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The Gazette of the Democratic Socialist Republic of Sri Lanka

EXTRAORDINARY

අංක 1,499/5 – 2007 මැයි 28 වැනි සඳුදා – 2007.05.28

No. 1,499/5 – MONDAY, MAY 28, 2007

(Published by Authority)

PART I : SECTION (I) — GENERAL

Government Notifications

AMENDMENT TO THE SRI LANKA VALUATION SERVICE MINUTE

THE following amendments made to Sri Lanka Valuation Service Minute published in the *Gazette* Extraordinary No. 1051/12 of 29.10.1998 and as amended by *Gazette* Extraordinary No. 1157/4 of 06.11.2000 have been approved by the Public Service Commission and will be published for information.

P. B. JAYASUNDERA,

Secretary,

Ministry of Finance and Planning.

Ministry of Finance and Planning,

Colombo 01,

23rd May, 2007.

Minutes of the Sri Lanka Valuation Service

01. Name: This Minute will known as Sri Lanka Valuation Service Minute.

02. Interpretation:

- 2.1 The term “Service” wherever it appears in the minute refers to Sri Lanka Valuation Service.
- 2.2 The term “Minute” wherever it appears in the minute refers to the Minute of Sri Lanka Valuation Service.
- 2.3 “BSc. degree in Estate Management and Valuation” wherever it appears refers to the BSc.(special) degree in Estate Management and Valuation.

03. Effectiveness:

- 3.1 All officers referred to in Appendix I of this Minute who are engaged in valuation with the knowledge and training in valuation is admitted to this service.
- 3.2 This service Minute is effective for those officers absorbed in to Sri Lanka Valuation Service on 01.01.1998, those recruited subsequently to the service and those will be recruited to the service in the future. The grading in the Sri Lanka Valuation Service shall in accordance with Appendix 1 of this minute.
- 3.3 These officers are governed by the orders of the Public Service Commission, provisions in the Establishment Code, Financial Regulation, Departmental Orders and Laws and/or Regulations passed by the State from time to time.

04. Effective Date:

The Sri Lanka Valuation Service, which was published on 29th October, 1998 in Extra Ordinary *Gazette* No. 1051/12 as amended by the Extra Ordinary *Gazette* No. 1157/4 on 06th November, 2000 and took effect on 01.01.1998, is replaced by this service minute and shall take effect from 01.06.2007.

05. Governance:

- 05.1 Where a question arises whether a degree of a particular University should be recognised or not, for the purpose of this Service Minute, the University Grants Commission in consultation with the Chief Valuer shall be the final deciding authority.
- 05.2 The Officers in the Service are transferable and the officers in the Service may be called upon to serve in any part of the island.
- 05.3 All Examinations referred to in this Service Minute other than those conducted by the Examinations Department for other Services, shall be conducted by the Appointing Authority or as delegated by the Appointing Authority.
- 05.4 The Appointing Authority shall nominate Boards of Selection/Interview Boards comprising members holding public office to assist in the selection of officers below Class I Grade I, for such appointments and promotions.
- 05.5 If an ambiguity arises in the interpretation of the provisions in this Service Minute, other than provision falling under Section 5.1 above, the decision made by the Public Service Commission in consultation with the Secretary to the Minister of Finance and the Chief Valuer shall become final.

06. The structure and cadre:

The structure and cadre of the Sri Lanka Valuation is shown in Appendix 1 and the ratios among grades are given below.

<i>Class and Grade</i>		<i>Ratio with reference to higher grade</i>
Class I	Grade II	1:3
Class II	Grade I	1:4
Class II	Grade II	1:5
Class III	Grade II	1:5

07. Efficiency Bar and Service Examination:

- 07.1 The following Efficiency Bar Examinations are relevant for the Class/Grades of this Service.

<i>Class and Grade</i>	<i>Efficiency Bar Examination</i>	<i>Salary Step</i>
Class II Grade II	1st E. B. Examination	Before Rs. 24,225
Class II Grade II	2nd E. B. Examination	Before Rs. 26,805
Class III Grade II	1st E. B. Examination	Before Rs. 16,365
Class III Grade II	2nd E. B. Examination	Before Rs. 17,525

07.1.1. Details relating to Efficiency Bar Examinations are given in Appendix 2

- 07.2 The following Service Examinations are relevant to those Classes and Grades of this Service.

