

**Public Service Commission**

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

- (01) Applications are hereby called for 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 No. 1419/3 dated 14.11.2005, revised by the gazette Extraordinary No. 1422/23, 1458/2 and 1697/10 dated 09.12.2005, 14.08.2006 and 16.03.2011, promotions to special grade in relation to the period from 01.07.2011 up to 01.07.2012.
- (03) Qualifications to be satisfied for promotion to Special Grade
- (a) Shall have completed five years satisfactory service in Class 1 of Sri Lanka Administrative Service.
  - (b) Shall have acquired the level "satisfactory" or above in annual performance report during the period preceding the date of qualifying for promotion to special grade.
  - (c) Shall have satisfied the requirements prescribed as per the Sri Lanka Administrative service minute No. 1419/3 dated 14.11.2005 in para 14 (i) d above.
- (04) Method of promotions:
- 4.1 Recommendations for appointments to special grade shall be made after the observation received from a board of selection consists of three members appointed by the Public Service Commission. A number of candidates' equivalent to twice the number of existing vacancies shall be interviewed.
  - 4.2 Promotion to special grade shall be made based on the total evaluation on the seniority of the officers. The seniority list relevant to each date of promotion shall be prepared on the order of the seniority existed before the promotion of officers who become qualified to be promoted on each date.

Officers who have satisfied qualifications as at **01.07.2011, 01.01.2012 and 01.07.2012** 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 **22.02.2013**. Under no circumstance, application sent after above date shall be accepted and applications, which are incomplete and with false information, shall be rejected.

Those officers, who have been in the service up to the date on which they become qualified for promotions in relation to above dates or after that date and **possessed qualifications prescribed for promotions in para 4 above**, but did not receive promotion even though appeared for interview or who could not apply for promotion, shall apply for these promotion even though they are now retired.

Application form can be downloaded through **[www.pubad.gov.lk](http://www.pubad.gov.lk)**

On the order of the Public Service Commission

Sgd. by/ P.B. Abeykoon,  
Secretary,  
Ministry of Public Administration and  
Home Affairs.

Date: 2013.01.24



11.2 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 11.2.i, 11.2ii,etc., as applicable)

11.3 Total of 11.1 & 11.2 – Year ..... Month ..... Date .....

11.4 The date after removing the period in 11.3 above out of the period from the date of appointment to Class I : .....

**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 on which the officer becomes eligible for promotion.

(Salary Increments obtained under the section XII:16:9, XII:16:10 and XII:36:1:4:(i) and (ii) establishment code are not accepted for the promotion)

\*(Delete words inapplicable)

12.2 If the officer has not earned salary increments within the 5 years immediately preceding the date on which the officer becomes eligible for promotion, the date of qualifications for promotion shall be re-calculated until such date on which the officer receives fifth salary increment. Accordingly, the date on which the officer becomes eligible for promotion shall be\*\* : .....

\*\* (Attach the certified copies of 05 salary increment slips numbering them from 12.1 to 12.5)

**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 of qualifying for promotion (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 11.2 and further the date of promotion is also revised, such date is : .....

13.3 The revised date, if the date is revised as per 12.2 and 13.2 : .....

**15. 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 preceding** the year in relation to the date on which the officer becomes eligible as per 12, 13 above shall be indicated in the 1<sup>st</sup> 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 has signed/ not signed

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.**

15.1 Serial No.	15.2 Name of the Post Graduate Degree.	15.3 Field of study.	15.4 The University	15.5 Whether that university has been recognized by the University Grants Commissions as a University.	15.6 Duration of the degree. (starting date and ending date)	15.7 Effective data of the degree.
1.						
2.						
3.						
4.						
5.						

(Certified copies of **Degree certificate** and the **detailed results (Transcript)** sheet shall be attached as 15.1)

Application containing correct and all information from 01 to 15 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. 11, 12, 13 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 offence 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: .....