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08.12.2016

Secretaries of Ministries,
Chief Secretaries of Provinces,
District Secretaries.

Promotion of officers in Grade I of Sri Lanka Planning Service to Special Grade

As per the provisions mentioned in Para. 10.3 of Sri Lanka Planning Service Minute published in Gazette No. 1670/32 dated 10.09.2010 and revised by the Gazette No. 1816/32 dated 28.06.2013, approval of the Public Service Commission has been granted to call the applications from the eligible officers to fill the existing vacancies in the approved cadre in Special Grade as at 30.09.2016.

2. Accordingly, action is being taken to call, applications from eligible officers and officers equivalent to twice the number of vacancies shall be called for the interview as per the order of the seniority list in order to fill 4 existing vacancies in Special Grade in Sri Lanka Planning Service as at 30.09.2016.

(3) Qualifications to be satisfied for promotion to Special Grade

I. Having a post graduate degree from a University recognized by the University Grants Commission or from a higher education institution recognized by the University Grants Commission as a degree awarding institute at least in one of the fields mentioned in Appendix e of the Sri Lanka Planning Service Minute or other fields approved by the Public Service Commission on the recommendation of the

Secretary of the Ministry in charge of the subject of Sri Lanka Planning Service.
This post graduate degree shall include at least one year of study.

- II. Having completed five (05) years active and satisfactory service in Grade One (I) of the service as at the date of the relevant officers becoming eligible for promotion and earned five (05) increments after being promoted to Grade One (I).
- III. Having completed an active period of service not less than eighteen (18) years as at the date on which the officer becomes eligible for promotion.
- IV. An annual performance of satisfactory level or above satisfactory level throughout the period of five (05) years immediately preceding the date of becoming eligible for promotion according to the approved performance appraisal scheme.
- V. Possessed a satisfactory period of service during the period of five (05) years immediately preceding the date of becoming eligible for promotion and not being subjected to a disciplinary punishment.

4. Method of promotions:

- 4.1 Since promotion shall be made based on seniority and merit on the approval of Public Service Commission, recommendations for appointments to Special Grade shall be made after an interview conducted by a board of interview appointed by the Public Service Commission and a number of candidates equivalent to twice the number of vacancies existing as at 30.09.2016 shall be interviewed.
- 4.2 Promotion to Special Grade shall be made based on entire evaluation with regard to the seniority and merit of the officers and the seniority list relevant to 30.09.2016 shall be prepared on the order of the seniority existed before the promotion of officers who become qualified to be promoted on the said date.

** The approved marking scheme for the interview is attached here with.

5. Since promotions shall be made to fill the vacancies as at 30.09.2016, the applications perfected in accordance with the attached specimen by the officers who are qualified as at the said date shall be sent to me through Secretaries of Ministries, Chief Secretaries, District Secretaries and Heads of Departments before 26.12.2016 Under no circumstance, applications sent after above date shall be accepted and applications, which are incomplete and with false information, shall be rejected.

6. You are informed to notify the Officers to submit their applications only if they have satisfied the basic qualifications mentioned above. Further, the officers who have been in service up to the date of becoming qualified for the above promotion or after such date and have satisfied the qualifications for promotions as per Para. 3 above and further the officers who have been denied of promotions even after appearing for the interview at previous occasions or the offices who could not apply for promotions can also apply for promotions even if they are now retired.

(7) Kindly note to make the relevant officers aware in this regards.

On the order of Public Service Commission.

J.J. Rathnasiri

Secretary

Ministry of Public Administration and Management.

Marking Scheme of the Interview for Promotion of officers in Sri Lanka Planning Service to Special Grade

Seniority

(Maximum 60 marks)

Marks will be allocated for the active service period of 18 years and each year which falls after completion of an active and satisfactory period of 05 years in Grade I of Sri Lanka Planning Service, as 10 marks per year, 05 marks for a period not less than 06 months and 2.5 marks for a period not less than 03 months.

Skills

(Maximum 40 marks)

I. Innovativeness and Creativity

Maximum of 10 marks will be allocated for 04 tasks, 2.5 marks per each, which were performed successfully by the applicant for improvement of quality and productivity of the institution.

10 marks

Note – (a) The above tasks will be identified based on the performance reports of the last 05 years of the applicants.

(b) If the awards, compliments or certificates which prove the successful completion of such tasks by the applicants are produced at the interview, it would be helpful to prove the said tasks.

