

**Confirmation of the appointment.**

Annex - 01

For office use only.

Format : CS/DOS/Con/Recom/2022

1. Name of the officer: .....
2. (i). Date of appointment: ..... (ii). Date of assumption of duties: .....  
(Letter of appointment /Appendix No. 4)

Annex No.


3. The date of birth is tallied with the birth certificate and history sheet.(Date of birth.....)
4. If there is a change of name, the affidavit / revised birth certificate related to the change of name
5. Degree certificate  
Detailed results sheet of the degree certificate  
If the degree is from a foreign university, the letter of recognition from the University Grants Commission  
Completion of the degree according to the letter issued by the university confirming the degree  
(has completed/has not completed.) .....

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6. Date of passing the efficiency bar examination:

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<b>2015.05.09</b>	<b>2016.12.22</b>	<b>2018.06.30</b>	<b>2019.11.30</b>		
○	○	○	○	○	○

7. Leave with no pay and half pay obtained during the probationary period (except maternity leave)

11
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<b>Year</b>	2013	2014	2015	2016	2017	2018	2019	2020
<b>Number of days of leave with no pay</b>								
<b>Number of days of leave with half pay</b>								

8. Three year service reports as per the Procedural Rules of the Public Service Commission  
(Appendix 05 duly perfected)

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9. Particulars on whether the officer has been subjected to any disciplinary punishment:  
(In brief).....

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10. According to the medical examiner's report (Health 169), medical observation has been made to the effect that this officer is (fit/ unfit) to serve in any part of the island.

Yes/No
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11. Certification to the effect that the following documents, accurately perfected, are included in the officer's personal file (It is not required to submit the copies of these documents and it is sufficient to confirm that those documents are included in the personal file of the officer. The Medical Examiner's report should be sent only if the officer has received the medical recommendation that he/she is unfit to serve in any part of the island, as per 10 above.)

<b>Medical examiner's report (Health 169)</b>	<b>Oath/Affirmation (General 278 )</b>	<b>Declaration of assets and liabilities ( General 261)</b>	<b>Agreement ( General 160)</b>	<b>Oath of allegiance (Article 157 and 161 of the Constitution )</b>
Yes/No	Yes/No	Yes/No	Yes/No	Yes/No

The documents of this officer are attached consecutively as per the respective annex numbers and the confirmation of the officer with effect from ..... is hereby recommended.

Signature and official frank of the Head of the department: ..... Date: .....

The annex numbers which are not attached are mentioned below.

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**For office use only.**

1. The probationary period is extended from ..... to ..... as per Procedural Rule 110.
2. The probationary period is extended from ..... to ..... as per Procedural Rule 111.

**The above particulars are accurate as per the particulars included in the file and confirmation of the appointment with effect from .... /extension of the probationary period is submitted for approval.**

Signature: .....  
Name: .....  
Date: .....

Instructions/ Orders:

I hereby approve/ do not approve the confirmation of the appointment/ extension of the probationary period .....

**Instructions for perfecting the form**

1. Name should be written with initials as mentioned in the letter of appointment.
2. (i) The effective date of the appointment as per the letter of appointment should be mentioned.  
(ii) The date on which the officer assumed duty/ effective date of the assumption of duty should be mentioned.
3. It is required to check whether the date of birth mentioned in the birth certificate and history sheet is correct and whether the signatures of the staff officer and the relevant officer have been placed.
4. The date on which the officer passed the efficiency bar examination should be mentioned.
5. It should be mentioned whether the degree has been / has not been confirmed by the University. Further, if the degree is from a foreign university, confirmation of the degree can be done through the respective embassy relevant to the university, or if there is no embassy of the country where the university is located, in Sri Lanka, through the coordination of the Consular Affairs Division of the Ministry of Foreign Affairs.
6. The number of days of no-pay and half-pay leave obtained by the officer in each year that is not maternity leave should be mentioned.
7. Particulars on whether the officer has been subjected to disciplinary punishments, whether disciplinary action has been initiated or it is intended to take disciplinary action against the officer should be mentioned in brief.
8. It is not required to send copies of the medical examination report and it is sufficient to check and confirm the medical recommendation that he / she is fit/unfit to serve in any part of the island.
9. It is not required to send copies of the Health 169, General 278, General 261, General 160, Oath of allegiance as per Article 157 and 161 of the Constitution, and whether those documents are included in the officer's personal file must be clearly mentioned under No. 11.
10. The recommended date for confirmation of the appointment should be mentioned.
11. Mention the date with the name, signature and official frank of the head of the department/ institution.
12. The above-mentioned documents should be prepared in a way that the number of pages is kept to a minimum and should be printed on both sides of the paper.

**Documents to be attached**

- Annex 01 - Letter of appointment (a certified copy)
  - Annex 02 - Appendix 4 (original copy or a certified copy)
  - Annex 03 - Birth certificate (a certified copy)
  - Annex 04 - Updated history sheet (a certified copy)
  - Annex 05 - If there is a change of name, the affidavit (original copy) / a certified copy of the revised birth certificate related to the change of name
  - Annex 06 - Degree certificate (a certified copy)
  - Annex 07 - Detailed results sheet of the degree certificate (a certified copy)
  - Annex 08 - If the degree is from a foreign university, the letter of recognition from the University Grants Commission (a certified copy)
  - Annex 09 - Letter issued by the university confirming the degree (Original copy)
  - Annex 10 - Results sheets of the efficiency bar examination (original copy or certified copies)
  - Annex 11 - Leave reports (Original copies)
  - Annex 12 - Review reports as per Appendix 5 of the Procedural Rules of the Public Service Commission (original copies or certified copies)
  - Annex 13 - Particulars on whether the officer has been subjected to disciplinary punishments (Certification of the Head of the department to the effect that the officer has not been subjected to disciplinary punishments / copies of the charge sheets and disciplinary orders)
- All documents submitted as copies should be compared with the original copy and certified as a true copy (documents recorded on both sides of the paper should be certified on both sides) and submitted with the signature and official frank.