



Notice 02

රාජ්‍ය සේවා, පළාත් සභා හා පළාත් පාලන ආයතන අමාත්‍යාංශය
அரசேவைகள், மாகாணசபைகள் மற்றும் உள்ளூராட்சி அமைச்சு
Ministry of Public Service, Provincial Councils and Local Government

නිදහස් වතුරලය, කොළඹ 07, ශ්‍රී ලංකා
சுதந்திர சதுக்கம் கொழும்பு 07 இலங்கை.
Independence Square, Colombo 07, Sri Lanka.

මගේ අංකය
எனது இல
My No

MPubAd/AcSD/II/SP Grade (IV වෙළුම)

ඔබේ අංකය
உமது இல
Your No

දිනය
திகதி
Date

29.12.2021

Secretaries of Ministries
Secretaries of State Ministries
Chief Secretaries of Provinces
Heads of Departments

Promotion of officers in Grade I of Sri Lanka Accountants' Service to Special Grade
(For vacancies that exist from 01.01.2015 to 30.09.2021)

Approval has been granted by the Public Service Commission to call applications from the officers who became eligible for promotion on the relevant dates and retired during the period from 01.01.2015 to 30.09.2021 in order to fill vacancies that occurred from 01.01.2015 up to 30.09.2021 in the approved number of posts in Special Grade of Sri Lanka Accountants' Service, as per the provisions of the Minute of Sri Lanka Accountants' Service published in the Gazette extraordinary No. 1670/33 dated 10.09.2010 and the revision of the Minute published in the Gazette extraordinary No. 1865/36 dated 06.06.2014.

02. Accordingly, applications are called from the officers who were in service during the period from 01.01.2015 to 30.09.2021 and have satisfied the relevant qualifications to fill vacancies that exist during that period in the Special Grade of Sri Lanka Accountants' Service. However, the promotion to the Special Grade of the Sri Lanka Accountants' Service is made only on the basis of the number of vacancies that exist as at the dates on which each post is fallen vacant. The number of vacancies and dates on which such vacancies have occurred will be published as Annex I within 02 months from the date of issue of this Notice. The relevant notice will be published on the website of this Ministry.

03. Qualifications to be satisfied for promotion to Special Grade

- I. Should have satisfied any of the qualifications mentioned in Appendix V of the Service Minute. (Annex II)
- II. Should have completed five (05) years of active and satisfactory service in Grade I of the Executive Service Category and should have earned five increments after promotion to Grade I as at the date of gaining eligibility for promotion.
- III. Should have completed not less than 18 years of active service period in the Executive Service Category of the eligible service category/posts as at the date of gaining eligibility for promotion.
- IV. Should have attained a performance at satisfactory level or above within the period of 05 years immediately preceding the date of gaining eligibility for promotion.
- V. Should have a satisfactory service period and should not have been subjected to disciplinary punishment within the period of 05 years immediately preceding the date of gaining eligibility for promotion.

or

- VI. Should not have been subjected to disciplinary punishment as per the provisions stipulated in the Public Service Commission Circular No. 01/2020. (Serial number V above shall be made applicable to examine the qualifications before 01.01.2020, the date on which the Public Service Commission Circular No. 01/2020 comes into effect.)

දුරකථන
தொலைபேசி
Telephone

011-2696211-13
011-2166000

ෆැක්ස්
தொலைநகல்
Fax

011-2695279

ඊ-මේල්
மின்னஞ்சல்
E-mail

info@pubad.gov.lk

වෙබ් අඩවිය.
இணையத்தளம்
Website

www.pubad.gov.lk

04. Method of promotion

- 4.1 Applicants who were in service as at the date on which the vacancies exist and have satisfied the required qualifications as at the said date shall be interviewed by an Interview Board approved by the Public Service Commission and, shall be promoted to the posts which have fallen vacant in the Special Grade of Sri Lanka Accountants' Service, which are to be published in the future, on the order of marks obtained for seniority and merits with effect from the relevant dates based on the dates on which such vacancies occurred. The marking scheme is attached herewith. (Annex III)
- 4.2 The vacancies which will occur again during the period from 01.01.2015 to 30.09.2021 due to the retirement of the officers promoted with effect from the vacancy dates mentioned in Annex I above, will be filled by the officers who have satisfied qualifications as at the relevant dates in the manner described in 4.1 above.
- 4.3 If a number of officers above the number of vacancies that exist as of a certain date obtain equal marks, those vacancies will be filled based on their seniority indicated in the Grade I Seniority list.

Note: The following qualifications shall be considered in making promotions from 01.01.2015 to 28.02.2015. Promotions shall be made after 28.02.2015 as per the amended Service Minute.

