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அரச சேவைகள், மாகாணசபைகள் மற்றும் உள்ளூராட்சி அமைச்சு
Ministry of Public Services, Provincial Councils and Local Government

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

මගේ අංකය
எனது இல
My No

CS/SLAS/Grade II Promo.(Vol. I)

ඔබේ අංකය
உமதுஇல
Your No

දිනය
திகதி
Date } 08.10.2021

Secretaries of Ministries
Secretaries of State Ministries
Chief Secretaries of Provinces
Secretaries of Commissions
District Secretaries/ Government Agents
Heads of Departments

Submitting applications online for promotion of officers in Grade III of Sri Lanka Administrative Service to Grade II as per Public Administration Circular No. 31/2019

It has been decided to call applications through the online system from the officers, who were recruited to Grade III of Sri Lanka Administrative Service on or after 01.09.2015 and have satisfied all the qualifications required for promotion to Grade II as per the sixth revision No. 2137/5 dated 19.08.2019 made to the Minute of Sri Lanka Administrative Service published by the Gazette Extraordinary No. 1842/2 dated 23.12.2013 and, the provisions of the Public Administration Circular No. 31/2019.

02. As the first phase, applications will be called online from the officers who were recruited to Grade III of Sri Lanka Administrative Service on 01.09.2015 and have satisfied all the qualifications required for promotion to Grade II of the service as at 01.09.2021. The officers eligible to submit applications should submit their applications online before 30.11.2021 through the respective Heads of department.

03. Instructions for using the online system have been issued by my letter No. CS/SLAS/Info.MS dated 07.10.2021.

දුරකථන
தொலைபேசி
Telephone } 011-2696211-13
011-2166000

ෆැක්ස්
தொலைநகல்
Fax } 011-2695279

ඊ-මේල්
மின்னஞ்சல்
E-mail }

info@pubad.gov.lk

වෙබ් අඩවිය
வெப்தளம்
Website }

www.pubad.gov.lk

04. The application to be used in this regard is given by “Annex 01” and, the soft copy of the same can be downloaded from the website of the Ministry of Public Services, Provincial Councils and Local Government in the following manner.

www.pubad.gov.lk → Services → Sri Lanka Administrative Service → Downloads

05. For more information, please contact the Sri Lanka Administrative Service Division on the telephone number 011-2698605.

Sgd/ J.J. Rathnasiri

Secretary

Ministry of Public Services,

Provincial Councils and Local Government

**Application for promotion of officers recruited on or after 01.09.2015 to
Grade III of Sri Lanka Administrative Service to Grade II
As per the Public Administration Circular No. 31/2019**

Part I

(To be filled by the applicant.)

01. a) Name of the officer :
- b) Number of the N.I.C:
- c) Date of appointment to Grade III of Sri Lanka Administrative Service :
- d) Whether the officer has been confirmed in the post :

02. a) Present post and workplace :
-
- b) Official Address :
- c) Telephone No :- Official: Mobile:.....

03. 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) as per the provisions of Public Administration Circular No: 18/2020	:-

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 the required six (06) year salary increments on the due date for promotion to Grade II ?.....
- (b) Have you been subjected to a disciplinary punishment as per the provisions of Public Service Commission Circular No: 01/2020?
- (if so, furnish relevant particulars)
-

- 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 the date of promotion

Year	Has / Has not achieved satisfactory or a higher level performance in terms of the approved performance appraisal	
	Has / Has Not	[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

Note : Cross 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 and official stamp of the
Secretary of the Ministry