- 07.2.1 Class III Grade II - 1st Service Examination
- Class II Grade II - 2nd Service Examination

07.2.2 Details relating to Service Examinations are given in Appendix 3

08. Scheme of Recruitment:

08.1 Appointing Authority:

08.1.1. The Chief Valuer shall be appointed by the Cabinet of Ministers.

08.1.2. Appointments or Promotions to all other posts shall be made by the Public Service Commission or as delegated by the Public Service Commission.

08.2 Procedure for Appointment and Eligibility:

08.2.1. The Post of Chief Valuer shall be filled by promoting the Additional Chief Valuer.

The Educational/Professional qualifications required for appointment to the Post of Chief Valuer is as follows:

08.2.1 (a) Degree in Estate Management of a Recognized University

And;

08.2.1 (b) Be a Chartered Valuation Surveyor (General Division) of the Royal Institution of Chartered Surveyors, United Kingdom

or;

A pass in a Post Graduate degree in Estate Management of a recognized University.

08.2.1 (c) Officers in Class I of Sri Lanka Valuation Service who have passed 55 years as at the effective date of this Minute shall be exempted from the requirement in 08.2.1(b).

Instead of fulfilling the requirements of section 08.2.1(b) above, officers in Class 1 of Sri Lanka Valuation Service who have passed 50 years as at the effective date of this minute and officers in Class I Grade II who will be passed 50 years within the interim period up to 31.12.2010, shall submit a written policy paper on valuation practice to the Head of the Department of the University conducting degree programme in Estate Management & Valuation and get through. Officer should make a presentation on the paper before a panel appointed by the Head of the Department. The subject area for this policy paper shall be decided by the Head of the Department in consultation with the Chief Valuer.

08.3 Class I:

08.3.1. Class I Grade I - Appointment to the post of Additional Chief Valuer.

i. The appointment to the Post of Additional Chief Valuer shall be made by promoting amongst Deputy Chief Valuers on Seniority and Merit who has served a minimum of one year in Class I Grade II of Sri Lanka Valuation Service.

ii. Educational/Professional qualifications required for promotion to Additional Chief Valuer are as below.

08.3.1 (a) Degree in Estate Management of a Recognized University

And;

08.3.1 (b) Be a Chartered Valuation Surveyor (General Division) of the Royal Institution of Chartered Surveyors, United Kingdom

or;

A pass in a Post Graduate degree in Estate Management of a recognized University.

08.3.1 (c) Officers in Class I of Sri Lanka Valuation Service who have passed 55 years as at the effective date of this Minute shall be exempted from the requirement in 08.2.1(b).

Instead of fulfilling the requirements of section 08.3.1(b) above, officers in Class 1 of Sri Lanka Valuation Service who have passed 50 years as at the effective date of this minute and officers in Class I Grade II who will be passed 50 years within the interim

prior up to 31.12.2010, shall submit a written policy paper on valuation practice to the Head of the Department of the University conducting degree programme in Estate Management & Valuation and get through. Officer should make a presentation on the paper before a panel appointed by the Head of the Department. The subject area for this policy paper shall be decided by the Head of the Department in consultation with the Chief Valuer.

The Selection shall be made by a Structured Interview conducted by a Selection Board appointed under Section 05.4 of this Service Minute.

08.3.2. Class I Grade II - Appointment to the post of Deputy Chief Valuer.

The Deputy Chief Valuer shall be appointed by promoting officers in Class II Grade I of the Sri Lanka Valuation Service with a minimum service of 3 years, on Seniority and merit.

The selection shall be made by a Structured Interview conducted by a Selection Board appointed under Section 05.4 of this Minute.

08.4 Class II:

08.4.1. Class II Grade I - Appointment to the post of Regional Valuer.

08.4.1 (a) Appointments to Class II Grade I shall be by promotion of Officers confirmed in their posts in Class II Grade II with at least 08 years experience in that grade and who have passed or been exempted from the Efficiency Bar Examination/s for that grade as applicable, on the basis of Seniority and Merit.

