

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

For office use only

Number of the Application

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| S |
| F |

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 II/II (Class III) :
10.2 Date of promotion to SLAS Grade II/I (Class II) :
10.3 Date of promotion to SLAS Grade/Class I :
(Certified copy of the formal letter of promotion to Grade/ Class I should be attached as No. 10.3)

11. Periods of absence from service and deductions from service period as disciplinary punishments after promotion to Class I

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, 11.2.ii, 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 Class I :

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 :

15. 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 1st 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.

15. The requirement of having fulfilled the qualification prescribed in 14(d) of the Service Minute.

| 15.1 Serial No. | 15.2 Name of the Post Graduate Degree. | 15.3 Field of study. | 15.4 The University | 15.5 Whether that university has been recognized by the University Grants Commissions as a University. | 15.6 Duration of the degree. (starting date and ending date) | 15.7 Effective data of the degree. |
|-----------------------|--|----------------------------|---------------------------|---|---|---|
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |

(Certified copies of **Degree certificate** and the **detailed results (Transcript)** sheet shall be attached as 15.1)

Application containing correct and all information from 01 to 15 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, 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 Special Grade 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 Class I 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 Special Grade 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: