

Public Service Commission

Promotion of officers in Grade II of Sri Lanka Administrative Service to Grade I

Applications are called from the officers, who are in Grade II as at 26th of February 2019, the effective date of the 06th revision No. 2137/5 dated 19.08.2019 made to the minute of Sri Lanka Administrative Service published by the Gazette extraordinary No. 1842/2 dated 23.12.2013, and the officers, who have been promoted to Grade II on or after 26.02.2019, for promotion to Grade I as per the provisions of Public Administration Circular No. 31/2019 dated 04.10.2019.

02. Qualifications to be satisfied for promotion to Grade I and the method of promotion

The officers, who have satisfied the following qualifications, will be promoted after calling for an interview.

- I. Should have obtained a post graduate degree from a University recognized by the University Grants Commission or from an institute recognized by the University Grants Commission as a degree awarding institute at least in one of the fields such as Public Administration, Management, Public Policies, Human Resource Management, Economics, Development Economics, Social Development, Law, Financial Management, Project Planning and Management, Information Technology or other fields approved by the Public Service Commission on the recommendation of the Secretary of the Ministry in charge of the subject of Public Administration as appropriate to obtain knowledge and skills to perform multi management functions entrusted to the officers in Sri Lanka Administrative Service.
- II. Should have proved a performance at satisfactory level or above during six (06) years immediately preceding the date of promotion in accordance with the approved procedure of performance appraisal and earned six (06) salary increments.
- III. Should have passed the second Efficiency Bar Examination on the due date.
- IV. Should have successfully completed the Level III of Capacity Building conducted by the Sri Lanka Institute of Development Administration and obtained the relevant certificate.

- V. The officers, who are in Grade II as at 26.02.2019 and those who have been promoted to Grade II on or after 26.02.2019 should have completed an active and satisfactory service of 12 years in Grade III and II.
- VI. Should have not been subjected to any disciplinary punishment as per the provisions of the Public Service Commission Circular No: 01/2020.
03. Officers who have satisfied above qualifications should send their applications perfected as per the specimen attached herewith to reach the Secretary, Ministry of Public Services, Provincial Councils and Local Government through the respective Secretary of the Ministry, Head of Department, before 12.03.2021 Applications received after the said date shall not be entertained and applications, which are incorrect or not duly perfected shall also be rejected.
04. The officers, who have been in the service up to the date on which they become qualified for promotion and have satisfied qualifications required for the promotion mentioned in paragraph 02 above, are able to apply for the promotion even though they are now retired.
05. Application can be downloaded from www.pubad.gov.lk.

On the order of the Public Services Commission,

Date : 22.02.2021

Sgd/ J.J. Rathnasiri
Secretary
Ministry of Public Services,
Provincial Councils and Local Government

10. Particulars of satisfying the qualifications mentioned under serial No. 01, 13.2 (a) of the minute of Sri Lanka Administrative Service

Serial number	Name of the Post Graduate degree	Field	University, which offered the degree	State whether it is a university recognized by the University Grants Commission or an institution recognized by the University Grants Commission as a degree awarding institute.	Year in which you obtained the degree.

(Please attach the certified copies of the degree certificate and the detailed results sheet by numbering the same as No. 10)

11. Date on which you passed the second efficiency bar examination :-

(Please attach the certified copy of the results sheet as No. 12)

12. Date on which you completed the Level III course of Capacity Building conducted by Sri Lanka Institute of Development Administration :-

(Please attach the certified copy of the certificate issued on completion of the Level III course of Capacity Building by numbering the same as No. 13)

I declare that I have completed an active service period of not less than twelve (12) years as at the date on which I become qualified to be promoted and that the application containing correct and all information from No.01 to 12 above and certified copies of all documents required to be attached to the same, are hereby submitted as a file by numbering them consecutively and indicating the number relevant to the facts at the top right corner of each document.

