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

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

මගේ අංකය  
எனது இல  
My No

MPA/PSD/SP PRO/2024

ඔබේ අංකය  
உமது இல  
Your No

දිනය  
திகதி  
Date

25.03.2024

Secretaries of Ministries  
Chief Secretaries of Provincial Councils  
District Secretaries  
Heads of Departments

**Promotion of Officers in Grade I of Sri Lanka Planning Service to  
Special Grade**

Approval of the Public Service Commission has been granted to call applications from the qualified officers to fill the vacancies in the approved number of posts in Special Grade of Sri Lanka Planning Service that exist as at 01.01.2024 as per the provisions of the revision No. 2196/42 dated 08.10.2020 made to the Minute of Sri Lanka Planning Service published by the extraordinary gazette No.1670/32 dated 10.09.2010.

02. Accordingly, action will be hereby taken to call applications to fill six (06) vacancies that exist as at 01.01.2024 in Special Grade of Sri Lanka Planning Service and call a number of officers out of the qualified officers, equivalent to twice the number of vacancies, for the interview on the order of the seniority list.

03. Qualifications to be satisfied to be promoted to Special Grade

I. Candidate should have obtained a Post Graduate Degree from a University or from an institute of Higher Education recognized by the University Grants Commission in any one of the following subject fields. The Post Graduate Degree should involve at least one year's academic studies.

- (a) Development Planning / Development Education / Project Planning / Project Management
- (b) Economics / Economic Measurement / Financial Economics / Development Economics

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- (c) Commercial / Financial Management
- (d) Social Science / Social Work / Community Development / Education / Nutrition / Health
- (e) Mathematics / Statistics / Quantitative Techniques and Quantitative Analysis
- (f) Agriculture / Animal Husbandry / Ecology / Agricultural Economics
- (g) Information Technology / Computer Science / Management Information Systems (MIS)
- (h) Geography / Provincial Development / Urban Development / Urban and Provincial Planning / Geographical Information System / Demography / Demographic Studies
- (i) Human Resources Management / Sales Management / Communication
- (j) Physical Planning / Transport Planning / Urban and Rural Planning / Industrial Management
- (k) Any other field of subjects approved by the Public Service Commission

II. Should have completed an active and satisfactory period of service of five (05) years in Grade I of the Service and earned five (05) salary increments following the promotion to Grade I as at the date of examining the qualifications for promotion.

III. Should have completed an active period of service not less than eighteen (18) years in service as at the date of examining the qualifications for promotion.

IV. Should have demonstrated a performance at satisfactory level or above during five (05) years immediately preceding the date of examining the qualifications for promotion.

V. Should not have been subject to a disciplinary punishment as per the provisions set out in Public Service Commission Circular No. 01/2020 as at the date of examining the qualifications for promotion.

VI. Should have completed the 3rd Efficiency Bar Examination as at the due date.

#### 04. Method of Promotion

4.1 A number of applicants not more than twice the number of vacancies that exists as at 01.01.2024 will be interviewed by a Board of Interview constituting three members appointed by the Public Service Commission and the recommendations on promotion to Special Grade will be submitted to the said Commission, as per the 5<sup>th</sup> revision No. 2196/42 dated 08.10.2020 made to the Service Minute.

4.2 Accordingly, a number of officers equivalent to the number of vacancies in Special Grade that exists as at 01.01.2024 will be promoted to the Special Grade by the Public Service Commission on the order of seniority of the officers in Grade I in accordance with the recommendations made by the Board of Interview.

4.3 In instances where the officers mentioned in the list of names approved by the Public Service Commission do not accept the appointment granted to them, within two (02) weeks according to the Public Service Commission Circular No. 01/2021, action will be taken to cancel the promotions, which have been approved for them. Then, the Public Service Commission will have to grant the relevant promotion to the next officer or officers out of those who appeared for the interview, on the order of their seniority, and appoint them to the posts not accepted. Such action will be taken due to the requirement of the service.

05. Since promotions are made to the posts, which have been vacant as at 01.01.2024, the officers, who have satisfied the prescribed qualifications as at the said date, should send their applications perfected by themselves in accordance with the attached specimen to reach me on or before 19.04.2024 through the Secretaries of Ministries/ Chief Secretaries/ District Secretaries/ Heads of Departments. Under no circumstance the applications sent after the closing date will be accepted and the applications, which are incomplete and with defects, will be rejected.

