

**Application for promotion of officers recruited to Grade III of the Sri Lanka
Administrative Service on 23.01.2017
to Grade II as per Public Administration Circular No. 31/2019**

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. 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 | :- |
| • Proficiency in other official languages (Sinhala/ Tamil)
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 the officer becomes 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 ofas
..... 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
2018		
2019		
2020		
2021		
2022		
2023		

- 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)]
2017		
2018		
2019		
2020		
2021		
2022		

- 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 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