations
				3	Knowledge on the effective preparation of Action Plan
				4	Project management
				5	Basic knowledge of preparing Cabinet Memoranda
				6	Disciplinary procedure
				7	Knowledge regarding the calculation and payment of pension
				8	Knowledge of procurement
				9	Smart office Technique
				10	Knowledge regarding the subject of Land
				11	Knowledge of Accounting Practices

4.6 Group - 06

Associate Officer - (MN 4)

Serial No.	Designation	Competencies			
		Core		Technical	
1	Development Officer (Office based)	1	Improving Second Language Knowledge	1	Knowledge regarding audit queries
		2	Improving attitudes and leadership qualities	2	Knowledge regarding preliminary investigations
				3	Knowledge on the effective preparation of Action Plan
				4	Project management
				5	Basic knowledge of preparing Cabinet Memoranda
				6	Disciplinary procedure
				7	Knowledge regarding the calculation and payment of pension
				8	Knowledge of procurement
				9	Smart office Technique
				10	Knowledge regarding the subject of Land
				11	Knowledge of Accounting Practices

Serial No.	Designation	Competencies			
		Core		Technical	
2	Development Officer (Office based)	1	Improving Second Language Knowledge	1	Knowledge regarding audit queries
		2	Improving attitudes and leadership qualities	2	Knowledge regarding preliminary investigations
				3	Knowledge of the Land Acquisition Act
				4	Knowledge on the effective preparation of Action Plan
				5	Project management
				6	Disciplinary procedure
				7	Knowledge regarding the calculation and payment of pension
				8	Knowledge of procurement
				9	Smart office Technique
				10	Knowledge regarding the subject of Land
				11	Knowledge of Accounting Practices

4.7 Group - 07

Management Service Officer Supra Grade (MN 7)

Serial No.	Designation	Competencies			
		Core)		Technical	
1	Administrative officer	1	Improving attitudes and leadership qualities	1	Knowledge regarding preliminary investigations
				2	Knowledge on the effective preparation of Action Plan
				3	Knowledge of procurement

4.8 Group - 08

Executive - (SL 1) – First Group

Serial No.	Designation	Competencies			
		Core		Technical	
01	Legal Officer	1	Improving Second Language Knowledge	1	Pursuing Postgraduate Degree Programmes
		2	Improving attitudes and leadership qualities	2	Knowledge regarding audit queries
				3	Knowledge regarding preliminary investigations

4.9 Group - 09

Executive - (SL 1) – Second Group

Serial No.	Designation	Competencies			
		Core		Technical	
01	Accountant	01	Improving attitudes and leadership qualities	01	Knowledge regarding audit queries
				02	Knowledge of procurement

4.10 Group - 10

Executive - (SL 1) - Third Group

Serial No.	Designation	Competencies			
		Core		Technical	
01	Director/ Assistant Secretary/ Assistant Director/ Deputy Director	1	Improving Second Language Knowledge	1	Pursuing Postgraduate Degree Programmes
		2	Improving attitudes and leadership qualities	2	Knowledge regarding audit queries
				3	Knowledge regarding preliminary investigations
				4	Knowledge on the effective preparation of Action Plan
				5	Project management

5. Other human resource development programs identified in addition to training programmes.

Serial No.	Training code	Identified human resource development programme	Relevant service category
1	GEN-01	Practical knowledge related to pensions	SL / MN / MT / PL
2	GEN-02	Spiritual programmes	SL / MN / MT / PL
3	GEN-03	Right to Information Act and practical use	SL / MN / MT / PL
4	GEN-04	Physical wellness programmes	SL / MN / MT / PL

6. Analysis of training programmes

6.1 Proposed training programs for primary-level positions - (PL)

6.1.1 Group: 01, 02

6.1.2 Relevant service category and post

Group	01	02
Salary code	PL1	PL3
Service category	Primary Grade (Non-skilled)	Primary Grade (Skilled)
Serial No.	Posts	
i	Office Employees' Service/Office Assistants	Driver

6.1.3 Basic training programmes -Group-01 (PL 1), 02 (PL 3)

Serial No.	Training programme	Level of Competency	Code
1	Improving Second language knowledge	L1	PL-C01
2	Improving attitudes and leadership qualities	L1	PL-C02

