

මගේ අංකය : 75/10/CC/2007 (3) II

රාජ්‍ය පරිපාලන සහ ස්වදේශ කටයුතු අමාත්‍යාංශය,
නිදහස් වතුරාශ්‍රය,
කොළඹ 07,
2014.07.09

සියළුම අමාත්‍යාංශ ලේකම්වරු,
පළාත් සභා ප්‍රධාන ලේකම්වරු,
දෙපාර්තමේන්තු ප්‍රධානීන්,
දිස්ත්‍රික් ලේකම්වරු.

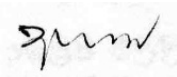
විදේශයන්හි ශ්‍රී ලංකා දූත මණ්ඩල වල සේවය කිරීම සඳහා ශ්‍රී ලංකා පරිපාලන සේවයේ නිලධාරීන් ද්විතීයන පදනම මත මුදා හැරීම.

විදේශයන්හි ශ්‍රී ලංකා දූත මණ්ඩල වල සේවය කිරීම සඳහා ද්විතීයන පදනම මත මුදා හැරීම පිණිස පහත දැක්වෙන සුදුසුකම් සපුරා ඇති, ශ්‍රී ලංකා පරිපාලන සේවයේ නිලධාරීන්ගෙන් අයදුම්පත් කැඳවනු ලැබේ.

- 02. පහත සඳහන් සුදුසුකම් සපුරා ඇති, ශ්‍රී ලං.ප.සේ. නිලධාරීන් මේ සඳහා අයදුම් කිරීමට සුදුසුකම් ලබයි
 - I. විශ්ව විද්‍යාල ප්‍රතිපාදන කොමිෂන් සභාව විසින් පිළිගත් විශ්ව විද්‍යාලයක උපාධිධාරියකු වීම
 - II. සේවයේ වසර හයක් සම්පූර්ණ කොට තිබීම සහ
 - a. සේවයේ ස්ථිර කර තිබීම
 - b. අදාළ පරිදි නියමිත දිනට පළමු හා දෙවන කාර්යක්ෂමතා කඩඉම් විභාග සමත් වී තිබීම
 - III. අයදුම්පත් කැඳවන අවසන් දිනට වයස අවුරුදු 45 නොඉක්මවා තිබීම
 - IV. අයදුම්පත් කැඳවන අවසාන දිනට පූර්වාසන්න 5 වසරක කාලය තුළදී, නියමිත දිනට සියලුම වැටුප් වර්ධක උපයා තිබීම,
 - V. කිසිදු විනය දඬුවමකට යටත් වී නොතිබීම,
 - VI. මෑතවිත් ඉංග්‍රීසි/ විදේශ භාෂා හැසිරවිය හැකිවීම,
 - VII. පරිගණක සාක්ෂරතාව ලබා තිබීම,

සම්මුඛ පරීක්ෂණයේදී දක්වන කාර්ය සාධනය මත තෝරා ගැනීම සිදු කරනු ලබයි.

03. සුදුසුකම් සපුරා ඇති අයදුම්කරුවන්, ඇමුණුම 01 හි සඳහන් ආකෘතිය අනුව සකස් කරන ලද අයදුම්පත්‍රය සහ සහතික කරන ලද අදාළ ඇමුණුම් ගයිල් කවරයක බහා ලේකම්, (ශ්‍රී ලංකා පරිපාලන සේවා ශාඛාව, ඒකාබද්ධ සේවා අංශය) රාජ්‍ය පරිපාලන සහ ස්වදේශ කටයුතු අමාත්‍යාංශය, නිදහස් වතුරාශ්‍රය, කොළඹ 07 යන ලිපිනයට 2014 අගෝස්තු 11 වන දිනට පෙර චිවිස යුතුය.



පී.ඩී. අබේකෝන්,
ලේකම්,
රාජ්‍ය පරිපාලන සහ
ස්වදේශ කටයුතු අමාත්‍යාංශය

Form of Application for Release on secondment to serve in Sri Lanka Missions Abroad

For office use only

Number of the Application

	S
	F

Part – (a) To be filled by the officer.

