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

ඒකාබද්ධ සේවා අංශය

இணைந்த சேவைகள் பிரிவு

COMBINED SERVICES DIVISION

නිදහස් වතුරොය, කොළඹ 07, ශ්‍රී ලංකාව.

சுதந்திரச் சதுக்கம், கொழும்பு 07, இலங்கை.

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ඔබේ අංකය
 உமது இல
 Your No

දිනය
 திகதி:
 Date

12.05.2023

Secretaries of Ministries
 Heads of Departments
 District Secretaries
 Divisional Secretaries

Promotion of officers in Grade III of the Development Officers' Service to Grade II

The officers appointed to a post in Grade III of the Development Officers' Service in 2013 complete the minimum period of service required for the promotion to Grade II of the Development Officers' Service, as per paragraph 12.1.1 of the Minute of the Development Officers' Service, by 2023.

02. Since a large number of officers have been recruited to the Development Officers' Service in 2013, new software is to be introduced for calling applications online through the Information Management System for Officers of the Combined Service (MISCO) in order to perform the activities related to their promotions more efficiently and effectively with a minimum cost. The development of the software is in its final stage, and until the completion of that work, the officers who complete the minimum service period required to be promoted to Grade II of the Development Officers' Service in the months of February, March, April and May of 2023 can use the specimen application attached herewith to submit their application.

03. I kindly inform you that applications submitted in this format will not be accepted immediately after the introduction of the above-mentioned software and you will be informed about the deadline which the applications in this format will be accepted as hard copies when the software is introduced. I further inform you that unnecessary delays may occur in the promotion process due to the non-receipt of the necessary documents and the use of different forms for promotion to Grade II of the Development Officers' Service. Therefore, you are kindly notified to inform the relevant officers to submit their applications using only the format introduced herewith.

04. Accordingly, you are kindly informed to send me only the applications submitted using the given format by the officers who qualify to be promoted in February, March, April and May 2023, along with the certified copies of the following documents and the recommendations of the Secretary of the Ministry/ Head of the Department/ Head of the Institution.

- i. Updated history sheet
- ii. The letter issued to the officer by the head of the institution to the effect that the officer has acquired proficiency in the other official language / has been exempted from the requirement of acquiring proficiency in the other official language and the results sheet/certificates.

Sgd/ S. Alokabandara
Director General of Combined Services

Application for Promotion of Officers in the Development Officers' Service to Grade II on Average Performance

Part I - Request of the officer

01. Personal Information	
i	Full name of the officer
ii	Name with initials
iii	Appointment Number
iv	National Identity Card Number
v	Telephone Number
02. Details of the service period	
i	Present place of work
ii	Date of the first appointment
iii	Date of completing ten (10) active and satisfactory period of service in Development Officers' Service Grade III
I hereby request to promote me to the Grade II of Development officers service from	
Date:	Signature of the applicant:

Part II - Recommendation of the Heads of Department/ Head of the Institution

i	Date of completing ten (10) active and satisfactory period of service in Grade III of Development Officers' Service					
ii	Whether the officer has earned the ten (10) salary increments prescribed for Grade III (Yes/ No)					
iii	Whether the officer has proved performance at satisfactory level or above within ten (10) years prior to the date of promotion as per the approved performance evaluation (Yes/ No)					
iv	Date of completing the relevant level of other official language proficiency requirement	As per Public Administration Circular 01/2014	Test	Date	Attachment Number		
		As per Public Administration Circular 18/2020	Written				
			Oral				
			Date		Attachment Number		
v	If the above answer is yes,	Whether the officers, who left the country, have remitted USD 200 or 25% of the salary received by foreign employment each month	Number of hours				
			Whether the officer has obtained no-pay leave to be spent out of Sri Lanka under Public Administration Circular 14/2022 (Yes/ No)			
			Period	Years	Months	Days	
		Period of no-pay	From				
			to				
						

vi	Whether the officer has obtained no-pay leave to be spent within the country under Public Administration Circular 14/2022 (Yes/ No)				
	If the above answer is yes,	Period of no-pay	Period	Years	Months	Days
		Whether the contribution to the Widows'/ Widowers' and Orphans' Pension Fund has been remitted	From			
		to				
vii	Whether the officer has obtained no-pay leave to be spent out of Sri Lanka deviating from the provisions of v (Yes/ No)				
	If the above answer is yes,		Period	Years	Months	Days
			From.....			
		to				
viii	Whether the officer has been temporarily released for posts in the public service or posts outside the public service (Yes/ No)				
	If the above answer is yes,	Post to which the officer has been released	Period	Years	Months	Days
			From.....			
			to.....			Request of the officer/Requirement of the government
ix	Whether the officer has obtained other no-pay or half pay leave (Except maternity leave), which does not fall under v,vi,vii and viii above (Yes/ No)				
	If the above answer is yes,	Number of days with half pay			
		Number of days without pay			
x	Whether the officer has been subjected to disciplinary punishment (Except warning) within the period of service (Yes/ No)				
	If the above answer is yes, the relevant punishment	Nature of the offence				
		Punishment with regard to an offence indicated under first schedule on offences in Chapter XLVIII of Establishments Code				
		Punishment with regard to an offence indicated under second schedule on offences in Chapter XLVIII of Establishments Code				
		Disciplinary punishment under the Summary Disciplinary Procedure indicated under Section 25.2, Chapter XLVIII of Establishments Code				
xi	Whether disciplinary action/ legal proceedings have been initiated against the officer (Yes/ No)				
	Whether disciplinary action/ legal proceedings have been initiated against the officer (Yes/ No)				
xii	Whether the notification on vacation of post has been issued to the officer within the period of service (Yes/ No)				
	If the above answer is yes,	Whether a letter of reinstating the officer in service has been issued (Yes/ No)			
		Accordingly, the date on which the officer assumed duty			

xiii	Whether the officer has been reinstated in service after resignation or permanently released from public service (Yes/ No)			
	If the above answer yes, the date on which the officer assumed duty			
xiv	Updated history sheet	Attached		Not attached	
Since this officer has satisfied the qualifications required for promotion to Grade II of Development Officers' Service from, I hereby recommend to promote the officer to Grade II of Development Officers' Service with effect from the above mentioned					
Signature of the Head of the Institution :					
Name :					
Designation :					
(Place the official stamp)					
Date					