Public Administration Circular: 19/2014

My No: 75/10/CC/2007(3) *II*Ministry of Public Administration
And Home Affairs
Independence Square
Colombo 07.
09.07.2014

All Secretaries of Ministries, Chief Secretaries of Provincial Councils, Head of Departments, District Secretaries.

RELEASE ON SECONDMENT OF OFFICERS IN SRI LANKA ADMINISTRATIVE SERVICE TO SERVE IN SRI LANKA MISSIONS ABROAD

Applications are hereby called from the SLAS officers who have the following qualifications for release on secondment to serve in Sri Lanka Missions Abroad.

- **02.** Officers in the SLAS will be eligible to apply if the applicant,
 - I. Is a graduate of a University recognized by the University Grants Commission.
 - II. Has completed six years in the service and
 - a. has been confirmed.
 - b. passed first and second E.B. Examinations on the due date as applicable.
 - III. Should not exceed 45 years of age on the closing date of application.
 - IV. Earned all increments on the due date during the 5 years prior to the prescribed date of Application closed
 - V. Not been subjected to any disciplinary punishment
 - VI. Has good command in the English Language/ Foreign Languages
 - VII. Has Computer Literacy.

Selection should be on the performance of an interview.

03. Eligible candidates should forward their **applications prepared according to the Annex 01 and relevant Certified Annexes** <u>in a file</u>, to the Secretary, (Sri Lanka Administration Service Branch, Combined Service Division) Ministry of Public Administration & Home Affairs, Independence Square, Colombo 07, before 11th August 2014.

Sgd/P.B. Abeykoon,
Secretary,
Ministry of Public Administration
And Home Affairs

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Form of Application for Release on secondment to serve in Sri Lanka Missions Abroad

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

*(Cross words inapplicable)

*(Cross words inapplicable)

For office use only

Number of the Application

1.	Name - 1.1 Name in full: Miss./ Mrs./ Mr. 1.2 Name indicated in the letter of appointment:		
2.	NIC No:		
3.	Date of Birth:		
4.	Private Address:		
5.	Telephone No - 5.1 Residences:	5.2 Mobile:	
6.	Post:		
7.	Ministry/ Department:		
8.	Official Address:		
9.	9.1 Official Telephone Number :	9.2 Fax Number	r:
10.	Email Address :		
11.	Service Details: 11.1 Date of appointment to SLAS Grade II/II (Class 11.2 Date of Completion EB – I: 11.3 Date of Completion EB – II: 11.4 Date of Confirmation: 11.5 Date of promotion to SLAS Grade II/I (Class II) 11.6 Date of promotion to SLAS Grade/ Class I: 11.7 Date of promotion to SLAS Special Grade: (Certified copies of the letters; Completion of E of SLAS, promotion to Class II, Class I and Special Grade)	: B - I & EB - II, Confirma	• •
12.	No pay/ Half pay Leave <u>has been/ has not been</u> *(Cross words inapplicable) (Annex 12 - Certified copies of letters by which attached)		
13	Subjected/ not subjected* to any disciplinary punis	hment during the service	neriod of SLAS

(Annex 13 - Certified copies of disciplinary decisions shall be attached)

14. Has / Has not* earned all salary increments during the period of 5 years prior to the closing date.

15. Academic Qualifications (Degree/ Post Graduate Diploma/ Post Graduate Degree)

15.1	15.2	15.3	15.4	15.5	15.6	15.7	15.8	15.9
No.	Name of the	Medium	Field	University/	Whether	Duration	Effective	Status
	Qualification		of	Institute	that	of the	date of the	
			study		university	Course.	qualification	
					has been	(starting		
					recognized	date and		
					by the	ending		
					*UGC as a	date)		
					University			
1.								
2.								
3.								
4.								
5.								

^{*} UGC = University Grants Commissions

(Certified copies of relevant certificates and the detailed results sheets shall be attached as Annex 15, 15a etc.)

