

**Application for promotion of officers recruited to Grade III of the Sri Lanka**  
**Administrative Service in 2019**  
**to Grade II**

**Part I**

**(To be filled by the applicant.)**

01. a) Name of the officer : .....
- b) N.I.C Number : .....
- c) Date of appointment to Grade III of Sri Lanka Administrative Service : .....
- d) Whether the officer has been confirmed in the post : .....

02. a) Present post and workplace : .....
- .....
- b) Official Address : .....
- c) Telephone No :- Official: ..... Mobile:.....

03. Method of recruitment to Sri Lanka Administrative Service

- Open Competitive Examination/ Limited Competitive Examination/ Promotion of Merit

04. Have you passed the following examinations or have you been exempted it. If so, furnish relevant particulars.

- |   | Date of passing or<br>Exemption |
|---|---------------------------------|
| • First efficiency bar examination  | :- .....                        |
| • Capacity Building Program – Level III, conducted by the Sri Lanka Institute of Development Administration                 | :- .....                        |
| • Proficiency in official languages (Sinhala/ Tamil)<br>as per the provisions of Public Administration Circular No: 18/2020 | :- .....                        |

(The head of the institution should have issued a letter confirming the above as per Public Administration Circular Letter No. 01/2021.)

05. Date on which you become entitled to be placed on Grade II of Sri Lanka Administrative Service:- .....

06. (a) Whether you have earned the required six (06) year salary increments on the due date for promotion to Grade II ?.....

(b) Have you been subjected to a disciplinary punishment as per the provisions of Public Service Commission Circular No: 01/2020? .....

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

.....

07. 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 Grade II of Sri Lanka Administrative Service on the date indicated in Para 05 above and the particulars indicated from 01 to 07 are true and correct to the best of my knowledge.

.....

Date

.....

Signature of Applicant

Official Stamp

## **Part II**

### **Certification of the Head of the Department**

**(Department Heads should bear the entire responsibility regarding the following information)**

I hereby certify that Mr/ Mrs/Miss/..... is serving at the  
Department/ Ministry of .....as

..... and further the officer

- has completed a satisfactory service of 06 years from the date of appointment
- has / has not earned all due salary increments during the period of 6 years the date on which the officer becomes eligible for promotion

Year	Has / Has not earned salary increments	Date of Salary Increment
2020		
2021		
2022		
2023		
2024		
2025		

- has / has not achieved satisfactory or a higher level performance in terms of the approved performance appraisal scheme during a period of six (06) years the date of promotion

Year	Has / Has not achieved satisfactory or a higher level performance in terms of the approved performance appraisal	
	Has / Has Not	[ Mentioned as Satisfactory (S) / Above Average (A) / Excellent (E) ]
2019		
2020		
2021		
2022		
2023		
2024		

- 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/ has obtained no-pay leave or leave on half pay from ..... to .....
- The particulars mentioned in Sections I,II and III of 04 above are correct / should be corrected as follows
  - I. First efficiency bar examination :- .....
  - II. Capacity Building Program – Level III, conducted by the Sri Lanka Institute of Development Administration :- .....
  - III. Proficiency in official languages (Sinhala/ Tamil) as per the provisions of Public Administration Circular No: 18/2020 :- .....
- I hereby recommend promotion of this officer to Grade 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

**Note : Cross words inapplicable.**

### **Part III**

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

Date :- .....

.....

Signature and official stamp of the  
Secretary of the Ministry