



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

නිදහස් වතුරොය, කොළඹ 07, ශ්‍රී ලංකා
சுதந்திர சதுக்கம் கொழும்பு 07 இலங்கை.
Independence Square, Colombo 07, Sri Lanka.

මගේ අංකය
எனது இல
My No

MPubAd/AcSD/Spl. Grade/2023

ඔබේ අංකය
உமது இல
Your No

දිනය
திகதி
Date

2023.10.03

Secretaries of Ministries
Chief Secretaries of Provinces
Heads of Departments

Promotion of Officers in Grade I of Sri Lanka Accountants' Service to Special Grade.
(For vacancies that exist from 01.10.2021 to 15.03.2023)

Approval has been granted by the Public Service Commission to call applications from the officers in Grade I of Sri Lanka Accountants' Service in order to fill vacancies that occurred from 01.10.2021 to 15.03.2023 in the approved number of posts in Special Grade of Sri Lanka Accountants' Service, as per the provisions of the Minute of Sri Lanka Accountants' Service published in the Gazette extraordinary No. 1670/33 dated 10.09.2010 and the revision of the Minute published in the Gazette extraordinary No. 1865/36 dated 06.06.2014.

02. Accordingly, action shall be taken to call applications from the officers who were in service during the period from 01.10.2021 to 15.03.2023 and have satisfied the relevant qualifications as at the date on which the posts have fallen vacant in order to fill vacancies that exist during the said period in the Special Grade of Sri Lanka Accountants' Service and call a number of officers equivalent to two fold of the total number of vacancies as per the order in the seniority list out of the officers who have satisfied the qualifications. The number of vacancies and the date on which the posts have fallen vacant are indicated in Annex I.

03. Qualifications to be satisfied for promotion to Special Grade

- I. Shall have satisfied any of the qualifications mentioned in Appendix V of the Service Minute. (Annex II)
- II. Shall have completed five (05) years of active and satisfactory service in Grade I of the Executive Service Category and should have earned five increments after promotion to Grade I as at the date of gaining eligibility for promotion.
- III. Shall have completed not less than 18 years of active service period in the Executive Service Category of the eligible service category/posts as at the date of gaining eligibility for promotion.
- IV. Shall have attained a performance at satisfactory level or above within the period of 05 years immediately preceding the date of gaining eligibility for promotion.
- V. Shall have not been subjected to disciplinary punishment as per the provisions stipulated in the Public Service Commission Circular No. 01/2020.

❖ In addition to the above qualifications, it is compulsory to have completed the Efficiency Bar on due date or have been exempted from the same.

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04. Method of promotion

- 4.1 Applicants who were in service as at the date on which the vacancies exist and have satisfied the required qualifications as at the said date shall be interviewed by an Interview Board approved by the Public Service Commission and shall be promoted to the posts which have fallen vacant in the Special Grade of Sri Lanka Accountants' Service on the order of marks obtained for seniority and merits with effect from the relevant dates based on the dates on which such vacancies occurred indicated in Annex I. The marking scheme is attached herewith. (Annex III)
- 4.2 The posts which fall vacant during the period from 01.10.2021 up to 15.03.2023 due to the retirement of the officers promoted as at the dates on which the posts have fallen vacant mentioned in Annex I above, will be filled by the officers who have satisfied qualifications as at the relevant dates in the manner described in 4.1 above.
- 4.3 If a number of officers above the number of vacancies that exist as of a certain date obtain equal marks, those vacancies will be filled based on their seniority indicated in the Grade I Seniority list.
- 4.4 In case where the officers indicated in the list of names approved by the Public Service Commission are not accepted by the relevant officers within the period of two (02) weeks as per Public Service Commission Circular No: 01/2021, action shall be taken to cancel the promotions approved for the said officers.

05. Accordingly, the officers who have satisfied the required qualifications should send their applications perfected in conformity with the format attached herewith through the Head of the Institution where they last served to reach me on or before 20.10.2023. Under no circumstance, applications sent after the above date shall be accepted and applications, which are incomplete and with false information, shall be rejected

06. You are kindly informed to notify the relevant officers to submit applications only if they have satisfied the above basic qualifications. The officers who have satisfied the qualifications mentioned in paragraph 03 above and have been denied of promotions even after appearing for the interview for promotion to the Special Grade at previous occasions or the officers who could not apply for promotions can also apply for promotions.

07. It is hereby informed to notify the relevant officers to submit applications if only they have served as at the date on which the posts have fallen vacant indicated in Annex I and retired after the said date or if they are in service at present and have satisfied the basic qualifications indicated in paragraph 03 above.

08. Kindly inform the relevant officers in this regard.

Sgd/ K.D.N. Ranjith Asoka

Secretary

Ministry of Administration, Home Affairs, Provincial Councils and Local Government

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**Application for Promotion of Officers in Grade I of Sri Lanka Accountants’
Service to Special Grade**

Application number

F

(For Office Use Only.)

