



රාජ්‍ය පරිපාලන, පළාත් සහ සහ පළාත් පාලන අමාත්‍යාංශය  
பொது நிர்வாக, மாகாண சபைகள் மற்றும் உள்ளூராட்சி அமைச்சு  
Ministry of Public Administration, Provincial Councils and Local Government

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

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  
Telephone

www.pubad.gov.lk

මගේ අංකය  
எனது இல  
My No

MPubAd/ AcSD/Spl. Grade/2025

ඔබේ අංකය  
உமது இல  
Your No

දිනය  
திகதி  
Date

2025.01.30

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

**Promotion of Officers in Grade I of the Sri Lanka Accountants' Service to Special Grade**

Approval of the Public Service Commission has been granted to call applications from the qualified officers to fill the vacancies existing in the cadre of Special Grade of Sri Lanka Accountants' Service as at 01.01.2025 in terms of the 08th revision made to the minute of the Sri Lanka Accountants' Service published by Gazette Extraordinary No. 1670/33 dated 10.09.2010 by Gazette Extraordinary No.2323/29 dated 16.03.2023.

02. Accordingly, action will be taken to call applications to fill thirteen (13) vacancies that exist in the Special Grade of the Sri Lanka Accountants' Service as at 01.01.2025 and call a number of officers equivalent to two-fold of the number of vacancies, on the order of seniority, out of the qualified officers for the interview.

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

- I. Should have satisfied any qualification mentioned in Appendix V of the Service Minute. (Annex I)
- II. Should have completed an active and satisfactory service period of five (05) years in Grade I of the service as at the date of promotion and earned five (05) salary increments after being promoted to Grade I.
- III. Should have completed an active period of service of not less than eighteen (18) years as at the date of promotion.
- IV. Should have achieved an annual performance at satisfactory level or above during the 05 years immediately preceding the date of promotion.
- V. Should have not been subjected to a disciplinary punishment as per the provisions stipulated in Public Service Commission Circular No. No. 01/2020 as at the date of promotion.
- VI. Should have completed the 3rd Efficiency Bar Examination as at the due date or should have been exempted from the same.

**04. Method of Promotion:**

4.1 A number of candidates, not more than two-fold of the number of vacancies that exist as at 01.01.2025 will be interviewed by a board of interview consisting of three members appointed by the Public Service Commission as per paragraph 10.3.2 of the 08th revision made to the service minute by Gazette Extraordinary No. 2323/29 dated 16.03.2023 and then the recommendations for promotions to the Special Grade will be submitted to the Public Service Commission.

4.2 Accordingly, the Public Service Commission will promote a number of officers equivalent to the vacancies that exist in the Special Grade as at 01.01.2025 on the order of seniority of officers in Grade I as per the recommendations submitted by the board of interview.

05. The officers who are promoted to the Special Grade should take action, after being appointed to a post approved under the Special Grade, to assume duties of the new post within a period of 22 working days from the date on which they receive the appointment. The promotion to the Special Grade granted to the officers who do not report for duty within one month in the above manner will be cancelled in terms of the provisions of Public Service Commission Circular No. 01/2021(ii).

06. Since the promotions are made to the vacancies existing as at 01.01.2025, the officers who are in active service and satisfy the qualifications as at this date are required to send me the applications completed by themselves through the Secretaries of Ministries, Chief Secretaries, District Secretaries and Heads of Departments on or before 14.02.2025. Applications received after the said date will not be accepted under any circumstances and incomplete and erroneous applications will be rejected.

07. It is informed to notify the relevant officers to forward their applications only if they have satisfied the basic qualifications mentioned above as at 01.01.2025. The officers who have satisfied the qualifications mentioned in paragraph 03 above and have appeared for the interview on a previous occasion of promotion but did not get promoted or failed to apply for promotions can also apply for this promotion.

