

Public Service Commission

Promotion of officers in Grade II of Sri Lanka Accountants' Service to Grade I as per the 5th revision of the Minute of Sri Lanka Accountants' Service

01. Applications are called from the officers in Grade II, who have satisfied the qualifications for promotion to Grade I of Sri Lanka Accountants' Service, under the provisions 10.2 of the Minute of Sri Lanka Accountants' Service No. 1670/33 dated 10.09.2010 and 10.2.1.1 of 5th 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. Requirements to be satisfied to apply for promotion to Grade I.

2.1 Requirements to be satisfied by the officers promoted to Grade II as per the 05th revision of the service minute.

- 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.

03. Method of Promotion

Applications will be called from the officers, who have satisfied the qualifications, and then, those who have satisfied the qualifications mentioned under 2 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.

04. Appointment to posts

The officers, who are promoted to Grade I, will be appointed to posts in Grade I, which have fallen vacant, based on their seniority and preference.

05. 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 Services, Provincial Councils and Local Government before 17th September 2021 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.
06. 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.

As per the order of the Public Service Commission,

Date : 2021.08.10

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

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

For office use only.

Application No

F

Very important

It is the responsibility of the applicant to submit the supporting documents of the 1-19, certified on both sides of every page along with the application formally.

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

1. Name :

1.1 Full name :

1.2 Name indicated in the letter of appointment :

2. National Identity Card No :

(A certified copy of the NID card should be attached, numbering it as 02.)

3. Date of birth :

4. Personal address :

5. Telephone No - 5.1 Residence : 5.2 Mobile :

6. 6.1 Post :

(Post held at present/post held at the time of retirement, if already retired)

6.2 Date of retirement, if already retired :

7. Ministry / Department :

8. Official address :

9. 9.1 Official telephone number :

9.2 Official fax number :

10. Date of appointment/promotion :

10.1 Date of appointment to Grade III of S.L.Ac.S.:

10.2 Date of promotion to Grade II of S.L.Ac.S. :

(Certified copy of the letter of promotion to Grade II should be attached, numbering it as 10.2)

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

11.1 Deduction of the period of service due to obtaining leave (Complete only if relevant)

Serial No.	Conditions applied in granting approvals for Leave	Period		Number of days deducted from the service		
		From	To	Years	Months	Days
I.	V:2.5.4 of the Establishments Code					
II.	XII: 16 of the Establishments Code					
III.	XII: 36 of the Establishments Code					
IV.	Management Services Circular No. 33					
V.	Management Services Circular No. 01/2016					
VI.	Other no-pay leave					
Total number of days deducted from the service						

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

11.2 Deduction of the period of service on disciplinary grounds (Complete only if relevant)

Disciplinary decision	Duration in which the offence has been committed as per the charge sheet	Number of days deducted from the service period			Period	
		Years	Months	Days	From	To
I. Deferment ofsalary increments						
II. Other						
Total number of days deducted from the service						

(Certified copies of the disciplinary decisions should be attached, numbering them as 11.2.I, 11.2.II etc., as applicable.)

11.3 Total of 11.1 and 11.2 : Years Months Days

12. The requirement of having earned salary increments.

12.1 Has / has not earned *two salary increments in Grade II.

*(Delete the words inapplicable)

** (Certified copies of the salary increment certificates (General 185) of the years 2018, 2019, 2020, on which the signature and official stamp of a staff officer have been placed, should be attached, numbering them as 12.1, 12.2, 12.3.)

(When applying as per 20.1.2 of the service minute, all the certified copies of the salary increments earned on due dates during the 05 years immediately preceding the date on which the officer is due to be promoted to Grade I, should be attached.)

13. Having been/ not been 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”, mention the relevant disciplinary order and disciplinary punishment:

(Certified copies of the relevant decisions should be attached.)

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

(Certified copy of the relevant result sheet should be attached numbering it as 14.1.)

15. Date on which the officer completed the course of Capacity Building level - III

(Certified copy of the relevant certificate should be attached, numbering it as 15.1.)

16. 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 1st column of the following table. Certified copies of the relevant 03 performance reports should be attached in which every page should have been certified by a staff officer by placing his/ her signature and official stamp. The performance reports where no recommendations or more than one 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				The relevant officer has/ has not placed the signature
	Excellent	Above average	Satisfactory	Unsatisfactory	
2018					
2019					
2020					

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

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

Serial number	Certificate	Institution	Effective date
01			
02			
03			

(Certified copies of the Post Graduate Degree certificate and the detailed result sheet should be attached.)

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

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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