08.4.1 (b) In addition to the requirements in section 08.4.1(a) above, officers shall pass the 2nd Service Examination qualifying for promotion to Class II Grade I, given in the Appendix 3. Officers in Class II Grade II who have passed or been exempted from the relevant Service Examination as at the effective date of this amended minute, shall be exempt from the above requirement.

The selection shall be made by a Structured Interview conducted by a Selection Board appointed under Section 05.4 of this Minute.

08.4.2. Class II Grade II - Appointment to the post of District Valuer.

08.4.2.1. 40% of the cadre of Class II Grade II shall be filled by the results of an Open Competitive Examination.

Eligibility:- A person will be eligible to sit the above open competitive examination, if he/she is:

- (a) a citizen of Sri Lanka and
- (b) is of excellent moral character and sound constitution and
- (c) be above 20 years and not above 35 years of age
and;
- (d) has obtained following educational qualifications
 - (I) A first or second class Honours B.Sc. Degree in Estate Management of a recognized University or;
 - (II) A pass in the Final Examination of the Royal Institution of Chartered Surveyors (General Division) of the United Kingdom.

Candidates successful at the examination will be interviewed by an Interview Board appointed under Section 05.4 of this Service Minute before appointment.

08.4.2.2. Appointments to 60% of the posts in the total Cadre in Class II Grade II shall be filled by promotion of officers in Class III Grade I having the requisite qualifications and experience laid down below.

- (a) B.Sc. Degree in Estate Management of a recognized University or;
 - (b) A pass in the Final Examination of the Royal Institution of Chartered Surveyors (General Section) of the United Kingdom
- or;
- (c) Diploma in Valuation or Higher National Diploma in Valuation of the Sri Lanka Technical College, with a minimum of 10 years experience in the Valuation Department, of which 3 years should be post qualifying.

08.4.2.3. Method of Promotion:

- (i) Appointments to 20% of the Posts in the total cadre of Class II Grade II shall be made by promoting those officers having requisite qualifications laid down in 08.4.2.2 and with 10 years experience in Class III, through a limited competitive examination. The Syllabus for the limited competitive examination is as shown in Part (c) in Appendix 4 of this Minute.
- (ii) Appointments to 40% of the posts in Class II Grade II shall be made by promoting officers in Class III Grade I who have the requisite qualifications laid down in 08.4.2.2 above on Seniority and Merit. However in the event of there being no suitably qualified and experienced officers in Class III Grade I to fill up above vacancies, the Appointing Authority shall give its approval to fill up such vacancies from officers in Class III Grade II who are qualified for promotion to Class III Grade I.
- (iii) Selection under 08.4.3 (i) and (ii) will be by an Interview, by a Board of Selection appointed under Section 05.4 of this Service Minute.

08.4.3. General Conditions in Appointments to Class II Grade II

- (i) The maximum age limit will not apply to officers in the public service, subject to provisions in the Establishment Code.
- (ii) The provisions in the Public Administration Circulars will be applicable to selection procedure. The syllabus for the open competitive examination is as shown in Section (b) in Appendix 4 of this minute.
- (iii) The appointees will have to undergo a medical examination.
- (iv) Seniority among the applicants selected under 08.4.2.1 and 08.4.2.3. (i) shall be determined according to the marks obtained at the Open/Limited competitive examination, whilst the seniority of those promoted under 08.4.2.3 (ii) shall be by the marks they obtained at the interview.
- (v) An officer appointed to this service on the results of the open competitive examination will be on probation for period of three years. At the end of the probation period and on passing the First Efficiency Bar Examination for Class II Grade II laid down in Appendix 2 (b) and also passing the prescribed proficiency Examination/s in the official language as laid down in the language policy of the Government and on fulfillment of the requirements for completion of probation period as laid down in the Establishment Code, will be confirmed in the post.
- (vi) Any other general provisions laid down in the Establishment Code and the Public Administration Circulars applicable for recruitment to state service shall also apply.

08.5 Class III:

08.5.1. Class III Grade I - Appointment to the post of Assistant District Valuer I.

08.5.1 (a) Appointments to Class III Grade I shall be by promotion of Officers in Class III Grade II with at least 10 years of satisfactory service experience in that grade and who have passed the 1st Service Examination or exempted there from and passed the second efficiency bar examination, on the basis of seniority and merit.

