

Application for Promotion of Officers in Grade II of Sri Lanka Scientific Service to Grade I

(For Office Use Only)

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Part (A) - Should be perfected by the officer

1. Name

1.1. Full name :-

Mr/ Mrs/Miss/

1.2. Name indicated in the letter of appointment:-

2. National Identity Card Number:-

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3. Date of Birth:-

D	D	M	M	Y	Y	Y	Y
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4. Personal address:-

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5. Telephone Number:-

5.1. Residence:-

5.2. Mobile:-

6. E-mail address:-

7. Post (Post held at present / If retired, post held at the time of retirement) :-

7.1. If retired, date of retirement:-

8. Particulars on the place of work

8.1. Ministry:-

8.2. Department:-

8.3. Address:

8.4. Telephone
Number:-

8.5. Fax Number:-

9.

9.1. Date of appointment to Grade III of Sri Lanka Scientific Service :-

9.2. Date of promotion to Grade II of Sri Lanka Scientific Service:-

(Please number the certified copy of the letter of promotion to Grade II as 9.2)

10. Details on satisfying the qualifications under Serial No: (V) in Section 10.2.1.1 of Sri Lanka Scientific Service Minute

Serial No	Name of the Post Graduate Degree Programme	Scope	The university, which has awarded the degree	Indicate whether the said university is recognized by the University Grants Commission or recognized by the University Grants Commission as a degree awarding institution	Year of obtaining the degree

(Please number the certified copies of the degree certificate and the academic transcript as 10)

11. Date of passing the 2nd Efficiency Bar examination:-

- i. Indicate the name and the subject area of the thesis
- ii. Indicate whether the officer has passed the 2nd Efficiency Bar examination under the old service minute/ new service minute
- iii. Indicate whether the said thesis was considered for a postgraduate degree qualification or qualification for recruitment
- iv. Date of passing

I hereby declare that I have completed an active and satisfactory service period of not less than twelve (12) years as at the date of becoming eligible for promotion, and the application with the accurate and all particulars from No: 01 to 12 above and the certified copies of all the documents that should be attached along with the application have been prepared as a file in the order of the numbers relevant to each matter mentioned on the top right hand corner of the documents are submitted herewith.

.....
Date

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

Part (B) - Should be perfected by the Head of the Department/ Institution

Secretary,

Mr/Mrs/Miss.....

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

.....

1. The officer has/ has not completed a satisfactory service period of twelve (12) years from the date of appointment
2. The officer has/ has not earned all the salary increments within 11 years before the date of promotion to Grade I.

2.1. Table No: 01

Serial Number	Year	Whether the salary increments have / have not been earned on the prescribed date	Salary increment date
i.		Has/has not earned	
ii.		Has/has not earned	
iii.		Has/has not earned	
iv.		Has/has not earned	
v.		Has/has not earned	
vi.		Has/has not earned	
vii.		Has/has not earned	
viii.		Has/has not earned	
ix.		Has/has not earned	
x.		Has/has not earned	
xi.		Has/has not earned	

(Please attach the certified copies of the letters of salary increment (11 years) in the order of years)

3. The officer has/ has not proved performance at satisfactory level or above during the twelve years (12) before the date of promotion as per the approved performance evaluation procedure.

3.1. Table No: 02

Serial Number	Year	Final evaluation	The relevant officer has/ has not signed
i.		Excellent/ Average/Above average/ Satisfactory/ Unsatisfactory	Yes/ No
ii.		Excellent/ Average/Above average/ Satisfactory/ Unsatisfactory	Yes/ No
iii.		Excellent/ Average/Above average/ Satisfactory/ Unsatisfactory	Yes/ No
iv.		Excellent/ Average/Above average/ Satisfactory/ Unsatisfactory	Yes/ No

v.		Excellent/ Average/Above average/ Satisfactory/ Unsatisfactory	Yes/ No
vi.		Excellent/ Average/Above average/ Satisfactory/ Unsatisfactory	Yes/ No

(Please complete Table No: 02 in accordance with the performance in each year and attach the certified copies of the relevant performance reports in the order of years)

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

4.1. Deduction of the satisfactory period of service on disciplinary matters, if the officer has received disciplinary punishment

Table No: 03

Disciplinary Order	As per the charge sheet, the time period in which the offense has been committed	Number of the days deducted from the the satisfactory period of service		
		Years	Months	Days
Number of the days deducted from the period of service				

(Certified copies of the disciplinary decisions should be attached)

5. Disciplinary proceedings are/ are not being initiated against the officer or disciplinary inquiries are/are not being carried out.

6. The officer has/ has not obtained no-pay leave or half-pay leave

6.1. Deduction of the period of service, if leave has been obtained in the above manner

Table No: 04

Serial No	Conditions relevant to the approval of leave	Duration		Number of the days deducted from the period of service		
		From	To	Years	Months	Days
i.	V:2.5.4 of the Establishments Code					
ii.	XII:16 of the Establishments Code					
iii.	Management Services Circular No: 10					
iv.	Management Services Circular No: 33					
v.	XII of the Establishments Code 36					
vi.	Other no-pay leave					

Total number of the days deducted from the period of service			
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(Please attach the certified copies of the letters of approving leave)

6.2. Total number of days deducted from the period of service indicated in Table No: 03 and Table No: 04
 Years Months Days

6.3. Date on which the officer becomes eligible for promotion to Grade I as per 7.2:-.....

- 7. Work, attendance and conduct of this officer is/ is not satisfactory
- 8. I hereby recommend/ do not recommend to promote Mr/Mrs/Ms.to Grade I of Sri Lanka Scientific Service from
- 9. I hereby send the file prepared attaching the accurately perfected application and certified copies of the relevant documents.
- 10. I hereby certify that the above particulars are accurate after comparing them with the documents in the personal file.

.....
Date

.....
Signature and official stamp of the
Head of the Department

*Cut off the inapplicable words

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

Secretary,
Ministry of Public Services, Provincial Councils and Local Government

- 1. I evaluated the duties, conduct, special skills and performance of the officer. I hereby recommend/ do not recommend to promote Mr/Mrs/Ms.to Grade I of Sri Lanka Scientific Service.
If not recommended, reasons for the same.

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- 2. I hereby send the file prepared attaching the accurately perfected application and certified copies of the relevant documents.

.....
Date

.....
Signature of the Secretary of the
Ministry

*Cut off the inapplicable words