.....
Date

.....
Signature of the applicant
Designation and official stamp

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

Secretary,

.....
I hereby certify that,

Mr/ Mrs/ Miss..... is serving at
the Ministry/ Department of

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1. He/she **has completed/ has not completed** a satisfactory service of twelve (12) years since the date of appointment,
 2. He/she **has earned/ has not earned** all the salary increments within the eleven (11) years immediately preceding the date of promotion to Grade I,

2.1. Table No. 01

Serial No.	Year	Has earned/ has not earned the salary increments on the due date	Date of the salary increment
i.	2020	has earned / has not earned	
ii.	2019	has earned / has not earned	
iii.	2018	has earned / has not earned	
iv.	2017	has earned / has not earned	
v.	2016	has earned / has not earned	
vi.	2015	has earned / has not earned	
vii.	2014	has earned / has not earned	
viii.	2013	has earned / has not earned	
ix.	2012	has earned / has not earned	
x.	2011	has earned / has not earned	
xi.	2020	has earned / has not earned	

(Please attach the certified copies of the salary increment forms (of 11 years) on the order of the year)

3. He/she **has proved / has not proved** a performance at satisfactory level or above during six (06) years immediately preceding the date of promotion in accordance with the approved procedure of performance appraisal,

3.1. Table No. 02

Serial No.	Year	Final evaluation	The relevant officer has/has not placed the signature
i.	2020	Excellent/above average/satisfactory/poor	has/ has not placed the signature
ii.	2019	Excellent/above average/satisfactory/poor	has/ has not placed the signature
iii.	2018	Excellent/above average/satisfactory/poor	has/ has not placed the signature
iv.	2017	Excellent/above average/satisfactory/poor	has/ has not placed the signature
v.	2016	Excellent/above average/satisfactory/poor	has/ has not placed the signature
vi.	2015	Excellent/above average/satisfactory/poor	has/ has not placed the signature

(Please perfect the table No. 02 as per the performance report of each year and attach the certified copies of the relevant performance reports on the order of the year.)

4. Disciplinary action **has been taken/ has not been taken** against the officer,

4.1. Deduction of the satisfactory service period on disciplinary grounds, if the officer has been subjected to any disciplinary punishment.

Table No. 03

Disciplinary Order	Duration in which the offence has been committed as per charge sheet	Number of days by which the satisfactory service period is deducted		
		Years	Months	Days
Total number of days by which the service period is deducted				

(Please attach the certified copies of the disciplinary decisions.)

5. Disciplinary actions **are being taken/ are not being taken** against the officer or **are intended/ are not intended** to be taken in future,

6. He/she **has / has not obtained** no pay leave or leave with half pay

6.1. Deduction of the service due to obtaining of leave, if any

Table No. 04

Serial No.	Conditions applied in granting approval for Leave	Duration		Number of days by which the service period is deducted		
		From	To	Years	Months	Days
i.	V:2:5:4 of Establishment Code					
ii.	XII:16of 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						

(Please attach the certified copies of letters by which the leave has been approved.)

6.2. Total of number of days indicated in Table No. 03 and 04 by which the service period is deducted

YearsMonthsDays

6.3. Date on which the officer becomes qualified to be promoted to Grade I as per 6.2 :-

7. Work, attendance and conduct of this officer is **satisfactory/ not satisfactory**,
8. I hereby **recommend/ do not recommend** to promote Mr/ Mrs/ Missto Grade I of Sri Lanka Administrative Service with effect from and
9. The application perfected correctly in each and every way, and the file containing certified copies of the relevant documents are sent herewith.

.....
Date

.....
Signature of the Head of the
Department and Official Stamp

* Cross the 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 Department/Institution on the work and conduct of Mr./Ms./Miss., officer in Grade II of Sri Lanka Administrative Service.
2. The works/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 Administrative Service.

Indicate reasons if the promotion is not recommended.

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3. Application perfected correctly in each and every way, and the file containing certified copies of therelevant documents are sent herewith.

.....
Date

.....
Signature of the Secretary of the
Ministry and Official Stamp

* Cross the inapplicable words.