Part (A) - To be filled by the officer.

1. Name :
 - 1.1 Name in full : Miss/Mrs/Mr
 - 1.2 Name indicated in the letter of appointment : Miss/Mrs/Mr
2. Number of the N.I.C. :
3. Date of Birth :
4. Private Address :
5. Telephone number - 5.1 Residence : 5.2 Mobile:
6. 6.1 Post :
(Post held at present/ if retired at present, post held at the time of retirement)
- 6.2 If retired at present, date of retirement :
7. Ministry/ Department:
8. Office address :
9. 9.1 Office telephone number:
- 9.2 Office fax number:
10. Dates of appointment / promotions :
 - 10.1 Date of appointment to Grade III of S.L.Ac.S. :
 - 10.2 Date of promotion to Grade II of S.L.Ac.S. :
 - 10.3 Date of promotion to Grade I of S.L.Ac.S. :

(Certified copy of the letter of promotion to Grade II should be attached, as No.10.2.)

(Certified copy of the letter of promotion to Grade I should be attached, as No.10.3.)

11. Periods of absence from service and deductions from service period on disciplinary punishments after promotion to Grade I

11.1 Deduction of service period due to obtaining leave (Complete only if relevant)

Serial number	Conditions applied in granting approval for leave	Duration		Number of days by which the service is deducted		
		From	To	Years	Months	Days
I.	V:2:5:4 of Establishments Code					
II.	XII:16 of Establishments Code					
III.	XII:36 of Establishments Code					
IV.	Management Services Circular No.10					
V.	Management Services Circular No.33					
VI.	Other no pay leave					
Total number of days by which the service period is deducted						

(Certified copies of letters by which the leave has been approved should be attached, numbering them as 11.1.I, 11.1.II, 11.1 III etc., as applicable.)

11.2 Deduction of the service period on disciplinary grounds (Complete only if relevant)

Disciplinary Decision	Duration in which the offence has been committed as per charge sheet	Number of days by which the service period is deducted		
		Years	Months	Days
I. Deferring salary increments				
II. Other				
Total number of days by which the service period is deducted				

(Certified copies of disciplinary decisions should be attached, numbering them as 11.2.I, 11.2.II, etc., as applicable.)

11.3 Total of 11.1 & 11.2 :Years Months Days

11.4 Date after the deduction of the period indicated in 11.3 above from the date of appointment to Grade I:

12. Shall have earned the salary increments in the immediately preceding years.

12.1 Has/has not earned the salary increments** as at the date of promotion from 2016 to 30.06.2023. *

(The salary increments earned under XII:16:9, XII:16:10 and XII:36:1:4 (i) and (ii) of Establishments Code are not accepted for the promotions)

*(Cross off the inapplicable words)

12.2 In case where the officer has not earned the salary increments during the 05years immediately preceding the date on which he/she becomes eligible for promotion, the date of becoming eligible should be recalculated as at the date of earning the 05th salary increment. Accordingly, the date on which the officer becomes eligible**:

**(Certified copies of General 185 Increment Certificate forms from year 2016 to 30.06.2023 should be attached after numbering them from 12.1 to 12.8)

13. Shall have not been subjected to any disciplinary punishment as per the provisions stipulated in Public Service Commission Circular 01/2020.

13.1 Has not been subjected to any disciplinary punishment during the 05 years immediately preceding the date on which the officer becomes eligible for promotion in accordance with the file. (The Head of the Department should certify this through a written declaration – Under Section “b” of the application)

13.2 Has been subjected to a disciplinary punishment during the period indicated in 13.1 and in case where particulars are mentioned under 11.2 and the date of promotion is revised accordingly, the relevant date:

13.3 In case where the date of becoming eligible for promotion is revised in accordance with 12.2 and 13.2 , the newly revised date:

14. Proof of good work and conduct in accordance with the annual performance evaluation of the immediately preceding years.

Particulars related to the performance evaluation of the immediately preceding years should be indicated in the following table. The certified copies of the performance reports of all the years should be attached as indicated in the table. The reports in which more than one optional

recommendation is indicated at the end and the signature and official stamp of the relevant officer are not placed, shall not be accepted.

Year	Final evaluation is excellent/ above the average/satisfactory/unsatisfactory	The relevant officers have/have not placed the signature
2016		
2017		
2018		
2019		
2020		
2021		
2022		
2023 Mid Term		

Every row and column should be perfected in accordance with the performance report of each year and the certified copies of the accurately perfected performance reports should be attached.

