

**Application for Promotion of Officers in Grade II of Sri Lanka Planning Service to Grade I
as per 2.2 of Public Administration Circular No: 34/2019**

For Office Use Only

Application No:

Part I (To be filled by the officer)

1. Name (With initials) :
- 1.1 Name in full :
- 1.2 Name indicated in the letter of appointment:
2. National Identity Card No:
3. Date of Birth:
4. Personal address:
5. Telephone Number
- 5.1 Fixed :
- 5.2 Mobile :
6. 6.1 Post :
- (Post held at present/ Post held at the time of retirement)
- 6.2 If retired, state the date of retirement:
7. Ministry/ Department:
8. 8.1 Official address :
- 8.2 Official telephone number :
- 8.3 Official fax number :
9. Date of appointment/ promotion
- 9.1 Method of recruitment to Sri Lanka Planning Service : **Open Competitive Examination/ Limited Competitive Examination/ Other**
- 9.2 Date of appointment to Grade III of S.L.P.S:
- 9.3 Date of promotion to Grade II of S.L.P.S:
- (Certified copy of the letter of promotion to Grade II shall be numbered as 9.3 and attached)
10. Periods of absence from service and deductions from service period as disciplinary punishments
- 10.1 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
1.	V:2.5.4 of the Establishments Code					
2.	XII:16 of the Establishments Code					
3.	XII:36 of the Establishments Code					
4.	Management Services Circular No: 33					
5.	Management Services Circular No: 01/2016					
6.	Other (No pay Leave)					
Total number of days by which the service period is deducted						

(Certified copies of letters by which the leave has been approved shall be attached by numbering them as 10.1.1, 10.1.2, 10.1.3 etc....)

10.2 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			Duration	
		Y	M	D	From	To
1. Deferring salary increments						
2. Other						
Total number of days by which the service period is deducted						

(Certified copies of disciplinary decisions shall be attached by numbering them as 10.2.1 and 10.2.2)

11. Having earned salary increments

(Indicate whether salary increments have been/ have not been earned within the 02 years immediately preceding the date on which the officer becomes eligible for promotion/ relevant year)

Year	2019	2020
Has earned/ has not earned salary increments		

(Certified copies of increment certificate forms (Form General 185) shall be attached as 11.1)

12. Having been/not been subjected to a disciplinary punishment as per the provisions mentioned in Public Service Commission Circular No. 01/2020

12.1 Has the officer been subjected to a disciplinary punishment as per the provisions mentioned in Public Service Commission Circular No. 01/2020, within the previous period of service? **Yes/ No**

12.2 If the answer to 12.1 above is “Yes”, indicated the disciplinary order and disciplinary punishment (The certified copies of the relevant decisions shall be attached)

13. Date of completing the second Efficiency Bar Examination:

14. Date of fulfilling the requirement of acquiring proficiency in second language (Sinhala/ Tamil):

15. Having proved performance of satisfactory level or above within two (02) years before the date of promotion to Grade I after being promoted to Grade II as per the approved performance appraisal scheme. (The performance within the 02 years immediately preceding the date of becoming eligible for promotion/ relevant year as per 11 and 12 above shall be indicated in the table below)

Year	Final Evaluation				The Signature and official stamp of the relevant officer is available/ not available
	Excellent	Above the average	Satisfactory	Not satisfactory	

(Every row and column shall be completed in accordance with the performance report of each year)

16. Details on satisfying the qualifications as per 10.2.1.1 (V) of Sri Lanka Planning Service Minute:

Serial No:	Post Graduate Degree Course	Institution	Effective Date
1.			

2.			
3.			

(Certified copies of the post graduate degree certificate and the results sheet (Transcript) shall be attached)

17. Date of becoming eligible to be promoted to Grade I of Sri Lanka Planning Service:

18. Application containing correct and all information from 01 to 17 above and certified copies of the relevant attachments are hereby submitted.

Date:

.....
 Signature of the Applicant &
 Designation

Part II (To be filled by the Head of the Departments)

1. Particulars mentioned above by the officer are correct.
2. Matters relevant to No. 10, 11, 12, 13, 14 and 15 have been compared with particulars in the file. Accordingly, it is hereby certified that all the particulars mentioned are correct and **certified copies** of all relevant documents are hereby attached.
3. It is hereby certified that action **is being taken/ is not being taken** to commence disciplinary action against the officer and **it is expected/ it is not expected to** take disciplinary action against the officer in future. (Delete the words not relevant)
4. Work, attendance and conduct of Mr. /Mrs. /Miss.are satisfactory.
 It is hereby recommended to promote to him/ her to Grade I of Sri Lanka Planning Service.
5. Application perfected correctly in each and every way, and the file containing certified true copies of relevant documents which have been numbered are sent herewith.

Date:

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

Part III (To be filled by the Secretary of the respective Ministry.)

It is hereby recommended / not recommended to promote Mr./Mrs./Miss. to
Grade I of Sri Lanka Planning Service with effect from

Date:

.....

Signature and official stamp of the
Secretary of the Ministry