

Promotion of Officers in Grade I of Sri Lanka Accountants' Service to Special Grade

Applications for promotion to Special Grade shall be called from the officers in the permanent cadre who have satisfied the following qualifications as per Section 10.3.1 of Sri Lanka Accountants' Service Minute.

02. Qualifications to be satisfied for promotion to Special Grade

- I. Shall have obtained a post graduate degree in the relevant field
- II. Shall have completed an active and satisfactory period of service of 05 years in Grade I of executive service category as at the date of gaining eligibility for promotion and earned 05 salary increments after promotion to Grade I.
- III. Shall have completed an active period of service of not less than 18 years in executive grade relevant to the service category/ posts for which the officer is qualified, as at the date on which the officer becomes eligible for promotion.
- IV. Shall have proved the annual performance at satisfactory level or above during the 05 years immediately preceding the date on which the officer becomes eligible for promotion.
- V. Shall have completed a satisfactory service and not been subjected to any disciplinary punishment during the 05 years immediately preceding the date on which the officer becomes eligible for promotion.

03. Method of Promotion

Vacancies in Special Grade of Sri Lanka Accountants' Service up – to –date

Promotions shall be made in accordance with the number of existing vacancies considering the seniority and merit after interviewing by a Board of Interview approved by Public Service Commission.

The officers who have satisfied the qualifications indicated in Para. 02 above shall send the applications perfected in accordance with the attached specimen through Secretaries of Ministries, Heads of Departments to Secretary, Ministry of Public Administration and Management before 28.10.2016. Under no circumstance, applications sent after above date shall be accepted and applications, which are incomplete and with false information, shall be rejected.

It is informed that the applications should be submitted only if you have satisfied the basic qualifications indicated above and the officers who have been in service up to the date of gaining eligibility for promotion relevant to the above dates or after such date and have satisfied the qualifications for promotions as per Para. 02 above and further the officers who have been denied of promotions even after appearing for the interview at previous occasions or the officers who could not apply for promotions can also apply for promotions even if they are now retired.

“On the order of Public Service Commission”

Date:

J.J. Rathnasiri

Secretary

Ministry of Public Administration and
Management.

Marking Scheme of the Interview for Promotion of officers in Sri Lanka Accountants' Service to Special Grade

Seniority

(Maximum 60 marks)

Marks will be allocated for each year which falls after completion of an active and satisfactory period of five years in Grade I of Sri Lanka Accountants' Service, as 10 marks per year, 05 marks for a period not less than 06 months and 2.5 marks for a period not less than 03 months.

Skills

(Maximum 40 marks)

I. Innovativeness and Creativity

Maximum of 10 marks will be allocated for 04 programmes / projects, 2.5 marks per each, which were implemented successfully by the applicant for improvement of quality and productivity of the institution.

10 marks

Note – (a) The above programmes/projects will be identified based on the performance reports of the last 05 years of the applicants.

(b) Awards, compliments or certificates which prove the successful completion of such programmes/projects should be produced at the interview by the applicants.

II. Power Point Presentation

25 marks

Power Point Presentation of 10 minutes on a project/programme mentioned in (I) above.

- | | | |
|------|------------------------------------------|----------|
| i. | Objectives and Vision | 05 marks |
| ii. | Relevancy | 05 marks |
| iii. | Creativity | 05 marks |
| iv. | Time Management | 05 marks |
| v. | Proficiency in any other Language | 05 marks |

Note: - (a) Marks can be obtained under the criterion (v) above only if the applicant makes this presentation in any other language other than the language in which he/she was recruited to Sri Lanka Accountants' Service.

(b) After the presentation, questions will be asked by the Board of Interview from the applicant for 05 minutes.

(c) The hard copy of the presentation should be produced to the Board of Interview at that time. In addition, it is compulsory to produce a hard copy of the presentation prepared in English medium at this time.

III. Performance at the Interview

05 marks

Maximum of 05 marks will be allocated to the applicant under the following criteria in respect of the questions asked by the Board of Interview after the presentation.

- | | | |
|------|-----------------------|---------|
| i. | Leadership | 01 mark |
| ii. | Communication Skills | 01 mark |
| iii. | Confidence | 01 mark |
| iv. | Analytical Thinking | 01 mark |
| v. | Professional Courtesy | 01 mark |

Application for promotion of officers in Grade I of Sri Lanka Accountants' Service to Special Grade

For Office Use Only

Number of the Application

S
F

(a) 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 at 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 S.L.Ac.S. Grade III:

10.2 Date of promotion to S.L.Ac.S. Grade II:

10.3 Date of promotion to S.L.Ac.S. Grade I:

(Certified copy of the formal letter of promotion to Grade I / Class I should be attached as No. 10.3)

11. Periods of absence from service and deductions from service period on disciplinary punishments after promotion to Grade 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		
		From	To	Y	M	D
i	V:2:5:4 of Establishments Code					
ii	XII:16 of Establishments Code					
iii	Management Services Circular No.10					
iv	Management Services Circular No.33					
v	XII:36 of Establishments Code					
vi	Other (No pay Leave)					
Total No. of days 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 should 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 I:

12. The requirement of having earned salary increments within the 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) of the establishments 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 qualification for promotion should 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 or 13 above should be indicated in the 1st column of the following table. Further certified copies of relevant 5 performance reports should be attached. Performance reports where the signature and the official stamp of the relevant officer have not been placed 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 should be filled in accordance with the performance report of each year.

15. The requirement of having fulfilled the qualification prescribed in 10.3.1(i) 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 date of the degree.
1.						
2.						
3.						
4.						
5.						

(Certified copies of Degree certificate and the detailed results (Transcript) sheet should 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, Designation & Official

Stamp of the Applicant

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

Secretary,

Ministry of Public Administration and Management / relevant Ministry

1. All 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 have been 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 relation to next promotion have been taken in to consideration. Accordingly, it is hereby recommended to promote the officer to Special Grade of Sri Lanka Accountants’ Service.
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.

Date:

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

Note:- cross inapplicable words

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

Secretary,

Ministry of Public Administration and Management

1. I agree/ do not agree with the recommendations made by the Head of Department/Institutions on the work and conduct of Mr. /Mrs. /Miss., officer in Grade I of Sri Lanka Accountants’ Service.

2. The work/conduct/special skills and performance of the officer have been duly evaluated.

It is hereby recommended/ not recommended* to promote Mr./Mrs./Miss.
..... to Special Grade of Sri Lanka Accountants' Service.

*(Indicate reasons in brief 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.

Date:

.....

Secretary
Ministry of
Official Stamp