Request for placing on due salary point as per Para 12(III) of the Service Minute of Sri Lanka Administrative Service

1. Name of the Officer:………………………………………………………………………………………………………………..
2. Date of appointment to Class III of S.L.A.S:……………………………………………………………………………..
3. (a) Present Post:………………………………………………………………………………………………………………

(b) Service Station:……………………………………………………………………………………………………………

4. Passing/exempting from examinations:

 Examination Date of completion

 First Efficiency Bar ……………………………………………..

 Second Efficiency Bar ……………………………………………..

 Proficiency in other official language ……………………………………………..

 Proficiency in Link Language …………………………………………….

5. Date of confirmation in service:………………………………………………………………………………………………

6. Salary drawn as at the date on which salary point is requested:……………………………………………….

7. Salary Requested:…………………………………………………………………………………………………………………..

8. Date from which the salary point is requested:

 ……………………………… ……………………………………………….

 Date (Signature of the Applicant)

9. Certificate of the Head of the Department:

I hereby certify that Mr./Mrs./Miss ......................................,serves as a…………………………….at this Department/ Ministry, and any disciplinary action has not been taken against the officer and it is not intended to take such disciplinary action, and the officer has not obtained No Pay Leave/ has obtained No Pay Leave from…………………..to………………… and recommend placing this officer on salary step of Rs……………………………………………………….with effect from ……………. as per P. A. Circular ………………., since work, attendance and conduct of this officer is satisfactory.

Date:………………………………………….. ……………………………………………………………………..

 Signature of the Head of the Department

 Designation

 Official Stamp