

**Promotion of officers in Class I of Sri Lanka Administrative Service to
Special Grade**

- (01) Applications are hereby called for promotion of officers to the posts which have fallen vacant in the approved cadre in Special Grade indicated in section 2, para 3 of Sri Lanka Administrative Service Minute.
- (02) As per provisions of the Sri Lanka Administrative service minute published in the gazette No. 1419/3 dated 24.11.2005, revised by the gazette Extraordinary No. 1458/2 dated 14.08.2006, promotions to special grade in relation to the period from 01.01.2005 up to 31.12.2010 will be made under Section 17(c).
- (03) Method of promotions:

- 3.1 The number of officers not exceeding twice the number of vacancies to be filled, shall be interviewed by a board consisting of three members appointed by the Cabinet of Ministers.
- 3.2 80% of the vacancies will be filled by promoting officers who have satisfied qualification under category 1 and 2 indicated under para 4.1 and 4.2 of the below, whilst 20% of the vacancies will be filled on seniority and merit by promoting officers who have satisfied qualifications under category 3 and 4, indicated under 4.3 & 4.4 of the paragraph 4.

When the seniority and merit are taken in to consideration, the possession of qualification in 14(1)(d) or 19(1)(b) of the service minute or the ability of the officer to satisfy prescribed qualifications within the interim period shall be treated as the merit (Cabinet decision no CP/09/2906/317/105 dated 01.01.2010) Accordingly, officers who have satisfied the required merit shall be promoted to special grade as the order of seniority existed in Class I of SLAS/ Grade, before the promotion.

- 3.3 Accordingly the seniority list in relation to each date of promotion shall be prepared as the order of seniority existed before the promotion of officers, who have become qualified to be promoted on each of such dates.
- 3.4 Promotions to be made relevant to 01.01.2005 shall be made as per the Cabinet decision No. CP/09/1372/317/0108 dated 22.10.2009.

- (04) Qualifications:

Shall have satisfied qualifications in relation to any one of following 04 categories.

- 4.1 **Category 1** : Qualifications to be satisfied by the officers who will become qualified under 17(c), (1) of the Service Minute.
- 4.1.1 Shall have completed 5 years satisfactory service in Class/Grade 1 of Sri Lanka Administrative Service.
(The period of 5 years shall be calculated subject to the conditions in V:2:5:4, XII:16:9, XII:16:10 and XII:36:1:4 (i) and (ii) of the Establishment Code and conditions stipulated in disciplinary decisions).
- 4.1.2 Shall have satisfied, qualifications under 14(1) (d) or 19(1) (b) of the Service Minute or should prove the ability to complete that qualification by legal documents, within interim period.
- 4.1.3 Shall have earned all the salary increments, falling within the 5 years immediately preceding the date on which the officer satisfies qualifications for promotion and shall have not been subjected to any disciplinary punishment in same period of time. (Since it is mentioned in XII.16.9 of Establishment code that the salary increments earned under

XII.16.7 of Establishment code are not considered in granting promotions, it shall not be taken in to consideration in this regard)

- 4.1.4 Shall have been recommended that the work and conduct of the officer during the period mentioned in 4:1:3 was satisfactory by relevant authority.
- 4.2 **Category 2** : Qualifications to be satisfied by the officers who will qualified under 17(c) (1) note 1 of the Service Minute.
- 4.2.1 Shall have been a granted a formal appointment to a Post in Special Grade on or before 14.11.2005.
- 4.2.2 Shall have satisfied qualifications indicated in 14(1) (d) of the Service Minute on or before 14.11.2005.
- 4.2.3 Shall have satisfied requirements in 4.1.3 & 4.1.4 above.
- 4.3 **Category 3** : Qualifications to be satisfied by the officers who will become qualified under 17(c)(ii) of the Service Minute.
- 4.3.1 Shall have completed 10 years service in Class/Grade I of Sri Lanka Administrative Service.
(The period of 10 years shall be calculated subject to the conditions in V:2:5:4, XII:16:9, XII 16:10 and XII:36:1:4 (i) and (ii) of the Establishment Code and conditions stipulated in disciplinary decisions)
- 4.3.2 Shall have completed qualifications under 19(1) (b) of the Service Minute or Should prove the ability to complete that qualification by legal documents, within interim period.
- 4.3.3 Shall have completed qualifications under 14(1)(b) of the Service Minute.
- 4.3.4 Shall have satisfied requirements in 4.1.3 and 4.1.4
- 4.4 **Category 4** : officers who will become qualified under note ii, 17 (c)(ii) note ii of the Service Minute.
- 4.4.1 Shall have been appointed formally to a Post in Special Grade on or before 14.11.2005.
- 4.4.2 Shall have satisfied requirements in 4.3.1, 4.3.3 and 4.3.4.