The selection shall be made by a Structured Interview conducted by a Selection Board appointed under Section 05.4 of this Service Minute.

08.5.1 (b) However, officers who have completed above qualifications and maintained "Excellent" performance level under Departmental Order No. 264 without interruption for last five years with six years service are eligible to promote to Class III Grade I subject to maximum 10 officers, on the results of a competitive examination.

The syllabus of the competitive examination is given in Appendix 4(d) of this Minute.

08.5.2. Class III Grade II - Appointment to the post of Assistant District Valuer II.

The Appointments to Class III Grade II shall be by the results of an open competitive examination.

Eligibility:- A person will be eligible to sit the above open competitive examination, if he/she is:

- (a) a citizen of Sri Lanka; and
- (b) is of excellent moral character and sound constitution; and
- (c) be above 18 years and not above 35 years of age;
- and
- (d) has obtained a B.Sc. Degree in Estate Management & Valuation of a recognized University.

08.5.3. General Provisions for Appointment to Class III Grade II

- (i) The maximum age limit will not apply to officers in the public service, subject to provisions in the Establishment Code.
- (ii) The provisions in the Public Administration Circulars will be applicable to selection procedure. The syllabus for the open competitive examination is as shown in Appendix 4 (a) of this minute.
- (iii) The eligibility of the successful candidates at the open competitive examination will be examined at an Interview conducted by a Selection Board appointed under Section 05.4 of this Service Minute.
- (iv) Seniority among the selected candidates shall be determined according to the marks obtained at the open Competitive Examination.
- (v) The appointees will have to undergo a medical examination.
- (vi) Any other general provisions laid down in the Establishment Code and the Public Administration Circulars applicable for recruitment to state service shall also apply.
- (vii) An officer appointed to this service on the results of the open competitive examination will be on probation for period of three years. At the end of the probation period and on passing the First Efficiency Bar Examination for Class III Grade II laid down in Appendix 2 (a) and also passing the prescribed proficiency Examination/s in the official language as laid down in the language policy of the Government and on fulfillment of the requirements for completion of probation period as laid down in the Establishment Code, will be confirmed in the post.

An officer shall pass the Efficiency Bar Examinations relevant for Class III Grade II officers as laid down in Rule 07.1 of the minute before passing the prescribed salary steps.

09. Absorption :

09.1 Class III Grade III and Class III Grade II of Sri Lanka Valuation Service, which were there immediately prior to 01.06.2007, shall be amalgamated as Class III Grade II of Sri Lanka Valuation Service with effect from 01.06.2007.

APPENDIX 1

The Structure, cadre and the relevant salary scales are given below.

- (a) Chief Valuer. - Salary Scale - Rs. 42,390 - 12 x 1,310 - Rs. 58,110.
(b) Other Posts.

Official Designation	Class and Grade	Cadre	Salary Scale
Additional Chief Valuer	Class I Grade I	01	Rs. 37,805 - 15 x 1,050 - Rs. 53,555
Deputy Chief Valuer	Class I Grade II	03	Rs. 36,755 - 16 x 1,050 - Rs. 53,555
Regional Valuer	Class II Grade I	12	Rs. 30,175 - 12 x 790 - Rs. 39,655
District Valuer	Class II Grade II	60	Rs. 22,935 - 16 x 645 - Rs. 33,255
Assistant District Valuer I	Class III Grade I	60	Rs. 19,010 - 14 x 325 + 11 x 400 - Rs. 27,960
Assistant District Valuer II	Class III Grade II	300	Rs. 15,785 - 18 x 290 - Rs. 21,005

APPENDIX 2

EFFICIENCY BAR EXAMINATIONS

- (a) 1st Efficiency Bar Examination for Class III Grade II.
(Before Step Rs. 16,365).

This Examination will consist of a practical test in two parts, as follows :

Part I

Preparation of a Condition Report of a given property within a specific time.

The time limit will be decided between minimum of 1 hour and a maximum of three hours.

Minimum marks required to pass : 40%

Part II

Valuation for Rating - Procedures involved in identification of hereditaments, taking measurements, sketching and numbering etc.

Time. - A minimum of 4 Hours and a maximum of 6 Hours.

Minimum marks required to pass : 40%

- (a) 2nd Efficiency Bar Examination for Class III Grade II.
(Before Step Rs. 17,525).