16. Professional Qualifications & Computer Literacy (CIMA, CIM, ACA, ACCA, BCS, ACS, Attorney-at-Law etc.)

16.1	16.2	16.3	16.4	16.5	16.6	16.7	16.8
No.	Name of the Qualification	Medium	Field of study	University/ Institute	Duration of the Course. (starting date and ending date)	Effective date of the qualification.	Status
1.							
2.							
3.							
4.							
5.							

(Certified copies of relevant certificates and the detailed results sheets shall be attached as Annex 16, 16a etc.)

17. Language Proficiency (English & Other Foreign Languages)

17.1 No.	17.2 Language	17.3 Reading	17.4 Writing	17.5 Speech	17.6 Highest Qualification Obtained	17.7 University/ Institute	17.8 Effective date of the qualification
1.	English	1 2 3	1 2 3	1 2 3	Obtained		qualification
2.		1 2 3	1 2 3	1 2 3			
3.		1 2 3	1 2 3	1 2 3			
4.		1 2 3	1 2 3	1 2 3			
5.		1 2 3	1 2 3	1 2 3			

1	Excellent	2	Average	3	Poor
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(Certified copies of relevant certificates and the detailed results sheets shall be attached as Annex 17, 17a etc.)

18. Service Records (Start from the first appointment to the SLAS)

18.1	18.2	18.3	18.4	18.5	18.6	18.7
No.	Service Station	Designation	District	From Date (YYYY: MM: DD)	To Date (YYYY: MM: DD)	Duration
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

Application containing all accurate information from 01 to 18 above and **certified copies** of all required documents are hereby **submitted in a file.**

	Signature of the Applicant
Date :	Designation & Official Stamp

Part (b) - To be filled by the Head of the Departments.

Secretary,

Ministry of Public Administration and Home Affairs/ relevant Ministry

- 1. Particulars mentioned above by the officer are correct.
- Matters relevant to No. 11, 12, 13, 14, & 18 have been compared with particulars in the file.
 Accordingly, it is hereby certified that all the particulars mentioned are correct, they have been submitted in perfect manner and further certified copies of all relevant documents are hereby attached.
- Whether any disciplinary action has been taken/ has not been taken* against the officer within the service period of SLAS *(Cross words inapplicable)

If any disciplinary action has bee	n taken.
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- 3.1 The date on which the officer committed the offense:
- 3.2 Date of issuance of the charge sheet by disciplinary authority:
- 3.3 Date of issuance of the disciplinary decision by the relevant authority :
- 3.4 Other information:

Date:-

	3.4 Other information.
4.	No pay/ Half pay leave has been/ has not been obtained by the officer within the service period of SLAS If obtained;
	Time period of Leave From: To:
	Duration:
	Years Months Dates
	Y Y M M D D
5.	Work, attendance and conduct of Mr./ Mrs./ Miss, are satisfactory. Further the officer's performance, leadership, capability and the capacity to hold posts and responsibilities have been taken in to consideration. Accordingly, the release on secondment of the officer is here by recommended to serve in Sri Lanka Missions Abroad
6.	Application perfected in each and every way, and the file containing certified copies of relevant documents which have been numbered consecutively are sent herewith.
	Signature of the Head of the
	Department/ Institution,
Date:	Designation and Official Stamp
Part (c)	cross words in applicable 1 - To be filled by the Secretary of the respective Ministry. Pary, Y of Public Administration and Home Affairs
1.	I agree/ do not agree with the recommendations made by the Head of Department/ Institutions on the work and conduct of Mr./ Ms./ Miss, officer in Class
2.	The work/ conduct/ special skill and performance of the officer have been duly evaluated.
3.	The release on secondment of Mr./ Mrs./ Miss is here by recommended* to serve in Sri Lanka Missions Abroad *(Indicate reasons if the release on secondment is not recommended)
4.	Application perfected in each and every way, and the file containing certified copies of relevant documents which have been numbered consecutively are sent herewith.
	Secretary

Ministry of

Official Stamp