

**Application for promotion of officers recruited on or after 01.09.2015 to
Grade III of Sri Lanka Administrative Service to Grade II
As per the Public Administration Circular No. 31/2019**

Part I

(To be filled by the applicant.)

01. a) Name of the officer :
- b) Number of the N.I.C:
- c) Date of appointment to Grade III of Sri Lanka Administrative Service :
- d) Whether the officer has been confirmed in the post :

02. a) Present post and workplace :
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- b) Official Address :
- c) Telephone No :- Official: Mobile:.....

03. 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) as per the provisions of Public Administration Circular No: 18/2020	:-

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 the required six (06) year salary increments on the due date for promotion to Grade II ?.....
- (b) Have you been subjected to a disciplinary punishment as per the provisions of Public Service Commission Circular No: 01/2020?
- (if so, furnish relevant particulars)
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- 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 the date of promotion

Year	Has / Has not achieved satisfactory or a higher level performance in terms of the approved performance appraisal	
	Has / Has Not	[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

Note : Cross words inapplicable.

Part III

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

Date :-

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Signature and official stamp of the
Secretary of the Ministry