

**Specimen application for promotion of officers of the Development Officers' service to Grade II/I on general performance**

1. Name with initials :  
Rev./Mr./Mrs./Miss.
2. Names denoted by initials :
3. Date of birth :
4. National Identity Card number :
5. Number of the letter of appointment to/ absorption into the Development Officers' service:
6. Date of first appointment :
7. Date of confirmation :
8. Date of promotion to Grade II (if relevant) :
9. Date of passing the .....efficiency bar examination and index number :
10. Date of acquiring the proficiency in the other official language at the relevant level :
11. Date of completing the service period of ten years in Grade ..... :
12. Office you are serving at present: Ministry:  
Department:  
Office:

I request to promote me to Grade .....of the Development Officers' service with effect from .....

Date:.....

.....  
Signature of the applicant

My number :-

Director General of Combined Services,

I hereby state that Rev./ Mr./ Mrs./ Miss .....  
..... is serving at this office and

I. has completed an active and satisfactory service of ten (10) years in Grade .....as at .....

II. has earned ten (10) salary increments prescribed for Grade .....

III. has proved a performance at satisfactory level or above during ten (10) years prior to the date of promotion as per the approved performance appraisal procedure,

IV. has obtained .....leave with half pay and no pay/ has not obtained leave with half pay and no pay during the said ten (10) years,

V. has not been subjected to any form of punishment (except warning) during that period,

VI. No disciplinary action has been taken against the officer/ it is not intended to take disciplinary action against him/her in future,

VII. has passed the .....efficiency bar examination on.....,

**Particulars on the efficiency bar examination**

Dates on which the efficiency bar examinations were held	The officer has/ has not participated in the examination	The officer has passed/failed the examination

<p><b>Particulars on the relief provided, if any</b></p> <p>.....</p> <p>.....</p>
<p><b>Action taken with regard to not passing the efficiency bar examination as at the due date</b></p> <p>.....</p> <p>.....</p>
<p><b>Observations and recommendations of the Head of the institution with regard to granting the relevant promotion on not passing the efficiency bar examination in the due manner.</b></p> <p>.....</p> <p>.....</p>
<ul style="list-style-type: none"> <li>• Certified copies of all the documents relevant to the efficiency bar examination should be attached and sent along with the application.</li> </ul>

- VIII. his/ her appointment has been confirmed with effect from.....,
- IX. the requirement of passing the official language proficiency test is not relevant/ has been satisfied / has not been satisfied (to be confirmed by certified copies of the relevant documents)
- X. has completed a satisfactory service during the five (05) years immediately preceding ....., the date on which qualifications should be satisfied in order to be promoted to Grade .....

Since the officer has satisfied the qualifications required for promotion to Grade II/I of the Development Officers' service from ....., I recommend him/ her for promotion to Grade .....of the Development Officers' service with effect from the said date.

Signature of the Head of the institution:

Name :

Designation :

(Place the official stamp)

Date:.....

**Note :-**

1. If the officer has not satisfied the qualifications indicated from No. I to X above, the same should be mentioned.
2. This specimen should be used for promotion to Grade II and I of the Development Officers' service, from 01.08.2020 and the inapplicable parts of the specimen should be deleted.
3. A certified copy of the updated history sheet of the officer should be submitted.