- I. Shall have completed 5 years of active and satisfactory service in Grade I of the Executive Service Category as at the date on which the officer qualifies for promotion and earned 5 salary increments after being promoted to Grade I.
- II. Shall have completed not less than 25 years of active service in the Executive Service Category in respect of the eligible service category / posts as at the date on which the officer qualifies for promotion
- III. Annual performance at satisfactory level or above within the 5 years immediately preceding the date on which the officer qualifies for promotion
- IV. Shall have a satisfactory service within the 5 years immediately preceding the date on which the officer qualifies for promotion and shall have not been subjected to disciplinary punishment (Except warning)

05. Accordingly, the officers who have satisfied the required qualifications should send their applications perfected in conformity with the format attached herewith through the Head of the institution where they last served to reach me on or before the closing date of applications. Under no circumstance, applications sent after the above date shall be accepted and applications, which are incomplete and with false information, shall be rejected

06. The closing date of applications will be the date that falls after 30 days since the date of publishing Annex I as per paragraph 02 above.

07. I kindly notify you to inform the relevant officers to submit applications only if they have satisfied the above basic qualifications. The officers who have satisfied the qualifications mentioned in paragraph 03 above and have been denied of promotions even after appearing for the interview for promotion to the Special Grade at previous occasions or the officers who could not apply for promotions can also apply for promotions.

08. The personal file of the officers, who have satisfied the qualifications, will be called to this Ministry before the interview. Therefore, I kindly request you to keep the relevant files updated and ready.

09. Please inform the relevant retired officers who served in your institutions in this regard.

Sgd/ J.J. Rathnasiri
Secretary
Ministry of Public Services, Provincial Councils and Local Government

Application for promotion of officers in Grade I of Sri Lanka Accountants' Service to Special Grade

Application number

F

(For Office Use Only.)

Part (A) - To be filled by the officer.

1. Name :
 - 1.1 Name in full : Miss/Mrs/Mr
 - 1.2 Name indicated in the letter of appointment : Miss/Mrs/Mr
 2. Number of the N.I.C. :
(Certified photocopy of the National Identity Card should be attached, numbering the same as No.02.)
 3. Date of Birth :
 4. 4.1 Private Address :
 - 4.2 E-mail address :
 5. Telephone number - 5.1 Residence : 5.2 Mobile:
 6. 6.1 Post held at the time of retirement :
 - 6.2 Date of retirement :
(A certified copy of the letter by which the officer was sent on retirement should be attached, numbering the same as 6.2.)
 7. Ministry/ Department where you last served :
 8. The address of that office :
 9. Date of Appointments / Promotions :
 - 9.1 Date of appointment to Grade III of S.L.Ac.S. :
 - 9.2 Date of promotion to Grade II of S.L.Ac.S. :
 - 9.3 Date of promotion to Grade I of S.L.Ac.S. :
- (Certified copy of the letter of promotion to Grade I should be attached, as No.9.3.)

10. Periods of absence from service and deductions from service period on disciplinary punishments after promotion to Grade I

10.1 Service deduction due to obtaining of leave (Complete only if relevant)

Serial number	Conditions applied in granting approval for leave	Duration		Number of days by which the service is deducted		
		From	To	Years	Months	Days
I.	V:2:5:4 of Establishments Code					
II.	XII:16 of Establishments Code					
III.	XII:36 of Establishments Code					
IV.	Management Services Circular No.10					
V.	Management Services Circular No.33					
VI.	Management Services Circular No. 01/2016					
VII.	Other no pay leave					
Total No. of days by which the service period is deducted						

(Certified copies of letters by which the leave has been approved should be attached, numbering them as 10.1.I, 10.1.II, 10.1 III etc., as applicable.)

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			The period	
		Years	Months	Days	From	To
I. Deferring salary increments						
II. Other						
Total number of days by which the service period is deducted						

(Certified copies of disciplinary decisions should be attached, numbering them as 10.2.I, 10.2.II, etc., as applicable.)

10.3 Total of 10.1 & 10.2 :Years Months Days

11. The requirement of not having been subjected to a disciplinary punishment from year 2010 to the date of retirement. (This should be confirmed by the Head of Department by a written statement - under part "b" of the application) Mention the relevant reason, if the officer has been subjected to a disciplinary punishment.

12. The requirement of having fulfilled the qualifications prescribed in 10.3.1 and Appendix (v) of the Minute of Sri Lanka Accountants' Service:

12.1 Serial Number	12.2 Post Graduate Degree/other	12.3 Field of study	12.4 The university/ institution which offer that degree/ qualification	12.5 Whether that university has been recognized by the University Grants Commissions as a University	12.6 Duration of the degree/ course. (starting date and ending date)	12.7 Effective date of the degree/course
01						
02						
03						
04						
05						

(Certified copies of the Postgraduate Degree/ course certificate and the detailed results (Transcript) sheet should be attached as 12.2)

13. Has / Has not completed an active period of service not less than eighteen (18) years as at the date on which the officer becomes eligible for promotion:

14. Serving in a Special Grade post

14.1 Particulars related to serving in Special Grade posts

Serial number	Institution	Post and service	The basis for the appointment (Permanent/ full-time acting basis)	Duration of service (From to...)	The Authority who granted the appointment	Number and date of the relevant letter
1						
2						

3						
4						
5						

The application containing correct and all information from 01 to 14 above and certified copies of all documents required to be attached, are hereby submitted as a file by numbering them consecutively and indicating the number relevant to the facts at the top right corner of the each document.

