



Ministry of Civil Service Affairs and Administrative Reforms

28 April, 2003

Ministry of Civil Service Affairs and Administrative Reforms
Circular Note No. 6 of 2003
E/60/15/01 V17

From: Secretary for Public Service Affairs

To: Supervising Officers-in-Charge of Ministries/Departments

Incremental Credit for Additional Qualifications

Please refer to this Ministry's Circular Note No. 4 of 2001.

2. The National Accreditation and Equivalence Council has decided that henceforth it will not entertain requests to look into equivalence of qualifications from individual applicants. Requests from officers for recognition/equivalence of their additional qualifications in order to obtain incremental credits **should be** channelled through the responsible officer of the Ministry/Department who will submit same to the National Accreditation and Equivalence Council.
3. Once a reply is received from the National Accreditation and Equivalence Council, the responsible officer should transmit to this Ministry only those applications for incremental credits where he is fully satisfied that the additional qualification obtained by the officer is higher than the qualifications prescribed in the scheme of service and is directly related to the duties of the post. Where the additional qualification is not directly related to the duties of the post, a reply should be made to the officer informing him of the reasons for which his application cannot be considered.
4. It would be appreciated if the contents of this Circular Note could be brought to the attention of all officers serving in your Ministry/Department.

D. P. Ruhee
Secretary for Public Service Affairs

Copy to:-
Secretary to Cabinet and Head of the Civil Service