Officers who had become qualified under above category 4 as at 01.01.2005 and officers who had become qualified under category 1 and 3 above as **at 01.07.2005 and 01.01.2006** shall send their applications filled in accordance with the specimen attached herewith, to reach the Secretary, Ministry of Public Administration through Secretary's of respective Ministries and Heads of Departments before 30.06.2010. Under no any circumstance, application sent after above date shall be accepted. Further application which are incomplete and with false information shall be rejected.

Those officers, who have been in the service up to 01.01.2005 or after that date and **possessed required qualification under any category of para 4**, but did not receive promotion even though appeared for interview or who could not apply for promotion, shall apply for there promotion even though they are now retired.

Application form can be downloaded through www.pubad.gov.lk

On the order of the Cabinet of Ministers,

D. Dissanayake,
Secretary,
Ministry of Public Administration and
Home Affairs.

10.2 Deduction of the service on disciplinary grounds. (Complete only if relevant)

Disciplinary Decision	Duration in which the offence has been committed as per charge sheet	Number of days by which the service period is deducted		
		Y	M	D
i. Deferring salary increments				
ii. Others				
Total number of days by which the service period is deducted				

(Certified copies of disciplinary decisions shall be attached by numbering them as 10.2.i, 10.2ii, 10.2.iii etc., as applicable)

10.3 Total of 10.1 & 10.2 – Year Month Date

10.4 The date after removing the period in 10.3 above out of the period from the date of appointment to Class I

11. Date on which the officer becomes eligible to apply for promotion –

(The date out of the following dates – 01.01.2005, 01.07.2005 and 01.01.2006)

11.1 **Category 1** : The nearest date of promotion fallen after the date on which the 5 years period is completed from the date indicated in 10.4 above or, if 10.4 is not applicable, the date as which 5 years period is completed from the date of appointment to Class I/Grade I.

11.2 **Category 2** : Either 01.01.2005 or the nearest date of promotion fallen after date of formal appointment to a post in Special Grade.

If the date of appointment to the Post of Special Grade;

a. Is before the 01.01.2005, the eligible date to apply for promotion is 01.01.2005.

b. Is fallen between 01.01.2005 – 14.11.2005 the date of promotion shall be the nearest promotion date fallen after the formal appointment to the post of Special grade.

(Appointment made to a post in Special grade after 14.11.2005 do not full under this category.)

11.3 **Category 3** : The nearest date of promotion fallen after date on which the period of 10 years is completed form the date indicated 10.4 above or, if it is not applicable, the date on which the period of 10 years is completed from the date of appointment to Class I/Grade I.

11.4 **Category 4** : Either 01.01.2005 or the nearest date of promotions falling after the date of formal appointment to a Post of Special Grade.

Date of appointment to the Post in Special Grade

a. The date of promotions shall be 01.01.2005, if the date of appointment is before 01.01.2005.

b. If the date of appointment falls between 01.01.2005 and 14.11.2005, the date of promotion shall be the nearest date fallen after above date i.e. 01.07.2005 or 01.01.2006.

(Appointment made to a post in Special grade after 14.11.2005 do not full under this category.)

11.5 According to the clarification in, above Category : 4

Category in which the officer becomes eligible

Date on which the officer becomes eligible

12. The requirement of having earned salary increments within period immediately preceding 5 years.

12.1 Has / Has not* earned all salary increments** falling within 5 years immediately preceding the date as which the officer becomes eligible for promotion, as per 11.5 above.
*(Cross words inapplicable)

12.2 If the officer has not earned salary increments** within the 5 years immediately preceding the date indicated in 11.5.b, the date on which the officer becomes eligible for promotion shall be re-calculated. Accordingly, the date on which the officer becomes eligible for promotion should be

** (Attach the certified copies of salary increment slips)

13. The requirement of not having subjected to a disciplinary punishment within the immediately preceding five years.

13.1 As per the personal file the officer has not been subjected to any disciplinary punishment within the 5 years immediately preceding the date mentioned in 11.5 above or the date revised under 12.2. (This should be confirmed by the Head of Department by a written statement - under part "b" of the application)

13.2 If the officer has been subjected to a disciplinary punishment during the period mentioned in 13.1 and comments have been made under 10.2 and further the date mentioned under 11.5 is also revised, such date is

13.3 The revised date, if the date in 11.5 is revised as per 12.2 and 13.2

14. The requirement of indicating in the annual performance report that the officers' work and conduct are satisfactory within the immediately preceding 5 years.

