

10. Having obtained the full professional qualification as the second efficiency bar and maintaining that status continuously.

10.1. The date of obtaining the full professional qualification: -.....

10.2. If the officer had obtained full professional qualification at the time of joining the service, is he or she maintaining that status continuously?

(If so, please attach the certified copies of the relevant documents by numbering them as No. 10.2.)

I declare that I have completed an active service period of not less than twelve (12) years as at the date on which I become qualified to be promoted and that the application containing correct and all information from No.01 to 10 above and certified copies of all documents required to be attached to the same, 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.

.....
Date

.....
Signature of the applicant
Designation and official stamp

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

Secretary,

.....
I hereby certify that, Mr/ Mrs/ Miss

..... is serving at the Ministry/
Department of

1. He/she **has completed/ has not completed** a satisfactory service of twelve (12) years since the date of appointment,
2. He/she **has earned/ has not earned** all the salary increments within the eleven (11) years immediately preceding the date of promotion to Grade I,

2.1. Table No. 01

Serial No.	Year	Has earned/ has not earned the salary increments on the due date	Date of the salary increment
i.		has earned / has not earned	
ii.		has earned / has not earned	
iii.		has earned / has not earned	
iv.		has earned / has not earned	
v.		has earned / has not earned	
vi.		has earned / has not earned	
vii.		has earned / has not earned	
viii.		has earned / has not earned	
ix.		has earned / has not earned	
x.		has earned / has not earned	
xi.		has earned / has not earned	

(Please attach the certified copies of the salary increment forms (for 11 years) on the order of the year.)

3. He/she **has proved / has not proved** performance at the satisfactory level or above during the twelve (12) years immediately preceding the date of promotion in accordance with the approved procedure of performance appraisal,

3.1. Table No. 02

Serial number	Year	Final evaluation	The relevant officer has/has not placed the signature
i.		Excellent/Above Average/Satisfactory/Poor	has/ has not placed the signature
ii.		Excellent/Above Average/Satisfactory/Poor	has/ has not placed the signature
iii.		Excellent/Above Average/Satisfactory/Poor	has/ has not placed the signature
iv.		Excellent/Above Average/Satisfactory/Poor	has/ has not placed the signature
v.		Excellent/Above Average/Satisfactory/Poor	has/ has not placed the signature
vi.		Excellent/Above Average/Satisfactory/Poor	has/ has not placed the signature

(Please perfect the table No. 02 as per the performance report of each year and attach the certified copies of the relevant performance reports on the order of the year .)

4. Disciplinary action **has been taken/ has not been taken** against the officer,

4.1. Deduction of the satisfactory service period on disciplinary grounds, if the officer has been subjected to any disciplinary punishment

Table No. 03

Disciplinary Order	Duration in which the offense has been committed as per the charge sheet	Number of days by which the satisfactory service period is deducted		
		Years	Months	Days
Total number of days by which the service period is deducted				

(Please attach the certified copies of the disciplinary decisions.)

5. Disciplinary actions **are being taken/ are not being taken** against the officer or **are intended/ are not intended** to be taken in future,

6. He/she **has / has not obtained** no pay leave or leave with half pay

6.1. Deduction of the service due to obtaining of leave, if any

Table No. 04

Serial No.	Conditions applied in granting approval for leave	Duration		Number of days by which the service period is deducted		
		From	To	Years	Months	Days
i.	V:2:5:4 of Establishment Code					
ii.	XII:16 of Establishment Code					
iii.	Management Services Circular No.10					
iv.	Management Services Circular No.33					
v.	XII: 36 of Establishment Code					
vi.	Other No pay Leave					
Total number of days by which the service period is deducted						

(Please attach the certified copies of letters by which the leave has been approved.)

6.2. Total of number of days indicated in Table No. 03 and 04 by which the service period is deducted

YearsMonthsDays.....

6.3. Date on which the officer becomes qualified to be promoted to Grade I as per 6.2:-.....

7. Work, attendance and conduct of this officer is **satisfactory/ not satisfactory**,

8. I hereby **recommend/ do not recommend** to promote Mr/ Mrs/ Miss
to Grade I of Sri Lanka Architects' Service with effect from

9. The application perfected correctly in each and every way, and the file containing certified copies of the relevant documents are sent herewith.

10. I hereby certify that the above particulars have been tallied with the documents in the personal file and are accurate.

.....
Date

.....
Signature of the Head of the
Department and Official Stamp

* Cross the inapplicable words

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

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

1. The works/conduct/special skills and performance of the officer have been duly evaluated. It is hereby **recommended / not recommended** to promote Mr. /Mrs. /Miss.
..... to Grade I of Sri Lanka Architects' Service.

Indicate reasons if the promotion is not recommended,

.....
.....
.....

2. Application perfected correctly in each and every way, and the file containing certified copies of the relevant documents are sent herewith.

.....
Date

.....
Signature of the Secretary of the
Ministry and Official Stamp

* Cross the inapplicable words.