06. It is hereby requested to inform the relevant officers to submit their applications only if they have satisfied the above-mentioned basic qualifications as at 01.01.2024. Further, the officers who have satisfied the qualifications prescribed in paragraph 03 above and appeared for the previous interview for promotion but were not promoted or who were unable to submit their applications can also apply for these promotions.

07. Please make the relevant officers aware in this regard.

On the order of the Public Service Commission,

Sgd./Pradeep Yasarathna

Secretary

Ministry of Public Administration, Home Affairs,  
Provincial Councils and Local Government

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**Application for Promotion of Officers in Grade I of Sri Lanka Planning Service to Special Grade**

For Office Use Only

Application No

|   |
|---|
| S |
| F |

**Part (a) -To be filled by the officer.**

1. Name -
  - 1.1 Name in full :Mr./Mrs./Miss. ....
  - 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 Residence: ..... 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. Official address: .....
9. 9.1 Official telephone number: .....
- 9.2 Official fax number: .....
10. Date of appointment / promotion -
  - 10.1 Date of appointment to Grade III of S.L.P.S. : .....
  - 10.2 Date of promotion to Grade II of S.L.P.S. : .....
  - 10.3 Date of promotion to Grade I of S.L.P.S.: .....

(Certified copy of the letter of promotion to Grade I should be numbered as 10.3 and attached.)
11. Periods of absence from service and deductions from service period on disciplinary punishments after being promoted to Grade I

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

| Serial Number  | Conditions applied in granting approvals for leave | Duration |    | Number of days by which the service is deducted |   |   |
|--|--|----------|----|---|---|---|
|  |  | From     | To | Y   | M | D |
| i  | V:2.5.4 of the Establishments Code                 |          |    |   |   |   |
| ii   | XII:16 of the Establishments Code                  |          |    |   |   |   |
| iii  | Management Services Circular No:10                 |          |    |   |   |   |
| iv   | Management Services Circular No:33                 |          |    |   |   |   |
| v  | XII:36 of the Establishments Code                  |          |    |   |   |   |
| vi   | 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 should be attached by numbering them as 11.1.i, 11.1.ii, 11.1.iii, etc.....)

**11.2 Deduction of the service on disciplinary grounds(Complete only if relevant)**

| Disciplinary Decision  | Duration in which the offence has been committed as per the charge sheet | Number of days by which the service period is deducted |   |   |
|--|--|--|---|---|
|  |  | Y  | M | D |
| 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 by numbering them as 11.2.i, 11.2.ii., etc.....)

- 11.3 Total of 11.1 and 11.2 : ..... Years ..... Months ..... Days
- 11.4 The date after removing the period in 11.3 above out of the period from the date of appointment to Grade I: .....
12. Having earned salary increments during the immediately preceding five years.
- 12.1 Has earned/ has not earned\*all the salary increments\*\*falling within the five years immediately preceding the date on which the officer becomes eligible for promotion, which is 01.01.2024.
- (Salary increments obtained under XII:16:9, XII:16:10 and XII:36:1:4 (i) and (ii) of the Establishments Code shall not be accepted for promotions.)
- \*( Delete the inapplicable word.)
- 12.2 If the officer has not earned salary increments within the five years immediately preceding the date on which the officer becomes eligible for promotion, which is 01.01.2024, the date of qualifying for promotion shall be re- calculated until such date on which the officer receives the fifth salary increment. Accordingly, the date on which the officer becomes eligible for promotion shall be\*\*:  
.....
- \*\* (Certified copies of the five (05) salary increment forms should be attached by numbering them from 12.1 to 12.5)
13. Having not been subjected to a disciplinary punishment as per the provisions stipulated in Public Service Commission Circular No. 01/2020.
- 13.1 As per the personal file, the officer has not been subjected to any disciplinary punishment within the 5 years immediately preceding the date of qualifying for promotion, which is 01.01.2024. (This should be confirmed by the Head of Department by a written statement - under part "b" of the application)
- 13.2 If the officer has been subjected to a disciplinary punishment during the period mentioned in 13.1 and comments have been made under 11.2 and further the date of promotion is also revised, such date is : .....
- 13.3 The revised date, if the date of qualifying for promotion is revised as per 12.2 and 13.2 : .....
14. The requirement of indicating in the annual performance report that the officers' work and conduct are satisfactory within the immediately preceding 5 years. Five years immediately preceding the year in relation to the date on which the officer becomes eligible as per 12 or 13 above shall be indicated in the 1st column of the

following table. Further certified copies of relevant 5 performance reports shall be attached. Performance reports on which the signature and official stamp of the relevant officer have not been placed and the reports where more than one alternative recommendation have been indicated in final evaluations shall not be accepted.

| Year | Final evaluation<br>Excellent / Above the average / Satisfactory /<br>Unsatisfactory | Whether the<br>relevant<br>officer has<br>signed/ not<br>signed |
|------|--|---|
|      |  |   |
|      |  |   |
|      |  |   |
|      |  |   |
|      |  |   |

Each row and column shall be filled in accordance with the performance evaluation report of each other.

