

- IV. Having an annual performance of satisfactory level or above satisfactory level throughout the period of five (05) years immediately preceding the date of promotion according to the approved performance appraisal scheme.
- V. Shall have not been subjected to disciplinary punishments as per the provisions of Public Service Commission Circular No: 01/2020.
- VI. Having passed the third efficiency bar examination as at the due date or being exempted from the same.

04. Method of Promotion

4.1 Since the promotions are made on the basis of seniority on the approval of the Public Service Commission as per para 13.3 (b) of the Service Minute in line with the 5th revision No 2095/48 dated 02.11.2018, recommendations to promote to the Special Grade on seniority is submitted following an interview conducted by a board of interview with three members appointed by the Public Service Commission and a number of applicants equal to the total of existing number of vacancies as at 01.01.2025 and the 25% of the number of vacancies will be called for interview.

4.2 Promotion of officers to the vacancies in the Special Grade are made on the order of the Seniority list of Grade I in SLAS and the Seniority List of the Special Grade relevant to 01.01.2025 is created on the order of the seniority which was effective before the officers who are qualified to be promoted as at the dates above.

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 one calendar month 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 calendar month in the above manner will be cancelled in terms of the provisions of Public Service Commission Circular No. 01/2021.

06. Since the promotions are made to the vacancies existing as at 01.01.2025, the officers who are in active service and fulfill the qualifications as at these dates are required to send me the applications completed by themselves through the Secretaries of Ministries, Chief Secretaries, District Secretaries and Department Heads **on or before 28.02.2025** Applications received after the said date shall no way be accepted and incomplete and erroneous applications are rejected.

07. It is informed to notify relevant officers to forward their applications only if they satisfy the above qualifications and the officers who are retired at present but who have served up to the date of eligibility for promotion as mentioned above or a day after that date, who have fulfilled the qualifications mentioned in paragraph 03 above and who have appeared at the interview at a previous occasion of promotion but did not get promoted or failed to apply for promotions can also apply for promotion.

08. Further, it is sufficient for officers who applied for promotion to the Special Grade of the Sri Lanka Administrative Service as at 01.07.2024, to submit only the performance evaluation report relevant to the year 2024 and the salary increment form along with the application form.

09. Kindly note to make the relevant officers aware in this regards.

Sgd/ S. Alokabandara

Secretary

Ministry of Public Administration,

Provincial Councils and Local Government

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

For office use only
Number of the Application

S
F

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 :

2. Number of the N.I.C :.....

3. Date of Birth :

4. Private Address :

5. Telephone No - 5.1. Residence : 5.2. Mobile :

6. 6.1 Post :.....
(Post hold at present/ If retired post held 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 Appointments and Promotions -

10.1 Date of appointment to Grade II/II (Class III) of SLAS :

10.2 Date of promotion to Grade II/I (Class II) of SLAS :

10.3 Date of promotion to Grade I (Class I) of SLAS :

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

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

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

Serial No.	Conditions applied in granting approvals for Leave	Duration		Number of days by which the service is deducted		
		To	From	Y	M	D
i	V:2:5:4 of Establishment Code					
ii	XII:16 of Establishment Code					
iii	Management Services Circular No.10					
iv	Management Services Circular No.33					
v	XII:36 of Establishment Code					
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 No. of Leave 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., 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 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		
		Y	M	D
i. Deferring salary increments				
ii.Others				
Total number of days by which the service period is deducted				

(Certified copies of disciplinary decisions shall be attached by numbering them as 11.3.i, 11.3.ii, etc., as applicable)

11.4 Total of 11.1 and 11.3 – Year Month Date

11.5 The date after removing the period in 11.4 above out of the period from the date of appointment to Grade I :

12. Shall have 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 salary increments** falling within 5 years immediately preceding the date on which the officer becomes eligible for promotion.
 (Salary Increments obtained under the section XII:16:9, XII:16:10 and XII:36:1:4:(i) and (ii) establishment code are not accepted for the promotion)

*(Delete words inapplicable)

12.2 If the officer has not earned salary increments within the 5 years immediately preceding the date on which the officer becomes eligible for promotion, the date of qualifications for promotion shall be re-calculated until such date on which the officer receives fifth salary increment. Accordingly, the date on which the officer becomes eligible for promotion shall be** :

** (Attach the certified copies of 05 salary increment slips numbering them from 12.1 to 12.5)

13. Shall have not received disciplinary punishments as per the provisions of 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 (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 11.3 and further the date of promotion is also revised, such date is :

13.3 The revised date, if the date 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, 13 above shall be indicated in the 1st column of following table. Further certified copies of relevant 5 performance reports shall be attached. Performance reports which have not been duly signed and selected by the relevant officer and the reports where more than one alternative recommendation have been indicated in final evaluations shall not be accepted.

Year	Final evaluation Excellent/Above Average/Satisfactorily/Poor	Whether relevant authority has signed/ not 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 14(d) of the Service Minute.

15.1 Serial No.	15.2 Name of the Post Graduate Degree.	15.3 Field of study.	15.4 The University	15.5 Whether that university has been recognized by the University Grants Commissions as a University.	15.6 Duration of the degree. (starting date and ending date)	15.7 Effective data of the degree.
1.						
2.						
3.						
4.						
5.						

(Certified copies of **Degree certificate** and the **detailed results (Transcript)** sheet shall 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 of promotion.

17. Third 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 :

(Attach a certified copy of the certificate which proves the successful completion of the Skill Promotion Course - level I, by numbering the same as 17.2)

Application containing correct and all information from 01 to 17 above and certified copies of all documents required to be attached, are hereby subjected **as a file by numbering them consecutively** and indicating the number relevant to the facts at the top right corner of the each document.

I hereby declare my consent to be appointed to a post in Special Grade of the Sri Lanka Administrative Service at any work place where a post in Special Grade of the Sri Lanka Administrative Service, requested by me to be appointed to on promotion, has fallen vacant /at a work place that is in close proximity.

I also agree to be reverted to my previous grade and post prior to promotion in the event that I fail to accept that appointment within one calendar month.

Date :

.....

Signature of the Applicant

Designation & Official Stamp

N.B.: It is sufficient for officers who applied for promotion to the Special Grade of the Sri Lanka Administrative Service as at 01.07.2024 to submit only the performance evaluation report relevant to the year 2024 and the salary increment form along with the application form.

Part (b) – To be filled by the Head of the Department/ Institution.

Secretary,

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

1. Particulars mentioned above by the officer are correct.
2. Matters relevant to No. 11, 12, 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 disciplinary authority.

.....

4. Work/attendance/conduct of Mr. /Mrs. /Miss.are satisfactory. Further the officer’s performance, leadership, capability and the capacity to hold posts and responsibilities in relations to next promotion have been taken in to consideration. Accordingly, it is hereby **recommended / not recommended *** to promote to officer to Special Grade of SLAS.

- 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/ Chief Secretary of the Province.

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

- I agree/ do not agree** with the recommendations made by the Head of Department/Institutions on the work and conduct of Mr./Ms./Miss., officer in Grade I of Sri Lanka Administrative Service.
- The works/conduct/special skill and performance of the officer have been duly evaluated.

It is hereby recommended* to promote Mr./Mrs./Miss. to Special Grade of Sri Lanka Administrative Service to the date of 01.01.2025.

*(Indicate reasons if the promotion is not recommended)

.....

- 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