

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No.45 and 45(i) issued under the heading of "Payment of Research Allowance as per the Budget Proposals 2011" is hereby repealed and this circular shall be substituted with effect from 01.01.2014.

02. 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.

**03. 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
- (II) 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-Ac5) 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.

#### **04. Methodology**

- (I)** A Research Proposal including the nature of the research, action plan, time frame of the research and methodology as mentioned in Annex 1 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(I).

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(II) 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.)

## **05. 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 (II) 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.1000/- 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

#### 06. 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. 1003 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.

07. 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.

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6. Action Plan

| Time Schedule        | Responsibilities |
|----------------------|------------------|
| 1 <sup>st</sup> Year |                  |
| 2 <sup>nd</sup> Year |                  |
| 3 <sup>rd</sup> Year |                  |

**C. ADMINISTRATIVE & FINANCIAL INFORMATION**

**1. Research Cost**

| Year                 | Exchange Visits/<br>Field Visits | Consumables &<br>Contingency | Manpower<br>(Research<br>fellows) | Total |
|----------------------|----------------------------------|------------------------------|-----------------------------------|-------|
| 1 <sup>st</sup> Year |                                  |                              |                                   |       |
| 2 <sup>nd</sup> Year |                                  |                              |                                   |       |
| 3 <sup>rd</sup> Year |                                  |                              |                                   |       |
| Total                |                                  |                              |                                   |       |

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

| Title of the Research | Started<br>Year | Completed<br>Year | Research<br>Management<br>Committee | Reference No.<br>(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