Date:

.....
Signature of the applicant
Designation held when retired

Part (B) – To be filled by the Head of the Department.

Secretary,

Ministry of Public Services, Provincial Councils and Local Government / relevant Ministry

1. All particulars mentioned above by the officer are correct.
2. Matters relevant to No. 10.1 and 10.2 have been compared with particulars in the file. Accordingly, it is hereby certified that all the particulars mentioned are correct and they have been submitted in perfect manner.
3. It is hereby certified that no disciplinary action is being taken against the officer and, he/she has been sent on retirement under Section 02 and 17 of the Minute of Pension.
4. It is hereby recommended to promote the officer to Special Grade of Sri Lanka Accountants' Service.
5. Application perfected correctly in each and every way, and the file containing certified copies of relevant documents which have been numbered consecutively in accordance with each matter are sent herewith.

Date :

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

(Part (C) - To be filled by the Secretary of the relevant Ministry.

Secretary,

Ministry of Public Services, Provincial Councils and Local Government

1. I agree/ do not agree with the recommendations made by the Head of Department/Institutions on Mr. /Mrs. /Miss....., officer in Grade I of Sri Lanka Accountants' Service.
2. I recommend/ do not recommend* the promotion of Mr./Mrs./Miss.to Special Grade of Sri Lanka Accountants' Service
(*Indicate reasons in brief if the promotion is not recommended.)
3. Application perfected correctly in each and every way, and the file containing certified copies of relevant documents which have been numbered consecutively in accordance with each matter are sent herewith.

Date :.....

.....

Secretary,
Ministry of

.....

.....

Official Frank

Note:- Cross inapplicable words.

Part (D) - For the use of the Ministry of Public Services, Provincial Councils and Local Government only

1. Date on which the officer becomes eligible to be promoted to the Special Grade:
2. The requirement of indicating in the annual performance report that the officers' work and conduct are satisfactory within the immediately preceding 5 years.

The particulars of the performance from 2010 to 2021 should be mentioned below. The relevant 11 performance reports should be certified on both sides of each page by placing the signature and official frank of a staff officer and, the copies should be attached. The performance reports where no recommendations or more than one recommendation have been indicated in the final evaluations and the performance reports on which signatures and official franks of the appraiser and moderator have not been placed, shall not be accepted.

Year	Final evaluation				Whether relevant officers have signed/ have not signed
	Excellent	Above average	Satisfactory	Poor	
2010					
2011					
2012					
2013					
2014					
2015					
2016					
2017					
2018					
2019					
2020					
2021					

Each row and column should be filled in accordance with the performance report of each year.

Appendix V of the Minute of Sri Lanka Accountants' Service

Possession of any of the following qualifications:-

- I. Membership of the Chartered Institute of Government Accounts and Finance of the United Kingdom or Membership of the Institute of Chartered Accountants of Sri Lanka or Chartered Institute of Management Accountants or Association of Chartered Certified Accountants;

or

- II. Possession of a Post-Graduate degree in the subjects of Public Financial Management, Financial Management, Public Finance, Accountancy, Development Finance, Commerce, Economics, Business Management, Public Management, Information Technology, Government Policy, Project Management or related field from a recognized university or an institute approved by the University Grants Commission;

or

- III. Possession of a Post Graduate Diploma in a field referred to in sub para (II) above with a post graduate degree in a Masters level from a recognized university or a university approved by the University Grants Commission;

or

- IV. Possession of a Postgraduate degree awarded by the Sri Lanka Institute of Development Administration in any of the fields referred to in para II above;

or

- V. Possession of a Postgraduate degree from a recognized university or from a university approved by the University Grants Commission with a Post Graduate Diploma awarded by the Sri Lanka Institute of Development Administration in any one of the fields referred to in Section II in above.

**Marking Scheme of the Interview for Promotion of officers in Sri Lanka
Accountants' Service to Special Grade**

Serial number		Marks	Maximum marks
1.	<p><u>Seniority</u></p> <p>Marks will be allocated for each year which falls after completion of an active and satisfactory service period of five years in Grade I of Sri Lanka Accountants' Service as,</p> <ul style="list-style-type: none"> • marks per year (More than 06 months is considered as one year.) • marks per a period of 03-06 months <p align="center">and/ or</p> <p>According to the Public Service Commission Circular No. 01/2019, the officer who has the longest service period will be given the total marks allocated for seniority and the other officers will be given marks in proportion to their period of service. (From the effective date of this circular)</p>	<p>10</p> <p>05</p>	80
2.	<p><u>Merit</u></p> <p>Marks will be allocated for merit as per the performance reports of five years immediately preceding the date on which the officer becomes eligible for promotion.</p> <ul style="list-style-type: none"> • Excellent • Above average • satisfactory 	<p>04</p> <p>03</p> <p>01</p>	20
	Total marks		100