

Ministry of Public Administration,
Independence Square,
Colombo - 07,

29th October, 1987.

To: Secretaries to Ministries
and Heads of Departments.

Amalgamation of Class II Grade II
and Class II Grade I of the
Sri Lanka Accountants' Service.

It has been decided to amalgamate Class II Grade II and Class II Grade I of the Sri Lanka Accountants' Service. Please note the following and take action accordingly.

1. A confirmed officer of Class II Grade II of the Sri Lanka Accountants' Service who has completed 10 years satisfactory service in the Sri Lanka Accountants' Service as on 27.7.1987 and who satisfies the following requirements will be promoted to Class II Grade I of the Sri Lanka Accountants' Service with effect from 27.7.1987 or the date he becomes eligible for promotion:
 - (a) has passed or has been exempted from the 1st and IInd Efficiency Bar Examination on the due date.
 - (b) has passed or has been exempted from the second language.
 - (c) in the case of such an officer only who is appointed to the service on or after 1st June 1982, has successfully completed the General Management Course conducted by the Sri Lanka Institute of Development Administration.
 - (d) has earned on the due dates all the increments during the period of 5 years prior to his becoming eligible for promotion.
 - (e) has not been subject to any disciplinary punishment, nor has any disciplinary action pending against him for any offence committed during a period of 5 years prior to his becoming eligible for promotion.

2. Heads of Departments should forward to me with their recommendation, through the Secretaries to the Ministries concerned, the application of officers who satisfy the requirements in Para 1 above. Action will then be taken by me to promote them to Class II Grade I and to place them on the relevant salary point.
3. In the case of an officer who completes 10 years service on 27.07.1987 or thereafter and who possesses the qualifications specified in Para 1, Heads of Departments should forward to me their applications for promotion to Class II Grade I with the recommendation of the Secretary concerned.
4. Application for promotion to Class II Grade I, should conform to the specimen form annexed.

Sgd/D.B.I.P.S.Siriwardhana,
Secretary,
Ministry of Public Administration.

wr/.

Form 'A' (in terms of Section 4 of
Public Administration Circular No.384).

Application for promotion to Class II Grade I of the Sri Lanka Accountants' Service of officers who have completed 10 years satisfactory service in Class II Grade II as on 27.07.87 or thereafter, consequent to amalgamation of Class II Grade II and Class II Grade I of the Sri Lanka Accountants' Service.

1. (a) Name of the Officer :-

(b) Class/Grade and date of appointment
to that Class/Grade :-

2. Present post and Department:-

3. (a) Date of appointment to Sri Lanka Accountants' Service :-

(b) Mode of Recruitment :-

Open Competitive Examination

Limited Competitive Examination

Professional qualifications

(Delete what is inapplicable).

4. Whether you have passed or been exempted from the following Examinations; If so give particulars.

1st Efficiency Bar Examination

Ind " " "

Second Language

Date of passing
or exemption.

5. Whether confirmed :-

6. Present Annual Salary :-

7. Whether any disciplinary action is pending or contemplated against you for any offence committed during the period of 5 years prior to your becoming eligible for promotion.

8. Date from which promotion to Class II Grade I is sought :-

9. I declare that I am eligible for promotion to Class II Grade I of Sri Lanka Accountants' Service on the date specified in 8 above and that the particulars given in 1 to 8 above are correct to the best of my knowledge and belief.

Signature of Applicant.

Date:-

Part II

Certificate of the Head of Department.

I certify that I have checked the particulars furnished by Mr./Mrs./Miss in this form and found them correct. His/Her service during the past years was satisfactory. He/she is eligible for promotion to Class II Grade I of the Sri Lanka Accountants' Service in terms of Public Administration Circular No:384 of 29.10.87

Due to reasons given in the letter annexed this application cannot be recommended.

(Delete what is inapplicable).

Signature of the Head of the Department.

Designation.

Date:-

Part III

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

I recommend promotion.

Signature

Secretary

Ministry.