



Salary Conversions

Objectives: At the end of the workshop Participants will be able to:

- Provide knowledge and guidance to Public Officers to take action in a correct manner, following the guidelines relating to salary matters, while providing adequate understanding.

Content:

- Deciding salaries in the public service depending on the role of relevant institutions
- Introduction of the existing salary structure in the public service and the nature of the salary structure that had been prevailing prior to that
- Provisions prevailing in the Establishments code and Public Administration Circulars on salary matters
- Conversion of salaries in salary revisions and promotions
- Identification of salary anomalies and measures to be taken to rectify them.
 - **Session I:** Public Service salary structure, relevant authorities and their role
 - **Session II:** Provisions in the Establishments code and P.A Circulars on salary conversions and other matters relating to public service salaries
 - **Session III:** Practical exercise – salary conversations on salary revisions
 - **Session IV:** Practical exercise-salary conversations on promotions and incremental credits

For whom: Public Management Assistants and equal grades who are involved in work with salary conversions.

(Only Ministries & Departments)

Methodology: Lectures & Practical Sessions

Dates : 26th & 27th February 2026

Duration : Two days (9.30a.m. to 3. 30p.m)

Medium : English/Sinhala

Course Fee : 13,000/= Per Participant (This Includes Lunch, Refreshment Writing Material & Certificate)

Contact : Kaveesha Kumarasiri (Programme Coordinator)

Tel : 076 6209966

Email : kaveeshasdf@gmail.com

Skills Development Fund Limited

7th Floor, Nipunatha Piyasa, Alvitigala Mawatha, Colombo 05