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அரசாங்க நிர்வாக மற்றும் முகாமைத்துவ அமைச்சு
Ministry of Public Administration and Management
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මගේ අංකය }
எனது இல }
My No }

MPA/PSD/Class I Promotion

ඔබේ අංකය }
உமது இல }
Your No }

දිනය }
திகதி: } 2016.06.29
Date }

Secretaries of Ministries
Provincial Chief Secretaries
Head of Departments
District Secretaries

Promotion of Officers in Grade II of Sri Lanka Planning Service to Grade I

Approval of the Public Service Commission has been granted to promote the officers in Grade II of Sri Lanka Planning Service to Grade I under the interim provisions in para 20 of the Service Minute of Sri Lanka Planning Service published in the Gazette notification No 1670/32 dated 10.09.2010.

2. An officer who are absorbed into Grade II subject to sub section 19.1 ii of the Service Minute of Sri Lanka Planning Service or an officer promoted within the transitional period should satisfy the following requirement to be promoted to Grade I of Sri Lanka Planning Service as per para 20.1.2 in the Service Minute.

- I. The officer shall not be subjected to disciplinary punishment for an offence committed within the period immediately preceding five (05) years of the date of gaining eligibility for promotion
- II. The officer shall have earned all the increments on the due date within the period immediately preceding five (05) years of the date of gaining eligibility for promotion

3. Method of Promotion

- 3.1 Since the promotions should be made only on the basis of qualification and on the approval of the Public Service Commission, recommendations for promoting to Grade I will be submitted after the interview of a board consisted of 03 members appointed by the Public Service Commission and the applicants are called for interview without considering the number of existing vacancies.
- 3.2 Promotions are made to Grade I based only on the total evaluation of the seniority of the officers and the seniority list as at 01.01.2016 is prepared on the order of the seniority which existed before the promotion of the officers who became eligible.

4. Since the promotions are made on the date on which the Service Minute is effective or the date on which the officers satisfy relevant qualifications, whichever occurs later , officers who become eligible to that date are informed to send me the application perfected in line with the specimen application given herewith, through Secretaries of Ministries, Chief Secretaries, District Secretaries, Heads of Departments before 2016.07.12 Applications sent after the closing date are not accepted under any circumstances and the application which are not duly filled and incomplete will be rejected.

5. You are informed to make aware relevant officers to submit applications only if the above mentioned qualifications are satisfied and the officers who were serving after or up to the date above, which is the date of becoming eligible for promotion, have satisfied the qualifications in para 03, have appeared at the interviews at the time of earlier promotions but have not been promoted or the officers who were not able to apply can apply for this promotion.

6. Please inform relevant officers on the same.

J. Dadallage

Secretary

Ministry of Public Administration and Management

**Application for Selection for Promotion to
Class I of Sri Lanka Planning Service**

Part I – To be filled in by the officer

1. Personal Information :

1.1 Name in Full :

1.2 Mailing address : Office

Residence :

2. Service Record :

2.1 Date of Promotion to SLPS II-I :

2.2 Number of years served in SLPS II-I :

2.3 Date of Appointment to Sri Lanka Planning Service II-II :

2.4 Total Number of years served in SLPS :

(Give Details of post, Institution and duration in a separate sheet, if necessary)

Post	Institution	Duration
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.....
.....

2.5 Details of no pay leave taken, if any :

3. Information on the Current Post :

3.1 Current Post held and the Organization :

3.2 Date of Appointment to the Post :

4. Information on Annual Performance Evaluation :

Give the ratings obtained for five (05) years 2007-2012 (Attach certified copies of the relevant page of the Performance Evaluation Sheet)

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Excellent
Above Average
Average

Part II – To be filled in by the Immediate Supervisor to whom the officer is attached

1. Has he/she earned all the increments on the due date within the period of immediately preceding five (05) years of the date gaining eligibility for promotion? (Please attach certified copies of increment forms)

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2. Has he/she been subjected to disciplinary punishment for an offence committed within the period of immediately preceding five (05) years of the date of gaining eligibility for promotion? if answer is “Yes” please give the details.

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Details of leave obtained during the following years:

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Casual
Vacation
No Pay
Other

4. Whether officer could be released from the organization in the event of his/her being selected to be posted outside the organization.

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Date :

Signature :

.....
Name and Position