

## **Public Service Commission**

### **Promotion of officers in Grade II of Sri Lanka Accountants' Service to Grade I as per the 5<sup>th</sup> revision of the Minute of Sri Lanka Accountants' Service**

01. Applications are called from the officers, who have satisfied the qualifications for promotion to Grade I of Sri Lanka Accountants' Service, under the provisions of 10.2 of the Minute of Sri Lanka Accountants' Service No. 1670/33 dated 10.09.2010 and 10.2.1.1 of the 5<sup>th</sup> revision of the Minute of Sri Lanka Accountants' Service No. 2137/66 dated 22.08.2019, and Public Administration Circular No. 33/2019 dated 08.11.2019 relevant to the same.
02.
  - 2.1. Requirements to be satisfied
    - I. Shall have completed an active and satisfactory service of two (02) years in Grade II of Sri Lanka Accountants' Service and earned two (02) salary increments after being promoted to Grade II.
    - II. Shall have passed the second Efficiency Bar Examination.
    - III. Shall not have been subjected to a disciplinary punishment as per the provisions set out in Public Service Commission Circular No.01/2020 dated 01.01.2020.
    - IV. Shall have proved a performance at satisfactory level or above within two (02) years before the date of promotion, as per the approved performance evaluation procedure.
    - V. Shall have satisfied any one of the qualifications set out in Appendix 5 of the Minute of Sri Lanka Accountants' Service.
    - VI. Shall have successfully completed the course of Capacity Building level - III conducted by Sri Lanka Institute of Development Administration and obtained the certificate by the officers, in case where the letter of promotion to Grade II of Sri Lanka Accountants' Service of such officers indicates under section 04 that they should satisfy the qualifications mentioned in section 10:1:1:1 (VII) of the service minute. .
  - 2.2. Method of Promotion
    - I. Officers, who have satisfied the qualifications, will be called for an interview and then, those who have satisfied the qualifications mentioned under 2.1 above will be promoted to Grade I as per the provisions set out in the minute of Sri Lanka Accountants' Service and Public Administration Circular No. 33/2019 dated 08.11.2019.
    - II. The officers, who have not completed the course of Capacity Building level – III mentioned under 2.1 (VI), will be promoted to Grade I on completion of all the other qualifications mentioned under 2.1 above, subject to suspension of further salary increments until they complete the said course.

03. The officers, who have satisfied the qualifications, should forward their applications perfected in line with the format attached herewith to reach Secretary, Ministry of Public Service, Provincial Councils and Local Government on or before 23.10.2020 through the Secretary of the Ministry/ Chief Secretary. Applications sent after this date shall not be accepted under any condition and the incorrect and incomplete applications shall be rejected.

04. Further, the officers, who have now retired but had been in the service up to the date on which they become eligible for promotions and have satisfied the qualifications for promotion mentioned in para 02 above are able to apply for this promotion.

Applications are available through [www.pubad.gov.lk](http://www.pubad.gov.lk).

As per the order of the Public Service Commission,



J.J. Rathnasiri

Secretary

Ministry of Public Services,

Provincial Councils and Local Government

Date : 2020.09.23

**Application for Promotion of officers in Grade II of Sri Lanka Accountants' Service to Grade I**

For office use only.

Number of the Application

F

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

1. Name :
  - 1.1 Full name :
  - 1.2 Name indicated in the letter of appointment :
2. Number of the N.I.C :
3. Date of Birth :
4. Private Address :
5. Telephone No - 5.1 Residence : 5.2 Mobile :
6. 6.1 Post :

(Post holding at present/ If retired, post held at 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 SLAcS Grade III :
  - 10.2 Date of promotion to SLAcS Grade II :

(Certified copy of the formal letter of promotion to Grade II should be attached as No. 10.2.)

11. Periods of absence from service and deductions from service period on disciplinary punishments

:

11.1 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	Years:	Months	Days
I.	V:2:5:4 of Establishment Code					
II.	XII:16 of Establishment Code					
III.	XII:36 of Establishment Code					
IV.	Management Services Circular No.33					
V.	Management Services Circular No. 01/2016					
VI.	Other no pay Leave					
Total number of Leave 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.)

11.2 Deduction of the service period 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			That period	
		Years	Months	Days	From	To
I. Deferring ..... salary increments						
II. Others						
Total number of days by which the service period is deducted						

(Certified copies of disciplinary decisions should be attached by numbering them as 11.2.i, 11.2ii, etc., as applicable.)

11.3 Total of 11.1 & 11.2: Years ..... Months ..... Days .....

12. The requirement of having earned salary increments.

12.1 Has/has not earned 02 salary increments in Grade II\*

\*( Delete words inapplicable)

\*\* (Attach the certified copies of the salary increment slips (General 185) numbering them as 12.1 and 12.2. )

13. having/ not having subjected to a disciplinary punishment.

13.1 Has the officer been subjected to a disciplinary punishment during the past period of service? Yes / No \*

13.2 If the answer for 13.1 is “yes”, state the respective disciplinary order and the disciplinary punishment:

(Attach the certified copies of the respective orders)

14. Date on which the officer passed the second efficiency bar examination:

(Attach the certified copy of the result sheet numbering it as 14.1.)

15. The requirement of having proved a performance at satisfactory level or above within two (02) years immediately preceding the date of promotion after being promoted to Grade II, as per the approved performance evaluation procedure.

Two years immediately preceding the year in relation to the date on which the officer becomes eligible as per 12 or 13 above shall be indicated in the 1<sup>st</sup> column of the following table. Certified copies of the relevant 2 performance reports shall be attached. The performance reports where more than one alternative recommendation have been indicated in the final evaluations and the performance reports on which signatures and official stamps of the appraiser and moderator have not been placed, shall not be accepted.

Year	Final evaluation				Whether relevant authority has signed/ not signed
	Excellent	Above average	Satisfactory	Not satisfactory	

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

16. Particulars on having satisfied the qualifications prescribed in 10.2.1.1.(v) of the Minute of Sri Lanka Accountants' Service:

Serial number	Certificate	Institute	Effective date
01			
02			
03			

(Certified photocopies should be attached.)

17. Date on which the officer becomes eligible to be promoted to Grade I of Sri Lanka Accountants' Service:

18. Application containing correct and all information from 01 to 16 above and certified copies of all documents required to be attached, are hereby submitted **as a file by numbering them consecutively** and indicating the number relevant to the facts in the top right corner of each document.

Date: .....

Signature of the Applicant  
Designation & Official Stamp

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

Secretary,

Ministry of Public Services, Provincial Councils and Local Government / relevant Ministry

1. All the particulars mentioned above by the officer are correct.
2. Matters relevant to No. 11, 12, 13,14 and 15 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. 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 Number and date of the charge sheet issued by the disciplinary authority :  
.....
4. Work/attendance/conduct of Mr. /Mrs. /Miss. ....are satisfactory. Accordingly, it is hereby recommended to promote the officer to Grade I of Sri Lanka Accountants’ Service.
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.

Date : .....

Signature of the Head of the  
Department/ Institution,  
Designation and official stamp

Note:- cross inapplicable words.

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

Secretary,

Ministry of Public Services, Provincial Councils and Local Government

1. I agree/ do not agree with the recommendations made by the Head of the Department/Institution on the work and conduct of Mr./Ms./Miss. ...., officer in Grade II of Sri Lanka Accountants' Service.
  
2. The work/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 Accountants' Service with effect from .....

(\*Indicate reasons in brief 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 .

Date :.....

Secretary,  
Ministry of

.....

.....

Official stamp