

**Application for promotion of officers in Grade I of Sri Lanka Accountants'
Service to Special Grade**

Application number

F

(For Office Use Only.)

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

1. Name :

1.1 Name in full : Miss/Mrs/Mr

1.2 Name indicated in the letter of appointment : Miss/Mrs/Mr

2. Number of the N.I.C. :

(Certified photocopy of the National Identity Card should be attached, numbering the same as No.02.)

3. Date of Birth :

4. 4.1 Private Address :

4.2 E-mail address :

5. Telephone number - 5.1 Residence : 5.2 Mobile:

6. 6.1 Post held at the time of retirement :

6.2 Date of retirement :

(A certified copy of the letter by which the officer was sent on retirement should be attached, numbering the same as 6.2.)

7. Ministry/ Department where you last served :

8. The address of that office :

9. Date of Appointments / Promotions :

9.1 Date of appointment to Grade III of S.L.Ac.S. :

9.2 Date of promotion to Grade II of S.L.Ac.S. :

9.3 Date of promotion to Grade I of S.L.Ac.S. :

(Certified copy of the letter of promotion to Grade I should be attached, as No.9.3.)

10. Periods of absence from service and deductions from service period on disciplinary punishments after promotion to Grade I

10.1 Service deduction due to obtaining of leave (Complete only if relevant)

Serial number	Conditions applied in granting approval for leave	Duration		Number of days by which the service is deducted		
		From	To	Years	Months	Days
I.	V:2:5:4 of Establishments Code					
II.	XII:16 of Establishments Code					
III.	XII:36 of Establishments Code					
IV.	Management Services Circular No.10					
V.	Management Services Circular No.33					
VI.	Management Services Circular No. 01/2016					
VII.	Other no pay leave					
Total No. of days by which the service period is deducted						

(Certified copies of letters by which the leave has been approved should be attached, numbering them as 10.1.I, 10.1.II, 10.1 III etc., as applicable.)

10.2 Deduction of the service on disciplinary grounds (Complete only if relevant)

Disciplinary Decision	Duration in which the offence has been committed as per charge sheet	Number of days by which the service period is deducted			The period	
		Years	Months	Days	From	To
I. Deferring salary increments						
II. Other						
Total number of days by which the service period is deducted						

(Certified copies of disciplinary decisions should be attached, numbering them as 10.2.I, 10.2.II, etc., as applicable.)

10.3 Total of 10.1 & 10.2 :Years Months Days

11. The requirement of not having been subjected to a disciplinary punishment from year 2010 to the date of retirement. (This should be confirmed by the Head of Department by a written statement - under part "b" of the application) Mention the relevant reason, if the officer has been subjected to a disciplinary punishment.

12. The requirement of having fulfilled the qualifications prescribed in 10.3.1 and Appendix (v) of the Minute of Sri Lanka Accountants' Service:

12.1 Serial Number	12.2 Post Graduate Degree/other	12.3 Field of study	12.4 The university/ institution which offer that degree/ qualification	12.5 Whether that university has been recognized by the University Grants Commissions as a University	12.6 Duration of the degree/ course. (starting date and ending date)	12.7 Effective date of the degree/course
01						
02						
03						
04						
05						

(Certified copies of the Postgraduate Degree/ course certificate and the detailed results (Transcript) sheet should be attached as 12.2)

13. Has / Has not completed an active period of service not less than eighteen (18) years as at the date on which the officer becomes eligible for promotion:

14. Serving in a Special Grade post

14.1 Particulars related to serving in Special Grade posts

Serial number	Institution	Post and service	The basis for the appointment (Permanent/ full-time acting basis)	Duration of service (From to...)	The Authority who granted the appointment	Number and date of the relevant letter
1						
2						

3						
4						
5						

The application containing correct and all information from 01 to 14 above and certified copies of all documents required to be attached, are hereby submitted as a file by numbering them consecutively and indicating the number relevant to the facts at the top right corner of the each document.

Date:

.....
Signature of the applicant
Designation held when retired

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

Secretary,

Ministry of Public Services, Provincial Councils and Local Government / relevant Ministry

1. All particulars mentioned above by the officer are correct.
2. Matters relevant to No. 10.1 and 10.2 have been compared with particulars in the file. Accordingly, it is hereby certified that all the particulars mentioned are correct and they have been submitted in perfect manner.
3. It is hereby certified that no disciplinary action is being taken against the officer and, he/she has been sent on retirement under Section 02 and 17 of the Minute of Pension.
4. It is hereby recommended to promote the officer to Special Grade of Sri Lanka Accountants' Service.
5. Application perfected correctly in each and every way, and the file containing certified copies of relevant documents which have been numbered consecutively in accordance with each matter are sent herewith.

Date :

.....
Signature of the Head of the
Department/Institution,
Designation and Official Frank

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

Secretary,

Ministry of Public Services, Provincial Councils and Local Government

1. I agree/ do not agree with the recommendations made by the Head of Department/Institutions on Mr. /Mrs. /Miss....., officer in Grade I of Sri Lanka Accountants' Service.
2. I recommend/ do not recommend* the promotion of Mr./Mrs./Miss.to Special Grade of Sri Lanka Accountants' Service
(*Indicate reasons in brief if the promotion is not recommended.)
3. Application perfected correctly in each and every way, and the file containing certified copies of relevant documents which have been numbered consecutively in accordance with each matter are sent herewith.

Date :.....

.....

Secretary,
Ministry of

.....

.....

Official Frank

Note:- Cross inapplicable words.

Part (D) - For the use of the Ministry of Public Services, Provincial Councils and Local Government only

1. Date on which the officer becomes eligible to be promoted to the Special Grade:
2. The requirement of indicating in the annual performance report that the officers' work and conduct are satisfactory within the immediately preceding 5 years.

The particulars of the performance from 2010 to 2021 should be mentioned below. The relevant 11 performance reports should be certified on both sides of each page by placing the signature and official frank of a staff officer and, the copies should be attached. The performance reports where no recommendations or more than one recommendation have been indicated in the final evaluations and the performance reports on which signatures and official franks of the appraiser and moderator have not been placed, shall not be accepted.

Year	Final evaluation				Whether relevant officers have signed/ have not signed
	Excellent	Above average	Satisfactory	Poor	
2010					
2011					
2012					
2013					
2014					
2015					
2016					
2017					
2018					
2019					
2020					
2021					

Each row and column should be filled in accordance with the performance report of each year.