Five years immediately proceeding the year in relation to the date on which the officer becomes eligible as per 11, 12 or 13 above shall be indicated in the 1st column of following table. Further certified copies of relevant 5 performance reports shall be attached. **Performance reports which have not been duly signed and selected by the relevant officer and the reports where more than one alternative recommendation have been indicated in final evaluations shall not be accepted.**

Year	Final evaluation Excellent/above average/satisfactorily/poor	Whether relevant authority is signed and sealed evaluation

Each row and column shall be filled in accordance with the performance evaluation report of each other.

15. The requirement of having fulfilled the qualification prescribed in 14(d) of the Service Minute. (complete, only if relevant)

- 15.1 Name of the Post Graduate Degree.
- 15.2 Field of study.
- 15.3 The University
- 15.4 Whether that university has been recognized by the University Grants Commissions as a University.
- 15.5 Duration of the degree. (starting date and ending date)

- 15.6 Effective data of the degree.
(Certified copies of Degree certificates and the detailed results sheet shall be attached as 15.1)
- 15.7 Date on which the officer has registered for Post Graduates Degree, if any
.....
(Documents required to prove the facts, shall be attached by numbering as 15.6)

16. Requirement of completion of the qualifications in 19(1) (b) of the Service Minute.(complete, only if relevant)

- 16.1 Topic of the policy paper
- 16.2 Date of completions (effectives date) of the policy paper
(A certified copy of the certificates issued by Sri Lanka Institute of Development Administration to the effect that the task has been successfully, completed, shall be attached as 16.3.)
- 16.3 If the officer has registered to submit the policy paper and not completed yet:-
- 16.3.1 Date of registration
- 16.3.2 Date of completion
(Documents required to prove the facts, shall be attached as 16.3)

17. Appointment to a Post in Special Grade. (complete, only if relevant)

Duration	Designation and Service Station	Appointment was made by Cabinet /Governor/Public Service Commission	Nature of the appointment/attending to duties/Acting/substantive/Contract

(Certified copies of all letters of appointment shall be attached as 17.1, 17.2 etc.)

Please answer the relevant sections out of 15,16 and 17 above.

Application containing correct and all information from 01 to 17 above and certified copies of all documents required to be attached, are hereby subjected **as a file by numbering them consecutively** and indicating the number relevant to the facts at the top right corner of the each document.

.....
Signature of the Applicant
Designation & Official Stamp

Date:-

Part (b) – To be filled by the Head of the Departments.

Secretary,
Ministry of Public Administration and Home Affairs/relevant Ministry

1. Particulars mentioned above by the officer are correct.
2. Matters relevant to No. 10, 12, 13, & 17 have been compared with particulars in the file. Accordingly, it is hereby certified that all the particulars mentioned are correct, they have been submitted in perfect manner and further **certified copies** of all relevant documents are hereby attached.

3. Whether action is being taken to commence disciplinary action against the officer or **disciplinary action is being/is not being taken.**

3.1 If the answer is – “is being taken”, the date on which the applicant has been committed.

3.2 Date of issuance of the charge sheet by disciplinary authority.

4. Work/attendance/conduct of Mr. /Mrs. /Miss.are satisfactory. Further the officer’s performance, leadership, capability and the capacity to hold posts and responsibilities in relations to next promotion have been taken in to consideration. Accordingly, it is hereby recommended to promote to officer to Special Grade of SLAS.

5. Application perfected correctly in each and every way, and the **file containing certified copies of relevant documents which have been numbered consecutively** in accordance with each matter are sent herewith.

.....
Signature of the Head of the
Department/Institution,
Designation and Official Stamp

Date:-

Note:- cross words in applicable

Part (c) - To be filled by the Secretary of the respective Ministry.

Secretary,
Ministry of Public Administration and Home Affairs

1. I agree/do not agree with the recommendations made by the Head of Department/Institutions on the work and conduct of Mr./Ms./Miss., officer in Class I of Sri Lanka Administrative Service.

2. The works/conduct/special skill and performance of the officer have been duly evaluated.

It is hereby recommended* to promote Mr./Mrs./Miss. to Special Grade of Sri Lanka Administrative Service.

*(Indicate reasons if the promotion is not recommended)

3. Application perfected correctly in each and every way, and the file containing certified copies of relevant documents which have been numbered consecutively in accordance with each matter are sent herewith.

.....
Secretary
Ministry of
Official Stamp

Date: