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அரசு சேவைகள், மாகாண சபைகள் மற்றும் உள்ளூராட்சி அமைச்சு
Ministry of Public Services, Provincial Councils and Local Government
ஓபீசனீர் சேவா அංශය, பொறியியல் சேவைப் பிரிவு, Engineering Services Division
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திகதி: } 20.03.2021
Date }

To All Secretaries of Ministries
Chief Secretaries of Provinces
Heads of Departments
District Secretaries

Implementation of Revisions included to the Minute of Sri Lanka Engineering Service by the Gazettes Extraordinary No 2138/27 dated 28.08.2019

Your attention is hereby drawn to the Public Administration Circular No 39/2019 dated 31.12.2019 and 39/2019 (I) dated 03.11.2020 issued on Grade Promotions of the officers in Sri Lanka Engineering Service as per the fifth revision made to the Minute of Sri Lanka Engineering Service.

02. As informed by my letter of even no dated 06.01.2020, form EST- II (Gr.II), to be perfected by you when recommendations are made to promote the officers in Sri Lanka Engineering Service to Grade Two (II), has been revised by the Public Service Commission as communicated by the Secretary of the said Commission No PSC/APP/6/962/2020 dated 18.01.2021.

03. And also as informed by my letter of even no dated 20.11.2020, form EST- II-A, to be perfected by you when recommendations are made to promote the officers in Sri Lanka Engineering Service to Grade One (I), has been revised by the Public Service Commission.

04. Accordingly, revised form EST-II (Annex 01) and form EST- II-A (Annex 02) which can also be used when recommendations are made as per the Public Service Commission Circular No 01/2020 which is effective from 01.01.2020, is forwarded herewith.

05. You are kindly informed to submit your recommendations herefter in line with the revised form EST-II (Annex 01) and form EST- II-A (Annex 02) sent herewith respectively regard to the promotion of officers in Grade Two (II) and Grade One (I) of Sri Lanka Engineering Service.

06. Further, I inform you that all other information stipulated in my letters of even no dated 06.01.2020 and 20.11.2020 shall remain unchanged.

Sgd/ Eng. W.K.S. Wikramapala
Director of Engineering Services (Acting)
For Secretary
Ministry of Public Services, Provincial Councils and Local Government

PROMOTION TO GRADE II

S/ No	Name	NIC Number	Date of appointment to Gr. III	Date of assuming duties	Date of confirmation	Under which provisions, officers are recommended to promote of PubAD Circular 39/2019 under which section (sec.1.1, 1.2,1.3) or service Minute	Extended probation period (Ecode11:9,11:10 or PSC rules110,111)	Due date of passing 1 st EB & date of passing 1 st EB	Due date of passing other official language & date of passing other official language	Extra time period to be added (If available)	Whether the officer has 6 years active & satisfactory service period in Gr. III and earned 6 salary increments	Whether the officer has demonstrated a performance at satisfactory level or above during 6 years before promotion date [Mentioned as unsatisfactory (D) Satisfactory (C) / Above Average (B) / Excellent (A)]	Whether the officer has Satisfactory period of service of 5 years immediately preceding the date / in accordance with PSC circular no: 01/2020 of promotions	Whether the officer		Date which the officer qualified for the promotion to Gr.II
														Has obtained no-pay , half pay leave(Specify duration)	has pending disciplinary actions (1st / 2nd Schedule)	
1.											Year 01..... Year 02..... Year 03..... Year 04..... Year 05..... Year 06.....	Year 01..... Year 02..... Year 03..... Year 04..... Year 05..... Year 06.....	Year 01..... Year 02..... Year 03..... Year 04..... Year 05.....			
2.											Year 01..... Year 02..... Year 03..... Year 04..... Year 05..... Year 06.....	Year 01..... Year 02..... Year 03..... Year 04..... Year 05..... Year 06.....	Year 01..... Year 02..... Year 03..... Year 04..... Year 05.....			

I certify that the above information are correct and in order as per the documents concerned. Accordingly promotion/s of above officer/s is/are recommended and submitted for approval please.

Prepared by :
Signature / Name / Designation

.....
Head of Department
(Signature / Name / Designation)

Checked with
the relevant
documents by :
Signature / Name / Designation

.....
Secretary
Ministry of
(Administrative authority)

Note

Please indicate "N/A" (Not Applicable) for the columns which are not necessary to be filled.

PROMOTION TO GRADE I

S/No.	Name	NIC Number	Date of appointment to Gr.III	Date of assuming duties	Date of Confirmation	Date of appointment to Gr.II	If officer is promoted to Grade II in terms of PubAd Circular 39/2019 under which section (sec.1.1, 1.2, 1.3 or service minute)	Extended probation period (Ecode 11:9, 11:10 or PSC rules 110, 111)	Due date of passing 1 st EB & Date of passing 1 st EB	Due date of passing other official language & date of passing other official language	Extra time period to be added (If available)	Under which provisions, officers are recommended to promote	Whether the officer has 12 years active & satisfactory service period in Gr.III & II & earned 11 salary increments	Whether the officer has demonstrated a performance at satisfactory level or above during 12 years before promotion date [Mentioned as Unsatisfactory (D) / Satisfactory (C) / Above average (B) / Excellent (A)]	Whether the officer has satisfactory period of service of 05 years immediately preceding the date of promotion / In accordance with PSC circular No. 01/2020 of promotions	Date of obtaining FPQ & whether maintained continuously	Whether the officer		Date which the officer qualified for the promotion to Grade I	
																		Has obtained no pay, half pay leave (Specify duration)	Has pending disciplinary actions (1 st / 2 nd Schedule)	
														Year 01 Year 02 Year 03 Year 04 Year 05 Year 06 Year 07 Year 08 Year 09 Year 10 Year 11 Year 12	Year 01 Year 02 Year 03 Year 04 Year 05					

I certify that the above information are correct and in order as per the documents concerned. Accordingly promotion / s is / are recommended and submitted for approval please.

Prepared by :
Signature / Name / Designation

.....
Signature and official stamp of the
Head of the Department

Checked with
the relevant
documents by :
Signature / Name / Designation

.....
Secretary
Ministry of
(Administrative authority)

Note
Please indicate "N/A" (Not Applicable) for the columns which are not necessary to be filled.