

Application for Promotion of Officers in Class III of

Sri Lanka Administrative Service to Class II

Part I

01. a) Name of the officer :
- b) Date of appointment to Class III of Sri Lanka Administrative Service :
- c) Whether the officer has been confirmed in the post :
02. a) Present post and department :
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- b) Official Address :
03. a) Method of recruitment to Sri Lanka Administrative Service
- Open Competitive Examination/ Limited Competitive Examination/ Promotion of Merit
04. Whether the officer has passed or has been exempted from the following examinations. If so, furnish relevant particulars.

Date of passing or exemption

- First efficiency bar examination
- Second efficiency bar examination
- Proficiency in other official languages

(Sinhala/ Tamil)

- Proficiency in link language
- Course on General Management/
capacity building
- Post graduate diploma course

A certified copy of the certificate to the effect that the officer has completed the course on General Management/ Capacity Building is attached herewith.

A certified copy of the certificate to the effect that the officer has completed Post Graduate Diploma course is attached herewith.

05. Date on which the officer becomes entitled to be placed on Class II of Sri Lanka Administrative Service:-

06. (a) Whether you have earned all the salary increments on prescribed date during five years immediately preceding the date of promotion to Class II?.....

(b) Whether you have been subjected to a disciplinary punishment for any offence committed during the five years immediately preceding the date of promotion?.....

(if so, furnish relevant particulars)

07. Present annual salary:-.....

08. Whether you have obtained no – pay leave or half – pay leave from the date of appointment to Sri Lanka Administrative Service up to date?.....

(If so, furnish relevant particulars).....

I hereby state that I have possessed qualifications to be promoted to Class II of Sri Lanka Administrative Service on the date indicated in Para 5 above and the particulars indicated from 1 to 8 are true and correct to the best of my knowledge.

.....

Date

.....

Signature of Applicant

Part II

Certification of the Head of the Department

I hereby certify that Mr/ Mrs/Miss/..... is serving at the Department/ Ministry ofas and further the officer

- has completed a satisfactory service of 10 years from the date of appointment
- has/has not earned all due salary increments during the period of 5 year immediately preceding the date of promotion to Class II
- has/has not taken disciplinary action against the officer and there is/isn't any intention to take disciplinary action against the officer.
- has not obtained no-pay leave and further has/has not obtained no-pay leave or leave on half pay from to
- I hereby recommend promotion of this officer to class II of Sri Lanka Administrative Service from since the officer's work, attendance and conduct are satisfactory.

Date:-.....

Signature and official stamp of the
Head of the Department

- Delete the words inapplicable.

Part III

I hereby recommend/ do not recommend promotion of Mr/ Mrs/ Miss to Class II of Sri Lanka Administrative Service.

Date:-

Signature
Secretary (Name)
Official Stamp