



රාජ්‍ය පරිපාලන, ස්වදේශ කටයුතු, පළාත් සභා හා පළාත් පාලන අමාත්‍යාංශය
பொது நிர்வாக, உள்ளாட்டலுவல்கள், மாகாண சபைகள் மற்றும் உள்ளூராட்சி அமைச்சு
Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government

සීකාබද්ධ සේවා අංශය

இணைந்த சேவைகள் பிரிவு

COMBINED SERVICES DIVISION

නිදහස් වතුරගුය, කොළඹ 07, ශ්‍රී ලංකාව.

சுதந்திரச் சதுக்கம், கொழும்பு 07, இலங்கை.

Independence Square, Colombo 07, Sri Lanka

දුරකතන
தொலைபேசி: (94) 011- 2694560
Telephone

ෆැක්ස්
தொலைநகல்: (94) 011- 2692254
Fax

ඊ-මේල්
மின்னஞ்சல்: dgcs@pubad.gov.lk
E-mail

වෙබ් අඩවිය
இணையத்தளம்: www.pubad.gov.lk
Web Site

මගේ අංකය
எனது இல
My No

CS/DOS/අනීතර්ගුහණය

ඔබේ අංකය
உமது இல
Your No

දිනය
திகதி:
Date

2020.07.20

All Secretaries of Ministries/
Heads of Departments/
District Secretaries

Grade promotions of the officers absorbed into the Development Officers' Service

Absorption of the officers, who were serving in a graduate post of the central government drawing a salary under the salary scale, MN4-2006(A) as at 01.08.2011 as per the provisions of Public Administration Circular No. 10/2012(III) and the officers who were serving in a graduate post in the provincial public service drawing a salary under the salary scale MN4-2006(A) as at 01.08.2011 and later received transfers to the post of Development Officer of the central government as per Public Administration Circular No. 16/2010 (i), into the Development Officers' **Service** as per para 14 of the Minute of Development Officers' Service is being concluded.

02. Accordingly, action should be taken to promote the officers, who were absorbed/ are absorbed into Grade III of the Development Officers' Service, to Grade II and Grade I of the said service respectively, and the officers, who were absorbed into Grade II, to Grade I, if they have satisfied the required qualifications. Action should be taken to inform the Development Officers, attached to your ministry/ department/ office to apply for this purpose by submitting applications prepared in accordance with the specimen application attached herewith (CS/DOS/PRO/APP) and to forward such applications received, to me along with your recommendations and a certified copy of the updated history sheet of the relevant officers. You are informed to allow the officers to apply for promotion though they have not received the letter of absorption, since there is possibility to promote the officers at the time of absorption. Further, you are informed that the active and satisfactory period of service of more than 10 years in Grade III/II of the Development Officers' service as at 01.08.2011 will be taken into consideration for promotion of those officers to Grade II/I as per the provisions of Combined Services Circular No. 05/2018.

03. Even though qualifications should be satisfied as per the Section 12 of the Minute of Development Officers' service for grade promotions, the officers, who have been absorbed into Grade III/II, mentioned in para 02 above, should have passed the efficiency bar examination in the following manner in order to be promoted.

- Should have passed the relevant efficiency bar examination mentioned in the service minute before the prescribed date.
- Should have passed the first and/or second efficiency bar examinations stipulated in the approved Scheme of Recruitment for the post held by the officers before 01.08.2011, the date of absorption. (They will be exempted from the requirement of passing the efficiency bar examination prescribed for Development Officers as per Section 17.1 of the Minute of Development Officers' service.)

04. In case of the officers, who have passed the efficiency bar examination outside the above instances, it is compulsory to include your observations and recommendations with regard to granting the relevant promotion to such officers on not passing the efficiency bar examination in the prescribed manner and action will be taken communicating with the Public Service Commission for providing relief to such officers in relation to their requirement of passing the efficiency bar examination.

05. It is further informed that, even though, having acquired the proficiency in the official language has been indicated as a requirement for promotion for the officers recruited to the public service after 01.07.2007, if they have satisfied all the qualifications except the requirement of acquiring the proficiency in the official language, such officers can also apply for promotions in the Development Officers' service as per provisions of the Public Administration Circular No. 01/2014(VIII).

Sgd/ S. Alokabandara

Director General of Combined Services

Specimen application for promotion of officers of the Development Officers' service to Grade II/I on general performance

1. Name with initials :
Rev./Mr./Mrs./Miss.
2. Names denoted by initials :
3. Date of birth :
4. National Identity Card number :
5. Number of the letter of appointment to/ absorption into the Development Officers' service:
6. Date of first appointment :
7. Date of confirmation :
8. Date of promotion to Grade II (if relevant) :
9. Date of passing theefficiency bar examination and index number :
10. Date of acquiring the proficiency in the other official language at the relevant level :
11. Date of completing the service period of ten years in Grade :
12. Office you are serving at present: Ministry:
Department:
Office:

I request to promote me to Gradeof the Development Officers' service with effect from

Date:.....

.....
Signature of the applicant

My number :-

Director General of Combined Services,

I hereby state that Rev./ Mr./ Mrs./ Miss
..... is serving at this office and

- I. has completed an active and satisfactory service of ten (10) years in Gradeas at,
- II. has earned ten (10) salary increments prescribed for Grade,
- III. has proved a performance at satisfactory level or above during ten (10) years prior to the date of promotion as per the approved performance appraisal procedure,
- IV. has obtainedleave with half pay and no pay/ has not obtained leave with half pay and no pay during the said ten (10) years,
- V. has not been subjected to any form of punishment (except warning) during that period,
- VI. No disciplinary action has been taken against the officer/ it is not intended to take disciplinary action against him/her in future,
- VII. has passed theefficiency bar examination on.....,

Particulars on the efficiency bar examination

Dates on which the efficiency bar examinations were held	The officer has/ has not participated in the examination	The officer has passed/failed the examination

<p>Particulars on the relief provided, if any</p> <p>.....</p> <p>.....</p>
<p>Action taken with regard to not passing the efficiency bar examination as at the due date</p> <p>.....</p> <p>.....</p>
<p>Observations and recommendations of the Head of the institution with regard to granting the relevant promotion on not passing the efficiency bar examination in the due manner.</p> <p>.....</p> <p>.....</p>
<ul style="list-style-type: none"> • Certified copies of all the documents relevant to the efficiency bar examination should be attached and sent along with the application.

- VIII. his/ her appointment has been confirmed with effect from.....,
- IX. the requirement of passing the official language proficiency test is not relevant/ has been satisfied / has not been satisfied (to be confirmed by certified copies of the relevant documents)
- X. has completed a satisfactory service during the five (05) years immediately preceding, the date on which qualifications should be satisfied in order to be promoted to Grade

Since the officer has satisfied the qualifications required for promotion to Grade II/I of the Development Officers' service from, I recommend him/ her for promotion to Gradeof the Development Officers' service with effect from the said date.

Signature of the Head of the institution:

Name :

Designation :

(Place the official stamp)

Date:.....

Note :-

1. If the officer has not satisfied the qualifications indicated from No. I to X above, the same should be mentioned.
2. This specimen should be used for promotion to Grade II and I of the Development Officers' service, from 01.08.2020 and the inapplicable parts of the specimen should be deleted.
3. A certified copy of the updated history sheet of the officer should be submitted.