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பொது நிர்வாக, உள்நாட்டலுவல்கள், மாகாண சபைகள் மற்றும் உள்ளூராட்சி அமைச்சு
Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government

මගේ අංකය }
எனது இல } MPubAd/AcSD/09/Gr.II/Pro
My No }

ඔබේ අංකය }
உமது இல }
Your No }

දිනය }
திகதி } 2019.12.07
Date }

Secretaries of Ministries,
Chief Provincial Secretaries,
District Secretaries.

Promotion of officers in Grade III of Sri Lanka Accountants' Service to Grade II of the Service as per the 5th revision of the Minute of Sri Lanka Accountants' Service No. 2137/66 dated 22.08.2019 and Public Administration Circular No. 33/2019

It is hereby kindly informed to submit the requests for promotion of officers in Grade III of Sri Lanka Accountants Service to Grade II of the Service as per the 5th revision of the Minute of Sri Lanka Accountants Service No. 2137/66 dated 22.08.2019 and Public Administration Circular No. 33/2019 using the format given in Annex 01.

02. Further, it is informed that the officers, who have already submitted their applications for promotion to Grade II as per the provisions of the above service minute, should re- submit their applications using the said format.

03. Please inform the relevant officers, who have satisfied the qualifications to be promoted to Grade II, in this regard.

S. Hettiarachchi

Secretary

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

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சுதந்திர சதுக்கம் கொழும்பு 07 இலங்கை.
Independence Square, Colombo 07, Sri Lanka.

වෙබ් අඩවිය/ இணையத்தளம்/ Website : www.pubad.gov.lk

Promotion of officers in Grade III of Sri Lanka Accountants' Service to Grade II of the Service as per the 5th revision of the Minute of Sri Lanka Accountants' Service No. 2137/66 dated 22.08.2019 and Public Administration Circular No. 33/2019

Part I

01. (a) Name of the Officer :-
- (b) Designation and Present work place:-
-
- (c) Official Address :-
- Telephone Number :- Fax -
- (d) Personal Address :-
- Mobile Number :-
- E mail :-
- (e) Identity card Number :-
-
02. (a) Date of appointment to Grade III of SLAcS:-
- (b) Date of assumption of duties in Grade III of SLAcS:-
- (c) Date of confirmation in Grade III of SLAcS:-
- (d) Probation period extended, if any :-
-
03. Whether you have passed or been exempted from the following examinations
If so, give particulars:-
- (i) Date of passing 1st EB Examination:-
- (ii) Date of passing 2nd EB Examination:-
- (iii) Date of passing or exemption from the proficiency test in other Official Language
(Sinhala/Tamil):-
- (iv) Date of passing or exemption from the proficiency test in link language (English) :-
.....
- (v) Date of completing capacity building level III:-
-
04. Accordingly, the date on which the officer is entitled to be promoted to Grade II of Sri Lanka Accountant Service :-

I declare that I am eligible for promotion to Grade II of the Sri Lanka Accountants' Service with effect from..... and that the particulars given in paras 1-4 above are correct to the best of my knowledge and belief.

.....
Date

.....
Signature of the Applicant

Part II

Certification of the Head of Department

(Department Heads should bear the responsibility regarding the following information)

- 01. (i) Whether the officer has completed active & satisfactory service of 06 years from the date of appointment to grade III & earned 06 salary increments :-

- (ii) Whether the officer has earned all due salary increments during the period of 5 years immediately preceding the date on which the officer becomes eligible for promotion:.....

Year	has/has not earned salary increments

(certified copies of the salary increment certificates (General 185 form) should be attached)

- 02. (i) Whether the officer has achieved performance at satisfactory level or above in terms of the approved performance appraisal scheme during a period of six (06) years preceding the date of promotion:-
.....

- (ii) Whether the officer has satisfactory service of 05 years immediately preceding the date on which the officer becomes eligible for promotion:.....

Year	Performance level in terms of the approved performance appraisal [Mentioned as Satisfactory (S) / Above Average (A) / Excellent (E)]

(certified copies of the performance appraisal certificates should be attached)

03. (i) Whether disciplinary actions are being taken against the officer or are intended to be taken in future :.....

(ii) If any, specify if it is as per 01st schedule or 02nd schedule :.....

04. Whether no pay leave has been obtained?.....

If any, specify duration.

Year	Duration

I certify that I have checked the particulars of Mr./Mrs./Ms.
..... furnished in this form and found them correct. His/ Her Service during the past 06 years was satisfactory and it is recommended to promote him/ her to Grade II of the Sri Lanka Accountants' Service from

.....
Date

.....
Signature of the Head of the Department
Designation

Part III

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

Date:-

.....

Signature
Secretary (Name)
Official Stamp