1. Name -
 - 1.1 Name in full: Miss./ Mrs./ Mr.
 - 1.2 Name indicated in the letter of appointment:
2. NIC No:
3. Date of Birth:
4. Private Address:
5. Telephone No - 5.1 Residences: 5.2 Mobile:
6. Post:
7. Ministry/ Department:
8. Official Address:
9. 9.1 Official Telephone Number : 9.2 Fax Number :
10. Email Address :
11. Service Details :

11.1 Date of appointment to SLAS Grade II/II (Class III):	(Annex 11.1)
11.2 Date of Completion EB – I:	(Annex 11.2)
11.3 Date of Completion EB – II:	(Annex 11.3)
11.4 Date of Confirmation:	(Annex 11.4)
11.5 Date of promotion to SLAS Grade II/I (Class II):	(Annex 11.5)
11.6 Date of promotion to SLAS Grade/ Class I:	(Annex 11.6)
11.7 Date of promotion to SLAS Special Grade:	(Annex 11.7)

(Certified copies of the letters; Completion of EB - I & EB - II, Confirmation of Appointment of SLAS, promotion to Class II, Class I and Special Grade should be attached)
12. No pay/ Half pay Leave **has been/ has not been*** obtained within the service period of SLAS
 *(Cross words inapplicable)
(Annex 12 - Certified copies of letters by which the leave has been approved should be attached)
13. **Subjected/ not subjected*** to any disciplinary punishment during the service period of SLAS
 *(Cross words inapplicable)
(Annex 13 - Certified copies of disciplinary decisions shall be attached)
14. **Has / Has not*** earned all salary increments during the period of 5 years prior to the closing date.
 *(Cross words inapplicable)

15. Academic Qualifications (Degree/ Post Graduate Diploma/ Post Graduate Degree)

15.1 No.	15.2 Name of the Qualification	15.3 Medium	15.4 Field of study	15.5 University/ Institute	15.6 Whether that university has been recognized by the *UGC as a University	15.7 Duration of the Course. (starting date and ending date)	15.8 Effective date of the qualification	15.9 Status
1.								
2.								
3.								
4.								
5.								

* UGC = University Grants Commissions

(Certified copies of relevant certificates and the detailed results sheets shall be attached as Annex 15, 15a etc.)

16. Professional Qualifications & Computer Literacy (CIMA, CIM, ACA, ACCA, BCS, ACS, Attorney-at-Law etc.)

16.1 No.	16.2 Name of the Qualification	16.3 Medium	16.4 Field of study	16.5 University/ Institute	16.6 Duration of the Course. (starting date and ending date)	16.7 Effective date of the qualification.	16.8 Status
1.							
2.							
3.							
4.							
5.							

(Certified copies of relevant certificates and the detailed results sheets shall be attached as Annex 16, 16a etc.)

17. Language Proficiency (English & Other Foreign Languages)

17.1 No.	17.2 Language	17.3 Reading			17.4 Writing			17.5 Speech			17.6 Highest Qualification Obtained	17.7 University/ Institute	17.8 Effective date of the qualification
1.	English	1	2	3	1	2	3	1	2	3			
2.		1	2	3	1	2	3	1	2	3			
3.		1	2	3	1	2	3	1	2	3			
4.		1	2	3	1	2	3	1	2	3			
5.		1	2	3	1	2	3	1	2	3			

1	Excellent	2	Average	3	Poor
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(Certified copies of relevant certificates and the detailed results sheets shall be attached as Annex 17, 17a etc.)

18. Service Records (Start from the first appointment to the SLAS)

18.1 No.	18.2 Service Station	18.3 Designation	18.4 District	18.5 From Date (YYYY: MM: DD)	18.6 To Date (YYYY: MM: DD)	18.7 Duration
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

Application containing all accurate information from 01 to 18 above and **certified copies** of all required documents are hereby **submitted in a file.**

Date :-

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

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, 14, & 18 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 any disciplinary action **has been taken/ has not been taken*** against the officer within the service period of SLAS
*(Cross words inapplicable)

If any disciplinary action has been taken,

3.1 The date on which the officer committed the offense:

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

3.3 Date of issuance of the disciplinary decision by the relevant authority :

3.4 Other information :

4. No pay/ Half pay leave has been/ has not been obtained by the officer within the service period of SLAS If obtained;

Time period of Leave From: To:

Duration:

Years		Months		Dates	
Y	Y	M	M	D	D

5. Work, attendance and conduct of Mr./ Mrs./ Miss., are satisfactory. Further the officer's performance, leadership, capability and the capacity to hold posts and responsibilities have been taken in to consideration. Accordingly, the release on secondment of the officer is here by recommended to serve in Sri Lanka Missions Abroad

6. Application perfected in each and every way, and the **file containing certified copies of relevant documents which have been numbered consecutively** 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 of Sri Lanka Administrative Service.

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

3. The release on secondment of Mr./ Mrs./ Miss. is here by recommended* to serve in Sri Lanka Missions Abroad

*(Indicate reasons if the release on secondment is not recommended)

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

.....
Secretary
Ministry of
Official Stamp

Date:-