II. Power Point Presentation

25 marks

Power Point Presentation of 10 minutes on a task mentioned in (I) above.

- | | | |
|------|-----------------------------------|----------|
| i. | Objectives and Vision | 05 marks |
| ii. | Relevancy | 05 marks |
| iii. | Creativity | 05 marks |
| iv. | Time Management | 05 marks |
| v. | Proficiency in any other Language | 05 marks |

- Note: - (a) Marks can be obtained under the criterion (v) above only if the applicant makes this presentation in the official language/ link language other than the language in which he/ she has been recruited to Sri Lanka Planning Service.
- (b) After the presentation, questions will be asked by the Board of Interview from the applicant for 05 minutes.
- (c) The hard copy of the presentation should be produced to the Board of Interview at that time. In addition, it is compulsory to produce a hard copy of the presentation prepared in English medium at this time.

III. Skills proved at the Interview

05 marks

Maximum of 05 marks will be allocated to the applicant under the following criteria in respect of the questions asked by the Board of Interview after the presentation.

- | | | |
|------|-----------------------|---------|
| i. | Leadership | 01 mark |
| ii. | Communication Skills | 01 mark |
| iii. | Confidence | 01 mark |
| iv. | Analytical Thinking | 01 mark |
| v. | Professional Courtesy | 01 mark |

Form of Application for Promotion of officers in Grade I of Sri Lanka Planning Service to Special Grade

For office use only

Number of the Application

	S
	F

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

1. Name -
 - 1.1 Name in full : Miss/Mrs/Mr.....
 - 1.2 Name indicated in the letter of appointment :.....
2. National Identity Card No :.....
3. Date of Birth :.....
4. Personal Address :.....
5. Telephone No - 5.1 Residence : 5.2 Mobile :
6. 6.1 Post :
(Post hold at present/ If retired post held the time of retirement)
6.2 If retired, state the date of retirement
7. Ministry/ Department :
8. Official Address :
9. 9.1 Official Telephone Number : 9.2 Official Fax Number :
10. Date of Appointments and Promotions -
 - 10.1 Date of appointment to Grade II/II (Class III) of SLPS :.....
 - 10.2 Date of promotion to Grade II/I (Class II) of SLPS :.....
 - 10.3 Date of promotion to Grade I (Class I) of SLPS :.....

(Certified copy of the formal letter of promotion to Grade/ Class I should be numbered as 10.3 and attached)

11. The post in which the officer prefers to serve and 05 relevant service stations:

Serial No.	Post	Service Station
1		
2		
3		
4		
5		

(Five institutions according to the order of priority out of the institutions where a post in Special Grade of S.L.P.S. has fallen vacant)

12. Periods of absence from service and deductions from service period as disciplinary punishments after promotion to Grade I

12.1 Service deduction due to obtaining of leave (Complete only if relevant)

Serial No.	Conditions applied in granting approvals for leave	Duration		Number of days by which the service is deducted		
		From	To	Y	M	D
i	V:2:5:4 of Establishment Code					
ii	XII:16 of 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						

(Certified copies of letters by which the leave has been approved should be attached by numbering them as 11.1.i, 11.1.ii, 11.1 iii etc., as applicable)

12.2 Deduction of the service on disciplinary grounds. (Complete only if relevant)

Disciplinary Decision	Duration in which the offence has been committed as per charge sheet	Number of days by which the service period is deducted		
		Y	M	D
i. Deferring salary increments				
ii. Other				
Total number of days by which the service period is deducted				

(Certified copies of disciplinary decisions shall be attached by numbering them as 12.2.i, 12.2ii, etc., as applicable)

12.3 Total of 12.1 & 12.2 – Year Month Date

12.4 The date after removing the period in 11.3 above out of the period from the date of appointment to Grade I :

13. The requirement of having earned salary increments within the period immediately preceding 5 years.

13.1 **Has/has not*** earned all the salary increments** falling within 5 years immediately preceding the date on which the officer becomes eligible for promotion.