15. The requirement of having fulfilled the qualification prescribed in 10.3.1 (i) of the Service Minute.

| 15.1<br>Serial<br>No | 15.2<br>Name of the<br>Post Graduate<br>Degree | 15.3<br>Field of<br>study | 15.4<br>The<br>University<br>, which<br>offered<br>the Post<br>Graduate<br>Degree | 15.5<br>Whether that<br>university has<br>been recognized<br>by the<br>University<br>Grants<br>Commissions<br>as a University | 15.6<br>Duration<br>of the<br>degree<br>(starting<br>date and<br>ending<br>date) | 15.7<br>Effectiv<br>e date of<br>the<br>degree |
|----------------------|--|---------------------------|---|---|--|--|
| 1.                   |  |                           |   |   |  |  |
| 2.                   |  |                           |   |   |  |  |
| 3.                   |  |                           |   |   |  |  |
| 4.                   |  |                           |   |   |  |  |
| 5.                   |  |                           |   |   |  |  |

(Certified copies of the Degree certificate and the detailed results (Transcript) sheet shall be attached numbering the same as 15.1.)

16. Has / Has not\* completed an active period of service not less than eighteen (18) years as at 01.01.2024, the date on which the officer becomes eligible for promotion.\*

**17. Third (03) efficiency bar examination**

**17.1 Date on which the candidate should pass the efficiency bar examination:**  
.....

**17.2 Date on which the candidate passed the efficiency bar examination :**  
.....

**(Certified copy of the relevant certificate should be attached by numbering as 17)**

**Application containing correct and all information from 01 to 17 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 on the top right corner of each document.**

**I hereby express my consent to receive a transfer to a post in Special Grade of Sri Lanka Planning Service at any service station requested by me, where a post in Special Grade of Sri Lanka Planning Service has fallen vacant, or another service station in close proximity to the said service stations.**

**Further, I hereby express my consent to be reverted to the grade and post, which preceded the promotion, if I fail to assume the duties of the said post within two (02) weeks.**

**Date : .....**

.....

**Signature of the applicant  
Designation and Official Stamp**



Part (b) – To be filled by the Head of the Departments (Heads of the Departments should personally bear the responsibility regarding the information, mentioned in the application)

Secretary,  
Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government/relevant Ministry

1. All the particulars mentioned above by the officer are correct.
2. Matters relevant to No. 11, 12 and 13 have been compared with particulars in the file. Accordingly, it is hereby certified that all the particulars mentioned are correct, they have been submitted in perfect manner and further certified copies of all relevant documents are hereby attached.
3. Whether action is being taken to commence disciplinary action against the officer or disciplinary action is being/ is not being taken.
  - 3.1 If the answer is – “is being taken”, the date on which the offence has been committed : .....
  - 3.2 Date of issuance of the charge sheet by the disciplinary authority :  
.....
4. Work, attendance and conduct of Mr. /Mrs. /Miss. .... are satisfactory. Further the officer’s performance, leadership, capability and the capacity to hold posts and responsibilities in relation to next promotion have been taken in to consideration. Accordingly, it is hereby recommended / not recommended to promote the officer to Special Grade of Sri Lanka Planning 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 Stamp

Note :- cross words inapplicable.

Part (c) - To be filled by the Secretary of the respective Ministry

Secretary,  
Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government/relevant Ministry

1. I agree/ do not agree with the recommendations made by the Head of Department/Institution on the work and conduct of Mr./Mrs./Miss. ...., officer in Grade I of Sri Lanka Planning Service.
2. The work, conduct, special skill and performance of the officer have been duly evaluated. It is hereby recommended / not recommended\* to promote Mr./Mrs./Miss. .... to Special Grade of Sri Lanka Planning Service to the date of 01.01.2024.  
(\*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 Stamp