

P.A. Circular No: 3/99

My No: 1/53/Gen./1(Gen)
Ministry of Public Administration
Home Affairs & Plantation Industries,
Independence Square,
Colombo 07.

29th January 1999.

All Secretaries of Ministries,
Chief Secretaries of Provincial Councils,
Heads of Departments,
District Secretaries and
Divisional Secretaries.

**ANTEDATING OF PROMOTIONS IN CLASS I OF THE GOVERNMENT
TYPISTS SERVICE**

The Government has decided to antedate promotions granted to the following group of officers to Class I to 30th September, 1979.

- (i) Officers after passing the qualifying examination and having promoted to segment 'A' of the Typists Service with effect from 5th May, 1973 and whose promotions subsequently antedated to 30th September, 1972 as per Combined Service Circular No. 01/96 of 31st January, 1996.
 - (ii) Officers after passing the qualifying examination and having promoted to segment 'A' of the Typists Service with effect from 30.03.74 and whose promotions subsequently antedated to 30th September, 1972 as per Combined Service Circular No. 01/96 of 31st January, 1996.
02. The antedating of these promotions will be subjected to following conditions.
- (i) Revision of the seniority of the officers in Class I of the Typists Service.
 - (ii) Placing on the salary step without payment of arrears of salaries.
 - (iii) There is no entitlement to receive additional marks for the Seniority secured through this antedating in connection with promotions on merit for other services such as Sri Lanka Administrative Service.
 - (iv) This antedating will not be a basis for promotions to Supra Grade of the Typists Service outside the approved scheme of promotion.
03. The officers eligible for antedating of promotions should forward their applications as per attached specimen form to the Director of Combined Services through the Secretary of the Ministry/Head of the Department/Secretary of the Provincial Public Service Commission.
04. Please bring the contents of this circular to the notice of the relevant officers.

P.A. Senaratne
Secretary
Ministry of Public Administration,
Home Affairs & Plantation
Industries.

To Director of Combined Services
Through

**REQUEST FOR ANTEDATING OF APPOINTMENTS OF OFFICERS WHO
HAVE PASSED THE QUALIFYING TESTS FOR THE CLASS II 'A' OF THE
COMBINED TYPISTS SERVICE HELD ON 05.05.1973 AND 30.03.1974**

PART I - (To be filled by the officer).

01. Full name of the officer:-
02. Present place of work :-
(Indicate the Ministry/Department/Provincial Council)
03. Places of work as at 05.05.1973/30.03.1974:-
(Indicate the Ministry/Department as appropriate)
04. Date of appointment to Class II 'B' of Typists Service:-
(Indicate the date of assumption of duties)
05. Date on which the qualifying Test held for promotions to Class II 'A' of Typists Service:-
Index Number :-
06. Date of appointment to Class II 'A' of Typists Service:-
07. (a) Whether the appointment in Class II 'A' has been antedated as per Combined Services
Circular No. 01/96 dated 31st January 1996.

(b) If the appointment in Class II 'A' has been antedated, indicate the date:-
08. If the officer has been absorbed in to the Provincial Public Service, indicate the Date of
Temporary/Permanent release to the Provincial Public Service.
09. If the officer has already retired from Public Service, indicate the Date of Retirement.

I certify that the Particulars furnished above are true.

Signature of the Applicant.

Date :-

Part II

**CERTIFICATE OF THE SECRETARY OF THE MINISTRY/HEAD OF THE
DEPARTMENT/SECRETARY OF PROVINCIAL PUBLIC SERVICE
COMMISSION**

I certify that,

- (a) The particulars furnished by Mr./Mrs./Miss.
have been checked and found to be correct;
- (b) His/Her appointment to the Class II 'A' has been antedated to the date
as per the Combined Services Circular No. 01/96 dated 31st January, 1996.
- (c) He/She is qualified in every respect for antedating the appointment in Class I of the Typists
Service to 30th September, 1979 as per provision in the Public Administration Circular
No..... dated.

Signature of the Attestor

Name and Designation

Date:

(This certificate should be signed by the Secretary of the Ministry/Head of Department/Secretary of the Provincial Public Service Commission or by the Deputy Head Incharge of Administrative activities authorised by him).