**Form of Application for Promotion of officers in Grade II of Sri Lanka Administrative Service to**

**Grade I**

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| F |

For office use only -

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

1. Name
   1. Name in full:- Miss/ Mrs/ Mr ……………………………………………………………………………… ………………..................................................................................................................................................
   2. Name indicated in the letter of appointment:- ………………………………………………………………

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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1. Number of the N.I.C:-

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| D | D | M | M | Y | Y | Y | Y |

1. Date of Birth:-
2. Private Address:- ...............................................................................................................................................

...............................................................................................................................................

1. Telephone Number:-

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| * 1. Residence :- |  |  |  |  |  |  |  |  |  |  |
| * 1. Mobile :- |  |  |  |  |  |  |  |  |  |  |

1. E-mail address:- ....................................................................................................................................................
2. Post (Post held at present/ If retired, post held at the time of retirement) :- ..........................................................

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* 1. If retired, state the date of retirement:- ……………………………………………………………………...

1. Particulars of the service station
   1. Ministry :- ......................................................................................................................................................
   2. Department -: ..................................................................................................................................................
   3. Address -: .......................................................................................................................................................

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| * 1. Telephone No:- |  |  |  |  |  |  |  |  |  |  |
| * 1. Fax No :- |  |  |  |  |  |  |  |  |  |  |

1. Date of Appointment and Promotions
   1. Date of appointment to Grade III of Sri Lanka Administrative Service :- ..................................................
   2. Date of promotion to Grade II :- ..................................................

(Please attach the certified copy of the formal letter of promotion to Grade II by numbering the same as No. 9.2)

1. Particulars of satisfying the qualifications mentioned under serial No. 01, 13.2 (a) of the minute of Sri Lanka Administrative Service

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Serial number | Name of the Post Graduate degree | Field | University, which offered the degree | State whether it is a university recognized by the University Grants Commission or an institution recognized by the University Grants Commission as a degree awarding institute. | Year in which you obtained the degree. |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

(Please attach the certified copies of the degree certificate and the detailed results sheet by numbering the same as No. 10)

1. Date on which you passed the second efficiency bar examination :- ............................................................

(Please attach the certified copy of the results sheet as No. 12)

1. Date on which you completed the Level III course of Capacity Building conducted by Sri Lanka Institute of Development Administration :- ...............................................................

(Please attach the certified copy of the certificate issued on completion of the Level III course of Capacity Building by numbering the same as No. 13)

I declare that I have completed an active service period of not less than twelve (12) years as at the date on which I become qualified to be promoted and that the application containing correct and all information from No.01 to 12 above and certified copies of all documents required to be attached to the same, are hereby submitted as a file by numbering them consecutively and indicating the number relevant to the facts at the top right corner of each document.

.................................................

Signature of the applicant Designation and official stamp

.................................................

Date

**Part (b) – To be filled by the Head of the Department/ Institution.**

Secretary,

..........................................................................................................................................................................................

I hereby certify that,

Mr/ Mrs/ Miss............................................................................................................................................. is serving at the Ministry/ Department of ...................................................................................................................................

.................................................................................................................................................................................,

1. He/she **has completed/ has not completed** a satisfactory service of twelve (12) years since the date of appointment,
2. He/she **has earned/ has not earned** all the salary increments within the eleven (11) years immediately preceding the date of promotion to Grade I,
   1. Table No. 01

|  |  |  |  |
| --- | --- | --- | --- |
| **Serial No.** | **Year** | **Has earned/ has not earned the salary increments on the due date** | **Date of the salary increment** |
|  | 2021 | has earned / has not earned |  |
|  | 2020 | has earned / has not earned |  |
|  | 2019 | has earned / has not earned |  |
|  | 2018 | has earned / has not earned |  |
|  | 2017 | has earned / has not earned |  |
|  | 2016 | has earned / has not earned |  |
|  | 2015 | has earned / has not earned |  |
|  | 2014 | has earned / has not earned |  |
|  | 2013 | has earned / has not earned |  |
|  | 2012 | has earned / has not earned |  |
|  | 2011 | has earned / has not earned |  |

(Please attach the certified copies of the salary increment forms (of 11 years) on the order of the year)

1. He/she **has proved / has not proved** a performance at satisfactory level or above during six (06) years immediately preceding the date of promotion in accordance with the approved procedure of performance appraisal,
   1. Table No. 02

|  |  |  |  |
| --- | --- | --- | --- |
| **Serial No.** | **Year** | **Final evaluation** | **The relevant officer has/has not placed the signature** |
|  | 2021 | Excellent/above average/satisfactory/poor | has/ has not placed the signature |
|  | 2020 | Excellent/above average/satisfactory/poor | has/ has not placed the signature |
|  | 2019 | Excellent/above average/satisfactory/poor | has/ has not placed the signature |
|  | 2018 | Excellent/above average/satisfactory/poor | has/ has not placed the signature |
|  | 2017 | Excellent/above average/satisfactory/poor | has/ has not placed the signature |
|  | 2016 | Excellent/above average/satisfactory/poor | has/ has not placed the signature |

(Please perfect the table No. 02 as per the performance report of each year and attach the certified copies of the relevant performance reports on the order of the year.)

1. Disciplinary action **has been taken/ has not been taken** against the officer,
   1. Deduction of the satisfactory service period on disciplinary grounds, if the officer has been subjected to any disciplinary punishment.

Table No. 03

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Disciplinary Order** | **Duration in which the**  **offence has been**  **committed as per charge sheet** | **Number of days by which the satisfactory service**  **period is deducted** | | |
| **Years** | **Months** | **Days** |
|  |  |  |  |  |
|  |  |  |  |  |
| Total number of days by which the service period is deducted | |  |  |  |

(Please attach the certified copies of the disciplinary decisions.)

1. Disciplinary actions **are being taken/ are not being taken** against the officer or **are intended/ are not intended** to be taken in future**,**
2. He/she **has / has not obtained** no pay leave or leave with half pay
   1. Deduction of the service due to obtaining of leave, if any

Table No. 04

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Serial No.** | Conditions applied in granting approval for Leave | **Duration** | | **Number of days by which the service period is deducted** | | |
| **From** | **To** | **Years** | **Months** | **Days** |
| i. | V:2:5:4 of Establishment Code |  |  |  |  |  |
| ii. | XII:16of Establishment Code |  |  |  |  |  |
| iii. | Management Services Circular No.10 |  |  |  |  |  |
| iv. | Management Services Circular No.33 |  |  |  |  |  |
| v. | XII: 36 of Establishment Code |  |  |  |  |  |
| vi. | Other No pay Leave |  |  |  |  |  |
| Total number of days by which the service period is deducted | | | |  |  |  |

(Please attach the certified copies of letters by which the leave has been approved.)

* 1. Total of number of days indicated in Table No. 03 and 04 by which the service period is deducted

Years .........................Months ................Days ..................

* 1. Date on which the officer becomes qualified to be promoted to Grade I as per 6.2 :- ……………………...

1. Work, attendance and conduct of this officer is **satisfactory/ not satisfactory**,
2. I hereby **recommend/ do not recommend** to promote Mr/ Mrs/ Miss ……………………………...…………to Grade I of Sri Lanka Administrative Service with effect from …………………………….…... and
3. The application perfected correctly in each and every way, and the file containing certified copies of the relevant documents are sent herewith.

.................................................

Signature of the Head of the Department and Official Stamp

............................................

Date

\* Cross the inapplicable words

**Part (c) - To be filled by the Secretary of the respective Ministry.**

Secretary,

Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government

1. I agree/ do not agree with the recommendations made by the Head of Department/Institution on the work and conduct of Mr./Ms./Miss. ………………………………………., officer in Grade II of Sri Lanka Administrative Service.
2. The works/conduct/special skills and performance of the officer have been duly evaluated.It is hereby **recommended / not recommended** to promote Mr. /Mrs. /Miss. ……………………………………..……….. to Grade I of Sri Lanka Administrative Service.

Indicate reasons if the promotion is not recommended.

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1. Application perfected correctly in each and every way, and the file containing certified copies of therelevant documents are sent herewith.

.................................................

Signature of the Secretary of the Ministry and Official Stamp

............................................

Date

\* Cross the inapplicable words.