08. Further, the officers who submitted applications for promotion to the Special Grade of the Sri Lanka Accountants' Service as at 01.07.2024 are required to attach only the performance report and the salary increment form related to the year 2024 along with the application form, when submitting applications as per this notification.

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

On the order of the Public Service Commission,

Sgd/ S. AlokaBandara  
Secretary

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

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.

**Application for Promotion of Officers in Grade I of the Sri Lanka  
Accountants' Service to Special Grade**

Application number

<b>S</b>	
<b>F</b>	

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

(For Office Use Only.)

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. : .....

(A certified photocopy of the National Identity Card should be attached, numbering the same as No.02)

3. Date of Birth : .....

4. Private Address : .....

5. Telephone number - 5.1 Residence : ..... 5.2 Mobile: .....  
5.3 Email address : .....

6. Post held at present : .....

7. Ministry/ Department: .....

8. Office address : .....

9. 9.1 Office telephone number: .....

9.2 Office fax number: .....

10. Dates of appointment / promotions :

10.1 Date of appointment to Grade III of S.L.Ac.S. : .....

10.2 Date of promotion to Grade II of S.L.Ac.S. : .....

10.3 Date of promotion to Grade I of S.L.Ac.S. : .....

(A certified copy of the letter of promotion to Grade I of the Sri Lanka Accountants' Service should be attached by numbering the same as 10.3.)

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

11.1 Deduction of service period due to obtaining 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.	Establishments Code of V:2:5:4					
II.	Establishments Code of XII:16					
III.	Establishments Code of XII:36					
IV.	Management Services Circular No.33					
V.	Management Services Circular No.10					
VI.	Other no pay leave					
VII.	No-pay leave to be spent within the country/out of the country as per Public Administration Circular No. 14/2022					
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, numbering them as 11.1.I, 11.1.II, 11.1. III etc., as applicable.)

11.2 The officer has/ has not obtained leave to be spent out of Sri Lanka for study purposes as per Section 14, Chapter XII of Establishments Code

Duration: From.....to.....

11.3 Deduction of the service period 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		
		Years	Months	Days
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 11.3.I, 11.3.II, etc., as applicable.)

11.4 Total of 11.1 & 11.3 :Years ..... Months ..... Days .....

11.5 Date after the deduction of the period indicated in 11.4 above from the date of appointment to Grade I: .....

12. Requirement of having completed an active and satisfactory period of service as per the provisions of Public Service Commission Circular No. 01/2020.

12.1 Has/has not\* earned all the salary increments\*\* falling within 5 years immediately preceding 01.01.2025, the date on which the officer becomes eligible for promotion.

(The salary increments earned under XII:16:9, XII:16:10 and XII:36:1:4 (i) and (ii) of Establishments Code are not accepted for the promotions)

\*(Cross off the inapplicable words)

12.2 In case where the officer has not earned the salary increments during the 05 years immediately preceding 01.01.2025, the date on which he/she becomes eligible for promotion, the date of becoming eligible should be recalculated as at the date of earning the 05<sup>th</sup> salary increment. Accordingly, the date on which the officer becomes eligible\*\*:

\*\*(Certified copies of the five (05) salary increment forms should be attached after numbering them from 12.1 to 12.5)

13. Requirement of not being subjected to any disciplinary punishment as per the provisions stipulated in Public Service Commission Circular 01/2020.

13.1 Has not been subjected to any disciplinary punishment during the 05 years immediately preceding the date on which the officer becomes eligible for promotion in accordance with the file. (The Head of the Department should certify this through a written declaration – Under Section “b” of the application)

13.2 Has been subjected to a disciplinary punishment during the period indicated in 13.1 and in case where particulars are mentioned under 11.2 and the date of promotion is revised accordingly, the relevant date: .....

13.3 In case where the date of becoming eligible for promotion is revised in accordance with 12.2 and 13.2 , the newly revised date: .....

