

Promotion of Officers in Grade III of Sri Lanka Accountants' Service to Grade II as per the 5th Revision of the Minute of Sri Lanka Accountants' Service No: 2137/66 dated 22.08.2019, 6th revision of the Minute of Sri Lanka Accountants' Service No: 2225/5 dated 27.04.2021 and Public Administration Circular No: 33/2019

Part I

01. (a) Name of the officer: :-
- (b) Designation and present service station:
.....
- (c) Office address :-
- Telephone Number :-..... Fax :-
- (d) Personal address :-
- Mobile Number :-.....
- E-mail address:-.....
- (e) National Identity Card No :-
02. (a) Date of appointment to Grade III of Sri Lanka Accountants' Service :-
- (b) Date of assumption of duties in Grade III of Sri Lanka Accountants' Service :-.....
- (c) Date of confirmation in Grade III of Sri Lanka Accountants' Service :-.....
- (d) If the probation period has been extended, indicate the period of extension :-
03. Have you passed the following examinations ?
- If so, details on the same:
- (i) Date of passing the first Efficiency Bar examination:.....
- (ii) Date of passing the examination for proficiency in other official language or date on which you have been exempted from the same:
- (iii) Date of passing the examination for link language proficiency or date on which you have been exempted from the same:
- (iv) Date of completing capacity building level III :.....
- (It is mandatory for the officers recruited after 26.02.2019)
04. Accordingly, the date on which you are eligible to be promoted to Grade II of Sri Lanka Accountants' Service:

I hereby declare that I am eligible to be promoted to Grade II of Sri Lanka Accountants' Service with effect fromand the particulars furnished in paragraphs 1 to 4 above are accurate according to my knowledge and belief.

.....
Date

.....
Signature

Part II

Certification of the Head of the Department

(The Heads of Departments should personally be responsible with regard to the following)

01. (i) Has the officer completed an active and satisfactory service period of 06 years from the date of appointment to Grade III and earned 06 salary increments? :-
- (ii) Has the officer earned all the due salary increments within the 5 years immediately preceding the date on which she/ he has become qualified for promotion?:-

Year	Has/ has not earned the salary increments

(Certified copies of the salary increment certificates (Form General 185) should be attached)

02. (i) Has the officer proved a performance at satisfactory level or above within the 06 years before the date of promotion as per the approved performance evaluation procedure? :-
.....
- (ii) Has the officer completed a satisfactory service period within the 05 years immediately preceding the date on which he/ she has become qualified for promotion?:-
.....

Year	Indicate the level of performance as {satisfactory (S)/ Average (A)/ Excellent (E)} as per the approved performance evaluation procedure

(Copies of the approved performance reports of which both sides are certified should be attached)

03. (i) Has the officer received any disciplinary punishment as per Public Service

Commission Circular No: 01/2020?

(ii) If yes, the number and date of the disciplinary orders:-

(iii) Is any disciplinary action being taken against the officer or is it intended to take disciplinary action against the officer in future? :-

(ii) If yes, indicate whether it is in accordance with Schedule 01 or Schedule 02:-
.....

04. Has the officer obtained no-pay leave?

If yes, indicate the period:-

Year	Period

I hereby certify that I have checked the particulars furnished here by Mr/Mrs/MS. and they are accurate. His/ her service within the past 06 years is satisfactory and I hereby recommend to promote he/ she to Grade II of Sri Lanka Accounts' Service with effect from

.....

Date

.....

Signature of the Head of the Department

Designation.....

Part III

I hereby recommend to promote Mr./Mrs./MS. to Grade II of Sri Lanka Accountants' Service.

.....

Date

.....

Signature

Secretary (Name)

Official Stamp

Matters to be considered, when perfecting the application for promotion of officers in Grade III of Sri Lanka Accountants' Service to Grade II

01) Copies of the following documents should be included in the application submitted to be forwarded to the Public Service Commission

- Certified copy of the letter of appointment
- Certified copy of the letter of assumption of duties
- Certified copy of the letter of confirmation in service
- Certified copy of the results sheet which proves that the officer has passed the first Efficiency Bar examination (The date of commencement of the examination should be indicated when perfecting the application)
- Certified copies of the letter to the effect that the officer has been exempted from the requirement of acquiring the proficiency in official language (Sinhala/ Tamil) as per Public Administration Circular No: 01/2014 dated 21.01.2014, Public Administration Circular Letter No: 06/2017 dated 17.10.2017 and Public Administration Circular No:18/2020 dated 16.10.2020, Public Administration Circular Letter No: 01/2021 dated 27.04.2021, certificate and letter of verification of the results.
- Certified copies of the letters to the effect that the officer has passed the examination for proficiency in the link language or he/ she has been exempted from the same
- Certified copy of the National Identity Card
- Certified copy of the certificate issued upon completion of the Capacity Building Level III course for officers recruited after 26.02.2019
- Certified copies of the Increment Certificate Forms (Form General 185) of the years relevant to the promotion
- Certified copies of the performance appraisal reports of the years relevant to the promotion

02) Application should be duly recommended by the **Head of Department and the Secretary of the ministry.**