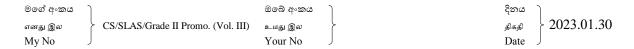


රාජා පරිපාලන, ස්වලද්ශ කටයුතු, පළාත් සභා හා පළාත් පාලන අමාතහාංශය பொது நிருவாக, உள்நாட்டலுவல்கள், மாகாண சபைகள் மற்றும் உள்ளூராட்சி அமைச்சு Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government

නිදහස් වතුරශුය, කොළඹ 07, ශූී ලංකාව. சுதந்திர சதுக்கம், கொழும்பு 07, இலங்கை. Independence Square, Colombo 07, Sri Lanka.



Secretaries of Ministries

Chief Secretaries of Provinces

Secretaries of Commissions

District Secretaries/ Government Agents

Heads of Departments

<u>Promotion of Officers in Grade III of Sri Lanka Administrative Service to</u> <u>Grade II As Per Public Administration Circular: 31/2019</u>

As per the sixth revision No: 2137/5 dated 19.08.2019 to the Minute of Sri Lanka Administrative Service published in the Gazette Extra Ordinary No: 1842/2 dated 23.12.2013 and the provisions of Public Administration Circular: 31/2019, applications are called for promotion of Grade II officers who recruited to Grade III of Sri Lanka Administrative Service on 23.01.2017 and satisfied all the qualifications as at 23.01.2023

- 02. Accordingly, applications should be sent by the officers, who are eligible to apply, through the respective Head of the Institution to the Secretary, Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government before 28.02.2023. Kindly inform the relevant officers in this regard.
- 03. The application to be used is indicated in "Annex 01" and the soft copy of the same can be obtained from the website of the Ministry Public Administration, Home Affairs, Provincial Councils and Local Government as mentioned below.

<u>www.pubad.gov.lk</u> → Services → Sri Lanka Administrative Service → Downloads

மின்னஞ்சல்

E-mail

- 04. You are further informed that it is not necessary to submit any other document along with the duly perfected application with proper recommendations.
- 05. You are kindly requested to contact Sri Lanka Administrative Division on 011-2698605 for further information in this regard.

Sgd/ K.D.N. Ranjith Asoka
Additional Secretary (Public Administration)
For Secretary
Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government

Telephone : 0112-698605 Fax : 0112-683651

Email address : <u>pubad.dslas@gmail.com</u>

Application for promotion of officers recruited to Grade III of the Sri Lanka Administrative Service on 23.01.2017

to Grade II as per Public Administration Circular No. 31/2019

$\label{eq:part_I} \underline{Part\ I}$ (To be filled by the applicant.)

01.	a) Name of the officer:
	b) N.I.C Number :
	c) Date of appointment to Grade III of Sri Lanka Administrative Service :
	d) Whether the officer has been confirmed in the post :
02.	a) Present post and workplace :
	b) Official Address :
	c) Telephone No :- Official: Mobile:
03.	Method of recruitment to Sri Lanka Administrative Service
	Open Competitive Examination/ Limited Competitive Examination/ Promotion of Merit
04.	Whether the officer has passed or has been exempted from the following examinations. If so, furnish
	relevant particulars.
	Date of passing or
	Exemption
	First efficiency bar examination :-
	Proficiency in other official languages (Sinhala/ Tamil)
	as per the provisions of Public Administration Circular No: 18/2020
	(The head of the institution should have issued a letter confirming the above as per Public Administration Circular Letter No. 01/2021.)
05.	Date on which the officer becomes entitled to be placed on Grade II of Sri Lanka Administrative Service:-
06.	(a) Whether you have earned the required six (06) year salary increments on the due date for promotion to Grade II ?
	(b) Have you been subjected to a disciplinary punishment as per the provisions of Public Service Commission Circular No: 01/2020?
	(if so, furnish relevant particulars)

07.	7. Whether you have obtained no – pay leave or half – pay leave from the date of appointment to Sri Lanka Administrative Service up to date?					
	(If so, fu	rnish relevant particulars)				
I hereb	y state tl	nat I have possessed qualifications to be promoted to Grade II of Sri	Lanka Administrative Service			
		cated in Para 05 above and the particulars indicated from 01 to 07 are	true and correct to the best of			
my kno	owledge.					
Date		Signature of A	pplicant			
		Official Stamp	•			
		Part II				
		Certification of the Head of the Department				
	(Depar	tment Heads should bear the entire responsibility regarding the fo	llowing information)			
	(Depar	then items should bear the entire respondingly regulating the re-	nowing into incom,			
I hereb	y certify	that Mr/ Mrs/Miss/	is serving at the			
Damant	mont/Mi	nistry of				
Depart	menu wn	mstry of	as			
•	has comr	leted a satisfactory service of 06 years from the date of appointment				
 has / has not earned all due salary increments during the period of 6 years the date on which the officer 						
		eligible for promotion				
Ye	ear	Has / Has not earned salary increments	Date of Salary Increment			
20	18					
20	19					
20	20					
20	21					

• has / has not achieved satisfactory or a higher level performance in terms of the approved performance appraisal scheme during a period of six (06) years the date of promotion

Voor	Has / Has not achieved satisfactory or a higher level performance in terms of the approved performance appraisal			
Year	Has / Has Not	[Mentioned as Satisfactory (S) / Above Average (A) / Excellent (E)]		
2017				
2018				
2019				
2020				
2021				
2022				

	2017		
	2018		
	2019		
	2020		
	2021		
	2022		
		1	
•	has / has not taken dis	sciplinary action against th	ne officer and there is / isn't any intention to take disciplinar
	action against the office	cer.	
•	has not obtained no-p	pay leave and further has	/ has not obtained no-pay leave or leave on half pay from
	to		
•	I hereby recommend	promotion of this offic	er to Grade II of Sri Lanka Administrative Service from
	sino	ce the officer's work, atter	ndance and conduct are satisfactory.
Date:	:		
			Signature and official stamp of the
			Head of the Department
	~		
Note	: Cross words inapplie	cable.	
		,	D 4 W
		<u> 1</u>	Part III
I her	reby recommend / do no	t recommend promotion o	of Mr/ Mrs/ Miss
to Gr	ade II of Sri Lanka Adn	ninistrative Service.	
Date	:		
			Signature and official stamp of the
			Secretary of the Ministry
			· · · · · · · · · · · · · · · · · · ·