14. Proof of good work and conduct in accordance with the annual performance evaluation of the immediately preceding five (05) years.

The five years immediately preceding the year relevant to the date of becoming eligible as per 12 or 13 above should be indicated in the first column of the following table. The certified copies of the relevant five performance reports should be attached. The reports in which more than one optional recommendation is indicated at the end and the signature and official stamp of the relevant officer are not placed, shall not be accepted.

Year	Final evaluation is excellent/ above the average/satisfactory/unsatisfactory	The relevant officers have/have not placed the signature
2020		
2021		
2022		
2023		
2024		

Every row and column should be perfected in accordance with the performance report of each year.

15. Satisfying the qualifications as per 10.3.1 and Appendix (v) of the Minute of Sri Lanka Accountants' Service:

15.1 Serial Number	15.2 Post Graduate Degree/other	15.3 Field of study	15.4 The university/ institution which offers the said degree/ qualification	15.5 Whether that university has been recognized by the University Grants Commissions as a University	15.6 Duration of the degree/ course. (Date of commencement and Date of ending)	15.7 Effective date of the degree/co urse
01						
02						
03						
04						
05						

(Certified copies of the Postgraduate Degree/ course certificate and the detailed results (Transcript) sheet should be attached as 15.1)

16. 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: .....

17. Third Efficiency Bar Examination

17.1 Date on which the third efficiency bar examination should be passed:.....

17.2 Date on which the officer passed the third efficiency bar examination:.....

(A certified copy of the relevant certificate should be attached, numbering the same as No. 17.)

The application containing correct and all information from 01 to 17 above and certified copies of all the 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 each document.

Further, I hereby express my consent to be appointed to a post in Special Grade of Sri Lanka Accountants' Service at any place of work to which I have requested to be appointed on promotion, where a post in Special Grade of Sri Lanka Accountants' Service has fallen vacant / a place in close proximity to the said places.

I hereby express my consent to be reverted to my previous grade and post before promotion, if I am unable to accept the said post within one calendar month.

Date: .....

.....  
Signature and designation of the  
applicant

N.B.: The officers who submitted applications for promotion to the Special Grade of the Sri Lanka Accountants' Service as at 01.07.2024 required to attach only the performance report and the salary increment form are required to attach only the performance report & the salary increment form related to the year 2024, with the application form, when submitting applications as per this notification.



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

Secretary,

Ministry of Public Administration, Provincial Councils and Local Government

1. All 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 and they have been submitted in perfect manner and the **certified copies** of all the relevant documents are attached.
3. It is hereby certified that action is/ is not being taken to commence or **disciplinary action is/ is not being taken against the officer.**
  - 3.1 If the answer “is being taken”, date of committing the offence: .....
  - 3.2 Number and date of the charge sheet issued by the Disciplinary Authority: .....
4. The work/ attendance/conduct of Mr/Mrs/Miss. ....  
are satisfactory. His/ her performance, leadership, capability and ability to bear the posts and responsibilities relevant to the next promotion have been considered. It is hereby recommended / not recommended\* to promote he/she 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, Designation and  
Official Stamp of the Head of the  
Department/Institution

Note: Cross off the inapplicable words.

**(Part (C) - To be filled by the Secretary of the respective Ministry or Chief Secretary of the Province**

Ministry of Public Administration, Provincial Councils and Local Government

1. I agree/ do not agree with the recommendation made by the Head of Department/Institutions on the work and conduct of Mr. /Mrs. /Miss....., officer in Grade I of Sri Lanka Accountants' Service.

2. Work/ conduct/ special skills and performance of the officers have been evaluated.

I recommend/ do not recommend\* the promotion of Mr./Mrs./Miss. ....to Special Grade of Sri Lanka Accountants' Service.\*

(\*Indicate the reason 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

.....  
Signature of the Secretary of the  
Ministry/Chief Secretary of the Province

Official Stamp

Note: Cross off the inapplicable words.