This Examination will consist of two parts.

Part I will consist of 3 written papers each of 1 hour to 2 hours duration, while Part II will consist of a practical test covering Rating Field Work and preparation of necessary documentation connected therewith.

The subject areas applicable to this examination are as follows :

Part I

- (i) Administration and Finance.— Chapters II, III, IV, XI, XII, XIV, XIX, XXV, XXVI and XVIII of the Establishment Code and F.R. 2, 124, 125, 126, 127, 128, 135, 136, 137, 138 and 139 of the Financial Regulations.
- (ii) Departmental Organization and Administration.
- (iii) *Capital Valuation* .— Classification Procedure in respect of different Classes of Properties, methods of valuation for compulsory acquisition, estimates, Sale/Purchase and Taxation purposes.

Time : 1 to 2 Hours for each question paper.

Minimum marks required to pass : 40%

Part II

Preparation of a comprehensive Valuation Report of a given property for a specified purpose.

In the preparation of a report, the candidate is expected to inspect the property as per the given instructions, analyze the given data and suggest a valuation of the property, assuming additional data. Although, the accuracy of the valuation is not materially significant, the methodology and the approach to the valuation within the legal frame work will be considered as important.

Time : A minimum of 4 Hours and a maximum of 6 Hours.

Minimum marks required to pass : 40% for each Part.

- (c) (i) 1st Efficiency Bar Examination for Class II Grade II.
(Before Step Rs. 24,225).

This Examination will consists of Part I and Part II as follows :

Part I

The following subjects in the First efficiency Bar Examination applicable to Class II Grade II Officers in the Sri Lanka Administrative Service held by the Commissioner General of Examination shall be applicable to Class II Grade II Officers in the Sri Lanka Valuation Service for the First Efficiency Bar Examination.

- (i) Financial Regulations.
- (ii) Administration.

Note.— The Candidates may appear one paper at a time or both papers at one sitting. However, they must have passed both papers before they reach the stipulated salary point.

Minimum marks required to pass.— The pass mark applicable to Sri Lanka Administrative Service.

Part II

This part consists of two written question papers on each of the following subjects.

- (i) Applied Valuations.
- (ii) Management of Valuation Units.

Syllabus :

- (i) Applied Valuation
 - (a) Valuation principles in practice.
 - (b) Statutory Valuations *e.g.* Valuation under Land Acquisition Act etc.,
 - (c) Agricultural Valuation.
 - (d) Valuations of Assets and Goodwill.

(ii) Management of Valuation Units.

Application of Department Orders and Circulars in the valuation unit, duties of officers of State Management Assistant Service and junior staff, Progress Control of the unit, relationship with the Regional Valuer, delegated authority on the financial management, establishment matters of the unit, security and discipline of the unit and the disciplinary procedure.

Time : 3 Hours for each of the paper.

Minimum marks required to pass : 50% for each of the question paper.

(c) (ii) *2nd Efficiency Bar Examination for Class II Grade II.*

(Before Step Rs. 26,805).

The Second Efficiency Bar Examination shall consist of a 3 hour question paper on Advanced Valuation.

Syllabus :

Advance Valuation :

Valuation of Special purpose properties such as Airports, Golf Courses, Licensed Liquor Sales Centres, Recreational and Sports Complexes, Shopping Complexes, Hotels with residential facilities and public utilities etc., for general and rating purposes and principles governing the valuation of mineral bearing lands.

Preparation of financial statements of companies for valuation purposes including necessary adjustments to the above.

Applications of various principles of Land Economic and concepts to Valuation Methods. Valuations in markets with less information.

This questions paper will include questions for essay type answers as well as problems relating to valuations.

Time : 3 Hours.

Minimum marks required to pass : 50%

APPENDIX 3

SERVICE EXAMINATIONS

(a) 1st Service Examination for Class III Grade II for qualifying for promotions to Class III Grade I.

This Examination consists of a written question paper on each of the following subjects :

- (i) Applied Valuation.
- (ii) Preparation of documents for Appeals to the Land Acquisition Board of Review and Objections Inquiries for Assessment Taxes.

Syllabus :

(i) Applied Valuation

Valuation of Special purpose properties such as industrial properties, warehouses and go downs, residential hotels etc.