(Salary Increments obtained under section XII:16:9, XII:16:10 and XII:36:1:4:(i) and (ii) Establishment Code are not accepted for promotion)

*(Delete words inapplicable)

13.2 If the officer has not earned salary increments within the 5 years immediately preceding the date on which the officer becomes eligible for promotion, the date of qualifications for promotion shall be re-calculated until such date on which the officer receives fifth salary increment. Accordingly, the date on which the officer becomes eligible for promotion shall be** :

** (Attach the certified copies of 05 salary increment slips numbering them from 13.1 to 13.5)

14. The requirement of not having subjected to a disciplinary punishment within the immediately preceding five years.

14.1 As per the personal file the officer has not been subjected to any disciplinary punishment within the 5 years immediately preceding the date of qualifying for promotion (This should be confirmed by the Head of Department by a written statement - under part "b" of the application)

14.2 If the officer has been subjected to a disciplinary punishment during the period mentioned in 14.1 and comments have been made under 12.2 and further the date of promotion is also revised, such date is :

14.3 The revised date of qualifying for promotion, if the date is revised as per 12.2 and 13.2 :

15. The requirement of indicating in the annual performance report that the officers' work and conduct are satisfactory within the immediately preceding 5 years.

Five years immediately preceding the year in relation to the date on which the officer becomes eligible as per 13, 14 above shall be indicated in the 1st column of following table. Further certified copies of relevant 5 performance reports shall be attached. Performance reports which have not been duly signed and the official stamp has not been placed by the relevant officer and the reports where more than one alternative recommendation have been indicated in final evaluations shall not be accepted.

Year	Final evaluation Excellent/above average/satisfactorily/poor	Whether relevant authority has signed/ not signed

Each row and column shall be filled in accordance with the performance evaluation report of each other.

16. The requirement of having fulfilled the qualification prescribed in 10.2 (v) of the Service Minute.

16.1 Serial No.	16.2 Name of the Post Graduate Degree.	16.3 Field of Study.	16.4 The University of awarding the degree	16.5 Whether the university has been recognized by the University Grants Commissions as a University.	16.6 Duration of the Degree. (starting date and ending date)	16.7 Effective date of the Degree.
1.						
2.						
3.						
4.						
5.						

(Certified copies of degree certificate and the detailed results sheet (Transcript) shall be attached as 16.1)

17. Has / Has not* completed an active period of service not less than eighteen (18) years as at the date of promotion.

Application containing correct and all information from 01 to 17 above and certified copies of all documents required to be attached, are hereby subjected **as a file by numbering them consecutively** and indicating the number relevant to the facts at the top right corner of the each document.

.....
Signature of the Applicant
Designation & Official Stamp

Date:

Part (b) – To be filled by the Head of the Departments.

Secretary,

Ministry of Public Administration and Management/relevant Ministry

1. Particulars mentioned above by the officer are correct.

2. Matters relevant to No. 11, 12, 13 have been compared with particulars in the file. Accordingly, it is hereby certified that all the particulars mentioned are correct, they have been submitted in perfect manner and further **certified copies** of all relevant documents are hereby attached.

3. Whether action is being taken to commence disciplinary action against the officer or **disciplinary action is being/ is not being taken.**
 - 3.1 If the answer is – “is being taken”, the date on which the offence has been committed.

 - 3.2 Date of issuance of the charge sheet by disciplinary authority.

4. Work/attendance/conduct of Mr. /Mrs. /Miss.are satisfactory. Further the officer’s performance, leadership, capability and the capacity to hold posts and responsibilities in relations to next promotion have been taken in to consideration. Accordingly, it is hereby **recommended / not Recommended** * to promote to officer to Special Grade of SLPS.

5. Application perfected correctly in each and every way, and the **file containing certified copies of relevant documents which have been numbered consecutively** in accordance with each matter are sent herewith.

.....
Signature of the Head of the
Department/Institution,
Designation and Official Stamp

Date:

Note:- cross words in applicable

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

Secretary,

Ministry of Public Administration and Management

1. **I agree/ do not agree** with the recommendations made by the Head of Department/Institutions on the work and conduct of Mr./Ms./Miss., officer in Grade I of Sri Lanka Planning Service.
2. The works/conduct/special skill and performance of the officer have been duly evaluated.

It is hereby recommended* to promote Mr./Mrs./Miss. to Special Grade of Sri Lanka Planning Service

*(Indicate reasons if the promotion is not recommended)

3. Application perfected correctly in each and every way, and the file containing certified copies of relevant documents which have been numbered consecutively in accordance with each matter are sent herewith.

.....

Secretary

Ministry of

Official Stamp

Date: