

#	Responsible	Ministry / Agency	Process Description	Process Instructions
1	Head of HR	Initiating M&A	Download from website at <a href="http://www.csa.gov.lk">www.csa.gov.lk</a> , fill out PAN form and form to CSA	<p>Coding, Scanning, and assign to Occupational Analyst;</p> <ul style="list-style-type: none"> <li>• Job Classification</li> <li>• Issuing of Payroll Number</li> <li>• Identifying of test where applicable</li> <li>• Job Description</li> <li>• Verify the presence of NIR Number</li> </ul>
2	Director-Employment Services Directorate	Civil Service Agency	Reviews & Signs off on the work of the Occupational Analyst	1. Forwards the reviewed work of the Occupational Analyst to the DDG/HRM Policy
3	Deputy Director-General, HRM	Civil Service Agency	Reviews and signs off on work from Employment Services	DDG forwards to DG for final approval
4	Director-General,	Civil Service Agency	Forwards all approved PANs to the DDG	DG signs and approves PANs and returns them to the DDG for further processing
5	Deputy Director-General, HRM	Civil Service Agency	If new employees, send communication to MFDP Budget Office for approval; If not new employee, send PANs to the Employment Services Directorate	Approved PANs are received by Occupational Analysts and payroll matrix prepared for approval by Director, ESD; PANs submitted to HRMIS for Biometric Verification and Enrolment
6	HRMIS Directorate (Personnel Records & Biometrics)	Civil Service Agency	Receives & Validates PAN package & Verifies candidate biometrically	1. HRMIS Personnel Records Section checks Personnel Employment Record Form and PAN for conformity to CSA data collection standards.

				<ol style="list-style-type: none"> <li>2. HRMIS Biometrics Section conducts biometric verification of candidate</li> <li>3. HRMIS Personnel Records Section enters details of Personnel Employment Record Form and PAN</li> <li>4. Upon verification and enrolment, PANs re returned to ESD</li> </ol>
7	<b>Employment Services Directorate</b> <i>(Position, Classification, &amp; Salary)</i>	Civil Service Agency	<b>Employment Services Department prepares payroll matrix</b>	Employment Services Department send payroll matrix to Payroll for processing on the CSM
8	<b>Pay, Benefits &amp; Pensions Directorate</b>	Civil Service Agency	<b>Payroll Analysts process new employees on the CSM; Update assignments of existing employees on the CSM</b>	Transactions sent electronically for approval by authorized CSA Personnel