

Application for Promotion of Officers in Grade III of
Sri Lanka Administrative Service to Grade II
According to the Pub.Ad. Circular No. 31/2019

Part I

01. a) Name of the officer :.....
b) Date of appointment to Grade III of Sri Lanka Administrative Service :
c) Whether the officer has been confirmed in the post :
02. a) Present post and department :
.....
b) Official Address :
03. a) Method of recruitment to Sri Lanka Administrative Service
- Open Competitive Examination/ Limited Competitive Examination/ Promotion of Merit
04. Whether the officer has passed or has been exempted from the following examinations. If so, furnish relevant particulars.
- | | Date of passing or exemption |
|---|------------------------------|
| • First efficiency bar examination | |
| • Proficiency in other official languages
(Sinhala/ Tamil) | |
| • Proficiency in link language | |
05. Date on which the officer becomes entitled to be placed on Grade II of Sri Lanka Administrative Service:-
06. (a) Whether you have earned all the salary increments on prescribed date during five years immediately preceding the date of promotion to Grade II?.....
- (b) Whether you have been subjected to a disciplinary punishment for any offence committed during the five years immediately preceding the date of promotion?
- (if so, furnish relevant particulars)
07. Present annual salary:-.....

- has/has not achieved satisfactory or a higher level performance in terms of the approved performance appraisal scheme during a period of six (06) years preceding the date of promotion

Year	has/has not achieved satisfactory or a higher level performance in terms of the approved performance appraisal [Mentioned as Satisfactory (S) / Above Average (A) / Excellent (E)]

- has/has not taken disciplinary action against the officer and there is/isn't any intention to take disciplinary action against the officer.
- has not obtained no-pay leave and further has/has not obtained no-pay leave or leave on half pay from to
- I hereby recommend promotion of this officer to Grade II of Sri Lanka Administrative Service from since the officer's work, attendance and conduct are satisfactory.

Date:-.....

.....

Signature and official stamp of the
Head of the Department

- Delete the words inapplicable.

Part III

I hereby recommend/ do not recommend promotion of Mr/ Mrs/ Miss
to Grade II of Sri Lanka Administrative Service.

Date:-

.....

Signature
Secretary (Name)
Official Stamp