

Report to be provided by the Head of the Department

Recruitment of Officers to Sri Lanka Engineering Service (Limited Stream) – 2020

- 1) Name of the officer :
- 2) (a) Date of Birth :..... (b)National Identity Card No. :.....
- 3) Date of confirming in the public service as an officer in Engineering Assistants' Service at the Department of Irrigation/ officer in Supervisory Management Service at the Department of Railway/ Technical Officer in Sri Lanka Technological Service (Previously known as MLT Service) :.....
- 4) Present Class/ Grade of the officer:
- 5) Date of promotion of the officer to Grade I:
- 6) Date of promotion of the officer to Special Grade:
- 7) Has the officer earned all the salary increments during the past five (05) years?
.....
- 8) Are there reports which may cause the suspension of promotions of the officer during the past five (05) years?
- 9) Has any disciplinary action been taken against the officer during the past five (05) years?
- 10) Whether it is intended to take any disciplinary action against the officer?
.....
- 11) Indicate the details of the leave to be spent out of Sri Lanka/ leave to be spent within the country without pay obtained by the officer during the period of service, if any:
.....
- 12) Whether the officer is eligible in every aspect to be considered for an appointment in Grade III of Sri Lanka Engineering Service:

Officer's	Weak	Satisfactory	Good	Very good
Work				
Attendance				
Conduct				

The above particulars are true and I hereby recommend/ do not recommend to consider for appointment to Grade III of Sri Lanka Engineering Service. (Delete the words inappropriate)

Date:

.....

Signature and Official Stamp (Secretary/ Chief Secretary/ Head of the Department)