(L1 – Level 1)

6.1.4 Technical Training Programmes -Group 1 - (PL 1)

Serial No.	Position	Sub Serial No.	Training programme	Code
1	Office Employees' Service/Office Assistants	1	Improving attitudes and professional knowledge of office assistants	PL1-1-T01

6.1.4 Technical Training Programmes -Group 2 - (PL 3)

Serial No.	Position	Sequence	Training programme	Code
1	Driver	1	Improving technical knowledge of drivers	PL3-1-T01

6.2 Proposed training programmes for secondary-level positions (MT & MN)

6.2.1 Group: 03, 04, 05, 06,

6.2.2 Relevant service category and post

Group	03	04	05	06
Salary code No.	MT1	MN1	MN2	MN4
Service category	Management Assistant Technical – Segment 3	Management Assistant Non-Technical – Segment 2	Management Assistant Non-technical Multi-purpose – Segment 1	Associate Officer
Serial No	Positions			
i	Information and Communication Technology Assistant	Typewriter	Management Service Officer/ Management Assistant	Development Officer
ii		Typewriter (English)		

6.2.3 Basic Training Programmes

Group 03(MT1), 04(MN1), 05(MN2), and 06(MN4)

Serial No	Training programme	Level of Competency	Code
1	Improving Second language knowledge	L1	MTN-C01
2	Improving attitudes and leadership qualities	L1	MTN-C02

(L1- Level 1)

6.2.4 Technical Training Programmes - Group 03 - (MT1)

Serial No	Post	Sequence	Training programme	Code
1	Information and Communication Technology Assistant	1	Knowledge of modern Information Technology methods	MT1-3-T01

6.2.5 Technical Training Programmes - Group 04 – (MN 1)

Serial No	Post	Sequence	Training programme	Code
1	Typewriter (Sinhala)/(English)	1	Knowledge regarding audit queries	MN1-4-T01
		2	Smart office Technique	MN1-4-T02
		3	Knowledge of Accounting Practices	MN1-4-T03

6.2.6 Technical Training Programmes -Group 05 – (MN 2)

Serial No	Posts	Sequence	Training programme	Code
1	Management Service Officer/ Management Assistant	1	Knowledge regarding audit queries	MN2-5-T01
		2	Knowledge regarding preliminary investigations	MN2-5-T02
		3	Knowledge on the effective preparation of Action Plan	MN2-5-T03
		4	Project management	MN2-5-T04

		5	Basic knowledge of preparing Cabinet Memoranda	MN2-5-T05
		6	Disciplinary procedure	MN2-5-T06
		7	Knowledge regarding the calculation and payment of pension	MN2-5-T07
		8	Knowledge of procurement	MN2-5-T08
		9	Smart office Technique	MN2-5-T09
		10	Knowledge regarding the subject of Land	MN2-5-T10
		11	Knowledge of Accounting Practices	MN2-5-T11

6.2.7 Technical Training Programmes -Group 06 -(MN 4)

Serial No	Post	Sequence	Training programme	Code
1	Development Officer	1	Knowledge regarding audit queries	MN4-6-T01
		2	Knowledge regarding preliminary investigations	MN4-6-T02
		3	Knowledge of the Land Acquisition Act	MN4-6-T03
		4	Knowledge on the effective preparation of Action Plan	MN4-6-T04
		5	Project management	MN4-6-T05
		6	Basic knowledge of preparing Cabinet Memoranda	MN4-6-T06
		7	Disciplinary procedure	MN4-6-T07
		8	Knowledge regarding the calculation and payment of pension	MN4-6-T08
		9	Knowledge of procurement	MN4-6-T09
		10	Smart office Technique	MN4-6-T10
		11	Knowledge regarding the subject of Land	MN4-6-T11
		12	Knowledge of Accounting Practices	MN4-6-T12

6.3 Proposed training programmes for tertiary level positions – (MN7)

6.3.1 Group : 07

6.3.2 Relevant service category and post

Group	07
Salary Code No.	MN7
Service category	Management Service Officer (Supra Grade)
Serial No.	Post
i	Administrative Officer

