



රාජ්‍ය පරිපාලන, ආපදා කළමනාකරණ සහ පශු සම්පත් සංවර්ධන අමාත්‍යාංශය
பொது நிர்வாக, அனர்த்த முகாமைத்துவ மற்றும் கால்நடை அபிவிருத்தி அமைச்சு
Ministry of Public Administration, Disaster Management and Livestock Development

නිදහස් වතුරොය, කොළඹ 07, ශ්‍රී ලංකාව.
சுதந்திர சதுக்கம், கொழும்பு 07இலங்கை.
Independence Square, Colombo 07, Sri Lanka.

මගේ අංකය }
எனது இல }
My No }

CS/SLAS/Grade II Promo.

ඔබේ අංකය }
உமது இல }
Your No }

දිනය }
திகதி } 2019.10.30
Date }

Secretaries of Ministries,
Provincial Chief Secretaries,
District Secretaries,

**Promotion of Officers in Grade III of Sri Lanka Administrative Service to Grade II as per the
Public Administration Circular 31/2019**

Information for applying to the promotion of officers in Grade III of Sri Lanka Administrative Service to Grade II in line with the Public Administration Circular No 31/2019 has been published on the website of the Ministry and you are kindly informed that actions should be taken to apply for the promotion through the format given in Annex 01.

02. Further, it is hereby informed that the officers who have already applied to be promoted to Grade II should again forward their applications in line with the format given.

03. Kindly notify relevant officers who have satisfied the qualifications to be promoted to Grade II.

Sgd/ J. J. Rathnasiri

Secretary

Ministry of Public Administration, Disaster
Management and Livestock Development

Application for Promotion of Officers in Grade III of
Sri Lanka Administrative Service to Grade II
According to the Pub.Ad. Circular No. 31/2019

Part I

01. a) Name of the officer :.....
b) Date of appointment to Grade III of Sri Lanka Administrative Service :
c) Whether the officer has been confirmed in the post :
02. a) Present post and department :
.....
b) Official Address :
03. a) Method of recruitment to Sri Lanka Administrative Service
- Open Competitive Examination/ Limited Competitive Examination/ Promotion of Merit
04. Whether the officer has passed or has been exempted from the following examinations. If so, furnish relevant particulars.
- | | Date of passing or exemption |
|---|------------------------------|
| • First efficiency bar examination | |
| • Proficiency in other official languages
(Sinhala/ Tamil) | |
| • Proficiency in link language | |
05. Date on which the officer becomes entitled to be placed on Grade II of Sri Lanka Administrative Service:-
06. (a) Whether you have earned all the salary increments on prescribed date during five years immediately preceding the date of promotion to Grade II?.....
- (b) Whether you have been subjected to a disciplinary punishment for any offence committed during the five years immediately preceding the date of promotion?
- (if so, furnish relevant particulars)
07. Present annual salary:-.....

- has/has not achieved satisfactory or a higher level performance in terms of the approved performance appraisal scheme during a period of six (06) years preceding the date of promotion

Year	has/has not achieved satisfactory or a higher level performance in terms of the approved performance appraisal [Mentioned as Satisfactory (S) / Above Average (A) / Excellent (E)]

- has/has not taken disciplinary action against the officer and there is/isn't any intention to take disciplinary action against the officer.
- has not obtained no-pay leave and further has/has not obtained no-pay leave or leave on half pay from to
- I hereby recommend promotion of this officer to Grade II of Sri Lanka Administrative Service from since the officer's work, attendance and conduct are satisfactory.

Date:-.....

.....

Signature and official stamp of the
Head of the Department

- Delete the words inapplicable.

Part III

I hereby recommend/ do not recommend promotion of Mr/ Mrs/ Miss
to Grade II of Sri Lanka Administrative Service.

Date:-

.....

Signature
Secretary (Name)
Official Stamp