

**Promotion of Officers in Grade III of Sri Lanka Accountants' Service to Grade II as per the 5th Revision of the Minute of Sri Lanka Accountants' Service No: 2137/66 dated 22.08.2019 and Public Administration Circular No: 33/2019**

**Part I**

01. (a) Name of the officer: :- .....
- (b) Designation and present service station:  
.....
- (c) Office address :- .....
- Telephone Number :-..... Fax :- .....
- (d) Personal address :- .....
- Mobile Number :-.....
- E-mail address:-.....
- (e) National Identity Card No :- .....
02. (a) Date of appointment to Grade III of Sri Lanka Accountants' Service :- .....
- (b) Date of assumption of duties in Grade III of Sri Lanka Accountants' Service :-.....
- (c) Date of confirmation in Grade III of Sri Lanka Accountants' Service :-.....
- (d) If the probation period has been extended, indicate the period of extension :- .....
03. Have you passed the following examinations or have you been exempted from the same?  
If so, details on the same:
- (i) Date of passing the first Efficiency Bar examination:.....
- (ii) Date of passing the second Efficiency Bar examination:.....
- (iii) Date of passing the examination for proficiency in other official language or date on which you have been exempted from the same: .....
- (iv) Date of passing the examination for link language proficiency or date on which you have been exempted from the same: .....
- (v) Date of completing capacity building level III :.....
04. Accordingly, the date on which you are eligible to be promoted to Grade II of Sri Lanka Accountants' Service: .....

I hereby declare that I am eligible to be promoted to Grade II of Sri Lanka Accountants' Service with effect from .....and the particulars furnished in paragraphs 1 to 4 above are accurate according to my knowledge and belief.

.....  
Date

.....  
Signature

**Part II**

**Certification of the Head of the Department**

(The Heads of Departments should personally be responsible with regard to the following)

01. (i) Has the officer completed an active and satisfactory service period of 06 years from the date of appointment to Grade III and earned 06 salary increments? :- .....
- (ii) Has the officer earned all the due salary increments within the 5 years immediately preceding the date on which she/ he has become qualified for promotion?:- .....

<b>Year</b>	<b>Has/ has not earned the salary increments</b>

(Certified copies of the salary increment certificates (Form General 185) should be attached)

02. (i) Has the officer proved a performance at satisfactory level or above within the 06 years before the date of promotion as per the approved performance evaluation procedure? :- .....
- (ii) Has the officer completed a satisfactory service period within the 05 years immediately preceding the date on which he/ she has become qualified for promotion?:- .....

<b>Year</b>	<b>Indicate the level of performance as {satisfactory (S)/ Average (A)/ Excellent (E)} as per the approved performance evaluation procedure</b>

(Copies of the approved performance reports of which both sides are certified should be attached)

03. (i) Is any disciplinary action being taken against the officer or is it intended to take disciplinary action against the officer in future? :- .....
- (ii) If yes, indicate whether it is in accordance with Schedule 01 or Schedule 02:-  
 .....
04. Has the officer obtained no-pay leave? .....
- If yes, indicate the period:- .....

Year	Period

I hereby certify that I have checked the particulars furnished here by Mr/Mrs/MS. .... and they are accurate. His/ her service within the past 06 years is satisfactory and I hereby recommend to promote he/ she to Grade II of Sri Lanka Accountants' Service with effect from .....

.....  
 Date

.....  
 Signature of the Head of the Department  
 Designation.....

**Part III**

I hereby recommend to promote Mr./Mrs./MS. .... to Grade II of Sri Lanka Accountants' Service.

.....  
 Date

.....  
 Signature  
 Secretary (Name)  
 Official Stamp