රාජෳ පරිපාලන චකුලේඛ : 19/2014

මගේ අංකය : 75/10/CC/2007 (3) II රාජප පරිපාලන සහ ස්වදේශ කටයුතු අමාතනාංශය, නිදහස් චතුරශුය, කොළඹ 07, 2014.07.09

සියළුම අමාතනාංශ ලේකම්වරු, පළාත් සභා පුධාන ලේකම්වරු, දෙපාර්තමේන්තු පුධානීන්, දිස්තික් ලේකම්වරු.

විදේශයන්ති ශී ලංකා දූත මණ්ඩල වල සේවය කිරීම සඳහා ශී ලංකා පරිපාලන සේවයේ නිලධාරීන් ද්විතීයන පදනම මත මූදා හැරීම.

විදේශයන්හි ශී ලංකා දූත මණ්ඩල වල සේවය කිරීම සඳහා ද්විතීයන පදනම මත මුදා හැරීම පිණිස පහත දැක්වෙන සුදුසුකම් සපුරා ඇති, ශී ලංකා පරිපාලන සේවයේ නිලධාරීන්ගෙන් අයදුම්පත් කැඳවනු ලැබේ.

- 02. පහත සඳහන් සුදුසුකම් සපුරා ඇති, ශීු ලං.ප.සේ. නිලධාරීන් මේ සඳහා අයදුම් කිරීමට සුදුසුකම් ලබයි
 - I. විශ්ව විදුකල පුතිපාදන කොමිෂන් සභාව විසින් පිළිගත් විශ්ව විදුකලයක උපාධිධාරියකු වීම
 - II. සේවයේ වසර හයක් සම්පූර්ණ කොට තිබීම සහ
 - a. සේවයේ ස්ථිර කර තිබීම
 - b. අදාළ පරිදි නියමිත දිනට පළමු හා දෙවන කාර්යක්ෂමතා කඩඉම් විභාග සමත් වී තිබීම
 - III. අයදුම්පත් කැඳවන අවසන් දිනට වයස අවුරුදු 45 නොඉක්මවා තිබීම
 - IV. අයදුම්පත් කැඳවන අවසාන දිනට පූර්වාසන්න 5 වසරක කාලය තුළදී, නියමිත දිනට සියලුම වැටුප් වර්ධක උපයා තිබීම,
 - V. කිසිඳු විනය දඬුවමකට යටත් වී නොතිබීම,
 - VI. මැනවින් ඉංගීුසි/ විදේශ භාෂා හැසිරවිය හැකිවීම,
 - VII. පරිගණක සාක්ෂරතාව ලබා තිබීම,

සම්මුඛ පරීක්ෂණයේදී දක්වන කාර්ය සාධනය මත තෝරා ගැනීම සිදු කරනු ලබයි.

03. සුදුසුකම් සපුරා ඇති අයදුම්කරුවන්, ඇමුණුම 01 හි සඳහන් ආකෘතිය අනුව සකස් කරන ලද අයදුම්පතුය සහ සහතික කරන ලද අදාළ ඇමුණුම් ෆයිල් කවරයක බහා ලේකම්, (ශ්‍රී ලංකා පරිපාලන සේවා ශාඛාව, චීකාබද්ධ සේවා අංශය) රාජන පරිපාලන සහ ස්වදේශ කටයුතු අමාතනාංශය, නිදහස් චතුරශුය, කොළඹ 07 යන ලිපිනයට 2014 අගෝස්තු 11 වන දිනට පෙර එවිය යුතුය.

Sund

පී.බී. අබේකෝන්, ලේකම්, රාජන පරිපාලන සහ ස්වදේශ කටයුතු අමාතනාංශය

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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