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பொது நிர்வாக, உள்நாட்டலுவல்கள், மாகாண சபைகள் மற்றும் உள்ளூராட்சி அமைச்சு
Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government

මගේ අංකය } MPA/PSD/C1/Promo II 2013
எனது இல }
My No }

ඔබේ අංකය }
உமது இல }
Your No }

දිනය } 2020.02.21
திகதி }
Date }

Secretaries of Ministries
Chief Provincial Secretaries
Heads of Departments
District Secretaries

Promotion of officers in Grade III of Sri Lanka Planning Service to Grade II as per Public Administration Circular No. 34/2019

Particulars on applying for promotion of officers in Grade III of Sri Lanka Planning Service to Grade II as per Public Administration Circular No. 34/2019 have been published in the official web site of this Ministry and you are kindly informed to take action to apply for this promotion using the format given in Annex No. 01.

02. It is further informed that the officers, who have already applied for promotion to Grade II are not required to submit applications again in conformity with this format.
03. Please make the relevant officers, who have satisfied the qualifications for promotion to Grade II, aware in this regard.


S. Hettiarachchi

Secretary
Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government

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ලිපිනය } නිදහස් වතුරලය, කොළඹ 07, ශ්‍රී ලංකාව.
முகவரி } சுதந்திர சதுக்கம், கொழும்பு 07, இலங்கை.
Address } Independence Square, Colombo 07, Sri Lanka.

Application for Promotion of Officers in Grade III of Sri Lanka Planning Service to Grade II as per Public

Administration Circular No. 34/2019

Part I

01. (a) Name:-.....
(b) Date of appointment to Grade III of Sri Lanka Planning Service:-.....
(c) Whether confirmed in service:-

02. (a) Current position and the service station:-.....
.....
(b) Official address :-

03. Method of recruitment to Sri Lanka Planning Service :-
- Open Competitive Examination / Limited Competitive Examination / Other

04. Whether you have passed or have been exempted from the following examinations:
If so, furnish the relevant particulars.

Date of passing or being exempted from the examination

- First efficiency bar examination
- Proficiency in the second official language
(Sinhala/ Tamil)
- Proficiency in English

05. The date on which you become eligible to be placed on Grade II of Sri Lanka Planning Service:-
.....

06. (a) Whether you have earned all the salary increments on the prescribed date within the period of 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 the relevant particulars)
-

- Has/ has not proved performance at satisfactory level or above in terms of the approved performance appraisal procedure during the period of 06 years preceding the date of promotion

Year	has/ has not proved a performance at satisfactory level or above [Satisfactory (S) / Above Average (A) / Excellent (E)]

- Has/ has not taken any disciplinary action against the officer or there is / isn't any intention to take disciplinary action against the officer
- Has/ has not passed the first efficiency bar examination on the due date
- Has / has not acquired the language proficiency as per the Service Minute of Sri Lanka Planning Service or has been / has not been exempted from that requirement

Date of passing or being exempted from the examination

- second official language
 • proficiency in English

- Has not obtained no-pay leave or half pay leave or has obtained no-pay leave or half pay fromto.....

- I hereby recommend the promotion of this officer to Grade II of Sri Lanka Planning Service from Since the officer's work, attendance and conduct are satisfactory.

Date

.....
Signature and official stamp of the Head
of the Department

Part III

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

Date

.....
Signature and official stamp of the
Secretary of the Ministry