6.3.3 Basic Training Programmes - Group 07 (MN7)

Sequence	Training programme	Level of Competency	Code
1	Improving attitudes and leadership qualities	L1	MN-C01

(L1- Level 1)

6.3.4 Technical Training Programmes - Group 07 – (MN 7)

Serial No	Post	Sequence	Training programme	Code
1	Administrative Officer	1	Knowledge regarding preliminary investigations	MN7-1-T01
		2	Knowledge on the effective preparation of Action Plan	MN7-1-T02
		3	Knowledge of procurement	MN7-1-T03

6.4 Proposed training programmes for senior level positions– (SL)

6.4.1 Group : 08

6.4.2 Relevant service category and post

Group	08	09	10
Salary Code No.	SL1 – First Group	SL 1 – Second Group	SL3 & SL4
Service category	Executive	Executive	Senior Executive
Serial No	Posts		
i	Legal Officer	Accountant	Director Assistant Secretary Assistant Director /Deputy Director

6.4.3 Basic Training Programmes - Group 08 - (SL1 – First Group)

Serial No	Training programme	Level of Competency	Code
1	Improving Second language knowledge	L – 1	SL1-8-C01
2	Improving attitudes and leadership qualities	L – 1	SL1-8-C02

(L- Level 1)

6.4.4 Technical Training Programmes- Group 08 (SL 1- First Group)

Serial No	Post	Sequence	Training programme	Code
1	Legal Officer	1	Pursuing Postgraduate Degree Programmes	SL1-8-T01
		2	Knowledge regarding audit queries	SL1-8-T02
		3	Knowledge regarding preliminary investigations	SL1-8-T03

6.4.5 Technical Training Programmes - Group 09 (SL 1- Second Group)

Serial No	Position	Sequence	Training programme	Code
1	Accountant	1	Knowledge regarding audit queries	SL1-9-T01
		2	Knowledge of procurement	SL1-9-T02

6.4.6 Technical Training Programmes -Group 10 (SL 1 – Third Group)

Serial No	Position	Sequence	Training programme	Code
1	Director Assistant Secretary Assistant Director/ Deputy Director	1	Pursuing Postgraduate Degree Programmes	SL1-10-T01
		2	Knowledge regarding audit queries	SL1-10-T02
		3	Knowledge regarding preliminary investigations	SL1-10-T03
		4	Knowledge on the effective preparation of Action Plan	SL1-10-T04
		5	Project management	SL1-10-T05

7. Human Resource Development Calendar

Serial No	Service category	Training programme	2025			
			Q1	Q2	Q3	Q4
1	SL, MN,MT,PL	Improving Second language knowledge				
2	MT	Knowledge of modern Information Technology methods				
3	SL	Pursuing Postgraduate Degree Programmes				
4	SL& MN	Knowledge regarding audit queries		√		
5	SL& MN	Knowledge regarding preliminary investigations			√	
6	SL& MN	Knowledge on the effective preparation of Action Plan		√		
7	SL& MN	Project management			√	
8	SL& MN	Basic knowledge of preparing Cabinet Memoranda		√		
9	MN	Disciplinary procedure		√		
10	MN	Knowledge regarding the calculation and payment of pension	√			
11	MN	Knowledge of procurement		√		
12	PL	Improving attitudes and professional knowledge of Office Assistants	√			
13	SL, MN,MT,PL	Improving attitudes and leadership qualities				√
14	MN	Smart office Technique				√
15	MN	Knowledge regarding the subject of Land				√
16	PL	Improving technical knowledge of drivers				√
17	MN	Knowledge of Accounting Practices				√

- 01 It is expected that courses will be conducted based on the number of officers applying for training programmes or that officers will be assigned to training programs conducted by other institutions, as appropriate.
- 02 It is expected to assign officers based on their requests.
- 03 It is expected to direct officers for postgraduate programmes conducted by external institutions, based on their requests.
- 04-17. If there are remaining funds after covering the expenses of the courses required by the service minutes, it is expected that other essential and subject-relevant training programmes will be conducted as appropriate/officers may be directed to programmes conducted by other

institutions, based on the available provisions for the year and in accordance with service requirements and training requests received from officers.