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அரசாங்க நிர்வாக மற்றும் அனர்த்த முகாமைத்துவ அமைச்சு
Ministry of Public Administration and Disaster Management

නිදහස් වතුරගම, කොළඹ 07, ශ්‍රී ලංකාව.
சுதந்திர சதுக்கம் கொழும்பு 07 இலங்கை.
Independence Square, Colombo 07, Sri Lanka.

මගේ අංකය }
எனது இல } MPubAd/AcSD/06/Promotion
My No } 2008 Batch

ඔබේ අංකය }
உமது இல }
Your No }

දිනය }
திகதி } 31.01.2019
Date }

All Secretaries of Ministries
Provincial Chief Secretaries
Heads of Departments

Promotion of officers in Grade III of Sri Lanka Accountants' Service to Grade II

If there are officers who have satisfied qualifications to be promoted to Grade II of Sri Lanka Accountants' Service in your institution as at **15.12.2018**, you are kindly informed to take action to duly perfect the following application and send before **2019.03.31** along with the recommendation of **the head of the institution promptly**, to be forwarded to the Public Service Commission.

Sgd/ B.P.P.S. Abegunarithna
Additional Secretary (Public Administration)
For Secretary
Ministry of Public Administration and Disaster Management

Points for consideration when the Application for the Promotion of officers in Grade III of Sri Lanka Accountants' Service to Grade II .

01). Copies of following documents should be included in the application to be sent to the Public Service Commission

- A certified copy of the letter of Appointment
- A certified copy of the letter of Confirmation in Service
- Certified copies of the letters which state that the candidate has passed the First Efficiency Bar Examination or has been exempted (when the application is filled, the date of commencement of the examination should be mentioned).
- Letter of exemption from the requirement of acquiring proficiency in the official language (Sinhala/ Tamil) as per the Public Administration Circular No 06/2017 dated 17.10.2017 and Public Administration Circular No 01/ 2014 dated 21.01.2014.
- Certified copies of the letters which state that the candidate has passed the Second Efficiency Bar Examination or has been exempted (when the application is filled, the date of commencement of the examination should be mentioned).
- Certified copies of the letters which state that passing of Link Language proficiency test and exemption of the same
- Certified copy of the National Identity Card

02).The Head of the Department and Secretary of the Ministry should make recommendations in the application.

Application for Promotion to Grade II of the Sri Lanka Accounts' Service

Part I

01. (a) Name of the Officer :-
- (b) Designation and Present work place:-
-
- (c) Official Address :-
- Telephone Number :- Fax -
- (d) Personal Address :-
- Mobile Number :-
- E mail :-
- (e) Identity card Number :-
-
02. (a) Date of first appointment to Public Service and Post:-
- (b) Date of appointment of SLAcS Grade III:-
- (c) Date of assumption of duties of SLAcS Grade III:-
03. Whether you have passed or been exempted from the following examinations in the previous service minute.
If so give particulars:-
- (i) Date of passing 1st EB Examination:-
- (ii) Date of passing or exemption 2nd EB Examination:-
- (iii) Date of passing or exemption Official Language (Sinhala/Tamil):-
- (iv) Date of passing or exemption link language (English) :-
04. Whether confirmed in SLAcS Grade III :-
05. Present Annual salary:-
06. Accordingly the Date entitle to be placed on Grade II of Sri Lanka Accountant Service :-
.....

I declare that I am eligible for promotion to Grade II of the Sri Lanka Accountants' Service with effect from in terms of para 6 and that particulars given in paras 1-6 above are correct to the best of my knowledge and belief.

.....

Date

.....

Signature of Applicant

Part II

Certificate of the Head of Institution

01. Whether no pay leave have been obtained?

If any, duration?

02. Date of completing 10 years active service period which is required for promotion?

.....

03. Whether an immediate proceeding 05 years of satisfactory service have been completed ?

.....

04. Whether a satisfactory or above performance have been demonstrated within the immediate proceeding 10 years to the date of promotion?

.....

05. Whether pending disciplinary matters exist against the officer?

.....

I certify that I have checked the particulars furnished by Mr./Mrs./Ms.
..... in this form and found them correct. His/ Her Service during the past
10 years was satisfactory. He/ She is eligible for promotion to Grade II of the Sri Lanka Accountants'
Service.

.....

Date

.....

Signature of the Head of the Department

Designation

Part III

Mr./Mrs. is eligible for promotion to Grade II of the Sri Lanka
Accountants' Service.

.....

Date

.....

Secretary

Ministry of