Candidates will be tested for their ability to apply different methods of valuation in varying circumstances.

- (ii) The candidate will be tested about the preliminaries as well as statutory provisions applicable to appeals to the Land Acquisition Board of Review and objections in Rating Assessments.

Time : 3 Hours for each of the question paper.

Minimum marks required to pass : 40% for each paper.

(b) 2nd Service Examination, for Officers in Class II Grade II for qualifying for Promotion to Class II Grade I.

- (i) Dissertation, or
- (ii) A Post Graduate degree in Estate Management and/or Valuation from a recognised University.

Dissertation :

Submission of a Dissertation, within a stipulated period of time, consisting of 7,500 words on a topic selected by the candidate either related to compulsory acquisition or valuation for assessment taxes, with prior approval from the Chief Valuer. The period of time given should not exceed one year from the date of approval.

Note.— The candidate may be requested to appear before Examination Board comprising of not exceeding three members of Class I or II of this Service with regard to the appraisal of the above Dissertation. The Chairman of the Examination Board shall be the Chief Valuer.

Minimum marks required to pass 50%.

APPENDIX 4

COMPETITIVE ENTRY EXAMINATIONS

(a) Competitive Entry Examination for Recruitment to Class III Grade II of Sri Lanka Valuation Service.

This will consists of two question papers.

1st Question Paper :

This paper will consist of not more than 25 multiple choice questions. Generally, the questions will be based on the subject areas expected to be covered in a degree programme leading to B.Sc. Estate Management and Valuation.

Time : 30 minutes.

Minimum Marks required to pass : 50%.

2nd Question Paper :

Generally this paper will based on the subject areas expected to be covered in a degree programme leading to B.Sc. Estate Management and Valuation.

Time : 45 minutes to one hour.

Minimum marks required to pass : 50%.

(b) Open Competitive Entry Examination for Recruitment to Class II Grade II of Sri Lanka Valuation Service.

This will consists of two question papers.

1st Question Paper :

This paper will consist of not more than 25 multiple choice questions. Generally, the questions will be based on the subject areas expected to be covered in a degree programme leading to B.Sc. Estate Management and Valuation.

Time : 30 minutes.

Minimum Marks required to pass : 50%.

2nd Question Paper :

This will be an Essay Type Question Paper

Writing Essays on given topics pertaining to Property Valuation and related areas and particularly on Land Economics, Property Market and Town Planning. The questions are designed to test the in depth knowledge of the applicants' in the above area.

Time : 2 Hours.

Minimum marks required to pass : 50%.

(c) Limited Competitive Examination for Promotion to Class II Grade II of Sri Lanka Valuation Service.

This examination will consists of two parts.

Part I

This paper will consist of not more than 20 multiple choice questions. Generally, the questions will be set to test the knowledge on the subject areas expected to be covered in a degree programme leading to B.Sc. (Special) Estate Management and Valuation and also the practical knowledge of the candidate (Marks 40).

Time : 30 minutes.

Minimum Marks required to pass : 50%.

Part II

This will be an Essay Tupe Question Paper, where 3 questions should be answered out of 4 (Marks 60).

Writing Essays on given topics pertaining to Property Valuation and related areas and particularly on Land Economic, Property Market and the Investment Market. The questions are designed to test the in depth knowledge of the applicants' in the above areas.

Time : 2 Hours.

Mimimum Marks required to pass : 50%.

(d) Competitive Examination for Promotion of Class III Grade II Officers to Class III Grade I who have maintained "Excellent" performance.

This examination will consists of two parts.

Part I

This paper will consist of not more than 20 multiple choice questions. Generally, the questions will be set to test the knowledge on the subject areas expected to be covered in a degree programme leading to B.Sc. Estate Management and Valuation and also the practical knowledge of the candidate (Marks 40).

Time : 30 minutes.

Minimum Marks required to pass : 50%.

Part II

This will be an Essary Type Question Paper, where 3 questions should be answered out of 4 (Marks 60).

Writing Essays on given topics pertaining to Property Valuation and related areas and particularly on Land Economics, Property Market and Town Planning. The questions are designed to test the in depth knowledge of the applicants' in the above areas.

Time : 2 Hours.

Minimum Marks required to pass : 50%.