

**Public Services Commission**

**Promotion of officers in class II of Sri Lanka Administrative Service to class I**

Applications are hereby called from officers, who have been promoted to grade II under the provisions mentioned in schedule II of the Minute on Sri Lanka Administrative Service No 1842/2 of the Democratic Socialist Republic of Sri Lanka dated 23<sup>rd</sup> December 2013, for promotion to class I of the service as per interim provisions mentioned in the same schedule.

02. Qualifications to be satisfied as per the service minute:

- a) Should have completed a satisfactory service of 05 years immediately preceding the date of becoming eligible for promotion and earned 05 salary increments.
- b) Officers who have satisfied qualifications will be promoted after calling for an interview.

03. Officers who have satisfied above qualifications as at the closing date of applications should send their applications perfected as per the specimen attached herewith to reach the Secretary, Ministry of Public Administration and Home Affairs through the respective Head of Department, Secretary of the Ministry on or before 21.11.2014. Applications which are incorrect or not duly perfected will be rejected and applications received after the closing date are also not entertained.

Those officers, who have been in the service up to the date on which they become qualified for promotion as in above 02, shall apply for the promotion even though they are now retired.

Application can be down loaded from [www.pubad.gov.lk](http://www.pubad.gov.lk)

In the order of the Public Services Commission

Date: 31. 10. 2014

P.B.Abeykoon

Secretary,

Ministry of Public Administration

& Home Affairs

**Form of Application for Promotion of officers in Grade II of Sri Lanka Administrative Service to Grade I**

For office use only

Number of the Application


**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 :

2. Number of the N.I.C :

3. Date of Birth :

4. Private Address :

5. Telephone No -      5.1 Residence :                              5.2 Mobile :

6. 6.1 Post :

(Post hold at present/ If retired post held the time of retirement)

6.2 If retired, state the date of retirement

7. Ministry/ Department :

8. Official Address :

9. 9.1 Official Telephone Number :

9.2 Official Fax Number :

10. Date of Appointments and Promotions -

10.1 Date of appointment to SLAS Grade III (Class III) :

10.2 Date of promotion to SLAS Grade II (Class II) :

(Certified copy of the formal letter of promotion to Grade/ Class II should be attached as No. 10.2)

**11. Periods of absence from service and deductions from service period as disciplinary punishments**

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

Serial No.	Conditions applied in granting approvals for Leave	Duration		Number of days by which the service is deducted		
		To	From	Y	M	D
i	V:2:5:4 of Establishment Code					
ii	XII:16 of Establishment Code					
iii	Management Services Circular No.10					
iv	Management Services Circular No.33					
v	XII:36 of Establishment Code					
vi	Other (No pay Leave)					
Total No. of Leave by which the service period is deducted						

(Certified copies of letters by which the leave has been approved should be attached by numbering them as 11.1.i, 11.1.ii, 11.1.iii etc., as applicable)

11.2 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		
		Y	M	D
i. Deferring ..... salary increments				
ii.Others				
Total number of days by which the service period is deducted				

(Certified copies of disciplinary decisions shall be attached by numbering them as 11.2.i, 11.2ii, etc., as applicable)

11.3 Total of 11.1 & 11.2 – Year ..... Month ..... Date .....

11.4 The date after removing the period in 11.3 above out of the period from the date of appointment to Grade II: .....

**12. The requirement of having earned salary increments within period immediately preceding 5 years.**

12.1 **Has / Has not\*** earned all salary increments\*\* falling within 5 years immediately preceding the date on which the officer becomes eligible for promotion.  
(Salary Increments obtained under the section XII:16:9, XII:16:10 and XII:36:1:4:(i) and (ii) establishment code are not accepted for the promotion)

\*(Delete words inapplicable)

12.2 If the officer has not earned salary increments within the 5 years immediately preceding the date on which the officer becomes eligible for promotion, the date of qualifications for promotion shall be re-calculated until such date on which the officer receives fifth salary increment. Accordingly, the date on which the officer becomes eligible for promotion shall be\*\* : .....

\*\* (Attach the certified copies of 05 salary increment slips numbering them from 12.1 to 12.5)

**13. The requirement of not having subjected to a disciplinary punishment within the immediately preceding five years.**

13.1 As per the personal file the officer has not been subjected to any disciplinary punishment within the 5 years immediately preceding the date of qualifying for promotion (This should be confirmed by the Head of Department by a written statement - under part "b" of the application)

13.2 If the officer has been subjected to a disciplinary punishment during the period mentioned in 13.1 and comments have been made under 11.2 and further the date of promotion is also revised, such date is : .....

13.3 The revised date, if the date is revised as per 12.2 and 13.2 : .....

**14. The requirement of indicating in the annual performance report that the officers' work and conduct are satisfactory within the immediately preceding 5 years.**

**Five years immediately preceding** the year in relation to the date on which the officer becomes eligible as per 12, 13 above shall be indicated in the 1<sup>st</sup> column of following table. Further certified copies of relevant 5 performance reports shall be attached. **Performance reports which have not**

**been duly signed and selected by the relevant officer and the reports where more than one alternative recommendation have been indicated in final evaluations shall not be accepted.**

Year	Final evaluation Excellent/above average/satisfactorily/poor	Whether relevant authority has signed/ not signed

Each row and column shall be filled in accordance with the performance evaluation report of each other.

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

.....  
Signature of the Applicant  
Designation & Official Stamp

Date: .....

**Part (b) – To be filled by the Head of the Departments.**

Secretary,  
Ministry of Public Administration and Home Affairs/relevant Ministry

1. Particulars mentioned above by the officer are correct.
2. Matters relevant to No. 11, 12, and 13 have been compared with particulars in the file. Accordingly, it is hereby certified that all the particulars mentioned are correct, they have been submitted in perfect manner and further **certified copies** of all relevant documents are hereby attached.
3. Whether action is being taken to commence disciplinary action against the officer or **disciplinary action is being/ is not being taken**.
  - 3.1 If the answer is – “is being taken”, the date on which the offence has been committed.
  - 3.2 Date of issuance of the charge sheet by disciplinary authority.
4. Work/attendance/conduct of Mr. /Mrs. /Miss. ....are satisfactory. Further the officer’s performance, leadership, capability and the capacity to hold posts and responsibilities in relations to next promotion have been taken in to consideration. Accordingly, it is hereby recommended to promote to officer to Grade I of SLAS.
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.

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

Date: .....

Note: - cross words in applicable

**Part (c) - To be filled by the Secretary of the respective Ministry.**

Secretary,  
Ministry of Public Administration and Home Affairs

1. **I agree/ do not agree** with the recommendations made by the Head of Department/Institutions on the work and conduct of Mr./Ms./Miss. ...., officer in Grade II of Sri Lanka Administrative Service.
2. The works/conduct/special skill and performance of the officer have been duly evaluated.

It is hereby recommended\* to promote Mr. /Mrs. /Miss. .... to Grade I of Sri Lanka Administrative Service.

\*(Indicate reasons 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.

.....  
Secretary  
Ministry of .....  
Official Stamp

Date: .....