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திகதி: } 22.01.2018
Date

Secretaries to Ministries

Chief Secretaries of Provinces

District Secretaries

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

As per the provisions mentioned in section 2.1.4 of schedule (II) of Sri Lanka Administrative Service Minute published in gazette (Extra Ordinary) No. 1842/2 dated 23.12.2013, approval of the Public Service Commission has been granted by the letter of secretary, Public Service Commission No: PSC/APP/7/1072/2017 dated 2017.08.03 and 2017.08.18 to call the applications from the officers who have satisfied qualifications on seniority to fill existing vacancies in the approved cadre in special grade to the date of 01.07.2017 after filling the vacancies as at 01.01.2017.

(02) Accordingly, action is being taken to call, applications from officers who have satisfied qualifications and call 48 officers for the interview as per the order of the seniority list in order to fill 24 existing vacancies in Special Grade in Sri Lanka Administrative Service as at 01.07.2017.

(03) Qualifications to be satisfied for promotion to Special Grade

- I. Having a post graduate degree from a University recognized by the University Grants Commission or from an institute recognized by the University Grants Commission as a degree awarding institute at least in one of the fields such as Public Administration, Management, Public Policies, Human Resource Management, Economics, Development Economics, Social Development, Law, Financial Management, Project Planning and Management, Information Technology or other fields approved by the Public Service Commission on the recommendation of the Secretary of the Ministry in charge of the subject of Public Administration as appropriate to obtain knowledge and skills to perform multi management functions entrusted to the officers in Sri Lanka Administrative Service.
- II. Having completed five (05) years active and satisfactory service in Grade One (I) of the service as at the date of becoming eligible for promotion and earned five (05) increments after being promoted to Grade One (I)

- III. Having completed an active period of service not less than eighteen (18) years as at the date on which the officer becomes eligible for promotion.
- IV. An annual performance of satisfactory level or above satisfactory level throughout the period of five (05) years immediately preceding the date of becoming eligible for promotion according to the approved performance appraisal scheme
- V. Possessed a satisfactory period of service during the period of five (05) years immediately preceding to the date of promotion and not being subjected to a disciplinary punishment.

(04) Method of promotions:

- 4.1 Since promotion shall be made based on seniority and merit ** on the approval of Public Service Commission as per Para. 13.3 (b) of the service minute, recommendations for appointments to special grade shall be made after an interview conducted by a board of interview consisting of five (05) members appointed by the Public Service Commission on the skills proved at the interview. A number of candidates equivalent to twice the number of vacancies existing as at 01.07.2017 shall be interviewed.
- 4.2 Officers who secure the highest marks, based on the marks secured at the interview, shall be promoted to fill the vacancies existing in Special Grade and the seniority list relevant to 01.07.2017 of promotion shall be prepared on the order of the seniority existed before the promotion of officers who become qualified to be promoted on the said date.

** The approved marking scheme for the interview is attached herewith.

(05) Since promotions shall be made to fill the vacancies as at 01.07.2017, the applications perfected in accordance with the attached specimen by the officers who are qualified as at the said date shall be sent to me through Secretaries of respective Ministries, Chief Secretaries, District Secretaries and Heads of Departments before 12.02.2018. Under no circumstance, application sent after above date shall be accepted and applications, which are incomplete and with false information, shall be rejected.

(06) The Officers shall be informed to submit their applications only if they have satisfied the basic qualifications mentioned above. Further, the officers who have been in service up to the date of becoming qualified for the above promotion or after such date and have satisfied the qualifications for promotions as per Para. 3 above and further the officers who have been denied of promotions even after appearing for the interview at previous occasions or the offices who could not apply for promotions can also apply for promotions even if they are now retired.

(07) Kindly note to make the relevant officers aware in this regards.

SGD. / J.J. Rathnasiri
Secretary,
Ministry of Public Administration and
Management.

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

	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 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		
		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 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 :

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 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)

16. Has / Has not* completed an active period of service not less than eighteen (18) years as at the date of promotion.

Application containing correct and all information from 01 to 16 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 Management/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 / not 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 Management

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 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 to the date of 01.07.2017.

*(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:

**Marking Scheme of the Interview for Promotion of officers in Sri Lanka Administrative 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 18 years and five years in Grade I of Sri Lanka Administrative 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 tasks, 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 tasks will be identified based on the performance reports of the last 05 years of the applicants.

(b) If awards, compliments or certificates which prove the successful completion of such tasks are produced at the interview by the applicants, they should be considered to prove above tasks.

II. Power Point Presentation

25 marks

Power Point Presentation of 10 minutes on a task 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 other official language or link language other than the language in which he/she was recruited to Sri Lanka Administrative 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 |