15. Particulars of the qualifications as per 10.3.1 and Appendix (v) of the Minute of Sri Lanka Accountants' Service:

15.1 Serial Number	15.2 Post Graduate Degree/other	15.3 Field of study	15.4 The university/ institution which offers the said degree/ qualificatio n	15.5 Whether that university has been recognized by the University Grants Commissions as a University	15.6 Duration of the degree/ course. (Date of commencem ent and Date of ending)	15.7 Effective date of the degree/course
01						
02						
03						
04						
05						

(Certified copies of the Postgraduate Degree/ course certificate and the detailed results (Transcript) sheet should be attached as 15.1)

16. Has / Has not completed an active period of service not less than eighteen (18) years as at the date on which the officer becomes eligible for promotion:

The application containing correct and all information from 01 to 16 above and certified copies of all the documents required to be attached, are hereby submitted as a file by numbering them consecutively and indicating the number relevant to the facts at the top right corner of each document.

Further, I hereby express my consent to be appointed to a post in Special Grade of Sri Lanka Accountants' Service at any place of work to which I have requested to be appointed on promotion, where a post in Special Grade of Sri Lanka Accountants' Service has fallen vacant / a place in close proximity to the said places.

I hereby express my consent to be reverted to my previous grade and post before promotion, if I am unable to accept the said post within two weeks (02).

Date:

.....
Signature and designation of the applicant

Part (B) – To be filled by the Head of the Department.

Secretary,

Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government / relevant Ministry

1. All particulars mentioned above by the officer are correct.
2. Matters relevant to No. 11, 12 and 13 have been compared with particulars in the file. Accordingly, it is hereby certified that all the particulars mentioned are correct and they have been submitted in perfect manner and the **certified copies** of all the relevant documents are attached.
3. It is hereby certified that action is/ is not being commenced or **disciplinary action is/ is not being taken against the officer.**
 - 3.1 If the answer “is being taken”, date of committing the offence:
 - 3.2 Number and date of the charge sheet issued by the Disciplinary Authority:

4. The work/ attendance/conduct of Mr/Mrs/Miss.
are satisfactory. His/ her performance, leadership, capability and ability to bear the posts and responsibilities relevant to the next promotion have been considered. It is hereby recommended to promote he/she to Special Grade of Sri Lanka Accountants' Service.

5. Application perfected correctly in each and every way and the file containing certified copies of relevant documents which have been numbered consecutively in accordance with each matter are sent herewith.

Date :

Signature, Designation and
Official Stamp of the Head of the
Department/Institution

Note: Cross off the inapplicable words.

(Part (C) - To be filled by the Secretary of the relevant Ministry.

Secretary,

Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government /
relevant Ministry

1. I agree/ do not agree with the recommendation made by the Head of Department/Institutions on the work and conduct of Mr. /Mrs. /Miss....., officer in Grade I of Sri Lanka Accountants' Service.

2. Work/ conduct/ special skills and performance of the officers have been evaluated.

I recommend/ do not recommend* the promotion of Mr./Mrs./Miss.to Special Grade of Sri Lanka Accountants' Service.*

(*Indicate the reason in brief if the promotion is not recommended.)

.....
.....

3. Application perfected correctly in each and every way and the file containing certified copies of relevant documents which have been numbered consecutively in accordance with each matter are sent herewith.

Date :.....

.....

Secretary,
Ministry of

.....

.....

Official Stamp

Note: Cross off the inapplicable words.

Dates on which the posts in Special Grade of S.L.Ac.S. have fallen vacant from 01.10.2021 to 15.03.2023

Year	Dates on which posts have fallen vacant	Number of vacancies	Total
01.10.2021 31.12.2022	17.10.2021	1	4
	24.10.2021	1	
	26.10.2021	1	
	31.12.2021	1	
2022	31.12.2022	21	21
01.01.2023 15.03.2023	24.02.2023	1	1

Appendix V of the Minute of Sri Lanka Accountants' Service

Possession of any of the following qualifications:-

- I. Membership of the Chartered Institute of Government Accounts and Finance of the United Kingdom or Membership of the Institute of Chartered Accountants of Sri Lanka or Chartered Institute of Management Accountants or Association of Chartered Certified Accountants;

or

- II. Possession of a Post-Graduate degree in the subjects of Public Financial Management, Financial Management, Public Finance, Accountancy, Development Finance, Commerce, Economics, Business Management, Public Management, Information Technology, Government Policy, Project Management or related field from a recognized university or an institute approved by the University Grants Commission;

or

- III. Possession of a Post Graduate Diploma in a field referred to in sub para (II) above with a post graduate degree in a Masters level from a recognized university or a university approved by the University Grants Commission;

or

- IV. Possession of a Postgraduate degree awarded by the Sri Lanka Institute of Development Administration in any of the fields referred to in para II above;

or

- V. Possession of a Postgraduate degree from a recognized university or from a university approved by the University Grants Commission with a Post Graduate Diploma awarded by the Sri Lanka Institute of Development Administration in any one of the fields referred to in Section II in above.

