



රාජ්‍ය පරිපාලන, ස්වදේශ කටයුතු, පළාත් සභා හා පළාත් පාලන අමාත්‍යාංශය
பொது நிர்வாக, உள்ளநாட்டலுவல்கள், மாகாண சபைகள் மற்றும் உள்ளூராட்சி அமைச்சு
Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government
ஓசீனேர் ஷீலா அலைய, பொறியியல் சேவைப் பிரிவு, Engineering Services Division
නිදහස් වතුරය, කොළඹ 07, ශ්‍රී ලංකා. சுதந்திரச் சதுக்கம் கொழும்பு 07 இலங்கை.
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මගේ අංකය எனது இல } My No	ES/1/වනුලේව	ඔබේ අංකය உமது இல } Your No	දිනය திகதி: } Date	06.01.2020
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To All Secretaries of Ministries
Provincial Chief Secretaries
Heads of Departments
District Secretaries

Implementation of Revisions included to the Minute of Sri Lanka Engineering Service by the Gazettes Extraordinary No 2138/27 dated 28.08.2019

As per the fifth revision to the Service Minute of Sri Lanka Engineering Service published in the Gazette Extraordinary of Democratic Socialist Republic of Sri Lanka No 2138/27 dated 28th August 2019, in which the provisions relevant to the revision of the minimum period of service required for the promotion to Grade II from Grade III and to Grade I from Grade II of Sri Lanka Engineering Service are included, the Circular No 39/2019 dated 31.12.2019 issued with regard to the Grade Promotions of the officers in Sri Lanka Engineering Service (Annex 01) is sent along with this letter for necessary actions.

02. The officers of Sri Lanka Engineering Service should perfect the application attached to this letter (Annex 02) and submit through the Head of the Institution when they request for promotions to Grade II in line with the revised Minute of Sri Lanka Engineering Service and Public Administration Circular No 39/2019 and it is hereby informed to notify relevant officers in this regard.

03. It is informed that when recommendations are submitted to promote officers in Sri Lanka Engineering Service at your institution to Grade II, the new format EST-11(Gr.II) attached herewith (Annex 3) should be perfected on the order of the date of appointment of the officers and should be submitted through the Secretary of the relevant Ministry or the Provincial Chief Secretary. It is further informed that the perfected format is sufficient and it is not required to submit other documents as annexes. Therefore, kindly draw your personal attention to fill the format with true and correct information of the officers.

04. The Public Administration Circular No 39/209 (Annex 01), relevant application (Annex 02) an new format EST-11(Gr.II) (Annex 03) have been published on www.pubad.gov.lk. In addition to original of the new format EST-11(Gr.II) (Annex 03) perfected by you it is further informed to submit a soft copy created by Microsoft Excel using the font Times New Roman or Iskola Potha to desb@pubad.gov.lk.

Sgd/ Eng. W.K.S. Wickramapala
Director (Acting)
Sri Lanka Engineering Service Division
For Secretary,
Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government

Application for Promotion of Officers in Grade III of Sri Lanka Engineering Service to Grade II According to the Pub.Ad. Circular No. 39/2019

Part I

01. (a) Name of the officer :
- (b) Date of appointment to Grade III of Sri Lanka Engineering Service :
- (c) Date of confirmation :

02. (a) Present post and department :
-
- (b) Official Address:

03. Method of recruitment to Sri Lanka Engineering Service : Open basis / Limited basis

04. Whether the officer has passed the following examinations?

Examination	Date of passing
First efficiency bar examination	
Proficiency in other official languages (Sinhala/ Tamil)	

05. Date on which the officer becomes entitled to be placed on Grade II of Sri Lanka Engineering 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:

08. Whether you have obtained no – pay leave or half – pay leave from the date of appointment to Sri Lanka Engineering Service up to date?
 (If so, furnish relevant particulars)

I hereby state that I have possessed qualifications to be promoted to Grade II of Sri Lanka Engineering Service on the date indicated in Para 5 above and the particulars indicated from 01 to 08 are true and correct to the best of my knowledge.

Date :

 Signature of Applicant

Part II

Certification of the Head of the Department

(Department Heads should bear the entire responsibility regarding the following information.)

I hereby certify that Mr. / Mrs. /Miss. /
 is serving at the Department/ Ministry of
 as and further the officer,

- Has / has not completed a satisfactory service of 06 years from the date of appointment,
- Has /has not earned all due salary increments during the period of 6 year immediately preceding the date on which the officer becomes eligible for promotion,

Year	Has / has not earned salary increments

- 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 Engineering 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 Engineering
Service from

Date :

.....

Signature and official stamp of the Secretary / Chief
Secretary

PROMOTION TO GRADE II

S / No.	Name	NIC Number	Date of appointment to Gr.III	Date of assuming duties	Date of Conferment	Extended probation period (Ecode 11:9, 11:10 and PSC rules 110, 111)	Due date of passing 1 st EB & Date of passing 1 st EB	Due date of passing other official language & date of passing other official language	Extra time period to be added (If available)	Whether the officer has completed 06 years active & satisfactory service period in Gr.III & earned 06 salary increments	Whether the officer has demonstrated a performance at satisfactory level or above during 06 years immediately preceding	Whether the officer has earned all salary increments for 05 years immediately preceding	Whether the officer has completed satisfactory service for 05 years immediately preceding [Mentioned as Satisfactory (S) / Above average (A) / Excellent (E)]	Whether the officer		Date which the officer qualified for the promotion to Gr.II
														Has obtained no pay leave (Specify duration)	Has pending disciplinary actions (1 st / 2 nd Schedule)	
												2014 - 2015 - 2016 - 2017 - 2018 -	2014 - 2015 - 2016 - 2017 - 2018 -			
												2014 - 2015 - 2016 - 2017 - 2018 -	2014 - 2015 - 2016 - 2017 - 2018 -			

I certify that the above information are correct and in order as per the documents concerned. Accordingly promotion / s is / are recommended and submitted for approval please.

Prepared by :
Signature / Name / Designation

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

Checked with
the relevant
documents by :
Signature / Name / Designation

Note
Please indicate "N/A" (Not Applicable) for the columns which are not necessary to be filled.