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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

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මගේ අංකය  
எனது இல  
My No } CS/SLAS/Grade II Promo.  
(Vol. IV)

ඔබේ අංකය  
உமது இல  
Your No }

දිනය  
திகதி  
Date } 2025.03.03

Secretaries of Ministries

Chief Secretaries of Provinces

Secretaries of Commissions

District Secretaries/ Government Agents

Heads of Departments

**Promotion of Officers in Grade III of Sri Lanka Administrative Service to  
Grade II**

As per the sixth revision No: 2137/5 dated 19.08.2019 made to the Minute of Sri Lanka Administrative Service published in the Gazette Extra Ordinary No: 1842/2 dated 23.12.2013, applications are called for promotion to Grade II from officers who were recruited to Grade III of the Sri Lanka Administrative Service in 2019 and have satisfied all the qualifications required for promotion to Grade II.

02. Accordingly, the officers who are eligible to apply should submit their applications through the respective Head of the Institution to the Secretary, Ministry of Public Administration, Provincial Councils and Local Government before the date mentioned below. Please inform the relevant officers in this regard.

Date of appointment	The date on which applications should be submitted
2019.03.05	Before 2025.04.21
2019.05.15	Before 2025.06.30
2019.08.20	Before 2025.09.30
2019.09.05	Before 2025.10.17

03. The application to be used is given in “Annex 01” and the soft copy of the same can be downloaded from the website of the Ministry of Public Administration, Provincial Councils and Local Government as mentioned below.

[www.pubad.gov.lk](http://www.pubad.gov.lk) → Services → Sri Lanka Administrative Service → Downloads

04. You are further informed that it is not necessary to submit any other document along with the duly perfected application with proper recommendations.

05. You are kindly requested to contact the Sri Lanka Administrative Service Division on 011-2698605 for further information in this regard.

Sgd/ H.A.D.C. Jayasekara  
Additional Secretary (Public Administration)  
For Secretary  
Ministry of Public Administration,  
Provincial Councils  
and Local Government

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**Application for promotion of officers recruited to Grade III of the Sri Lanka  
Administrative Service in 2019  
to Grade II**

**Part I**

**(To be filled by the applicant.)**

01. a) Name of the officer : .....
- b) N.I.C Number : .....
- c) Date of appointment to Grade III of Sri Lanka Administrative Service : .....
- d) Whether the officer has been confirmed in the post : .....

02. a) Present post and workplace : .....
- .....
- b) Official Address : .....
- c) Telephone No :- Official: ..... Mobile:.....

03. Method of recruitment to Sri Lanka Administrative Service
- Open Competitive Examination/ Limited Competitive Examination/ Promotion of Merit

04. Have you passed the following examinations or have you been exempted it. If so, furnish relevant particulars.

	Date of passing or Exemption
• First efficiency bar examination	:- .....
• Capacity Building Program – Level III, conducted by the Sri Lanka Institute of Development Administration	:- .....
• Proficiency in official languages (Sinhala/ Tamil) as per the provisions of Public Administration Circular No: 18/2020	:- .....

(The head of the institution should have issued a letter confirming the above as per Public Administration Circular Letter No. 01/2021.)

05. Date on which you become entitled to be placed on Grade II of Sri Lanka Administrative Service:- .....

06. (a) Whether you have earned the required six (06) year salary increments on the due date for promotion to Grade II ?.....
- (b) Have you been subjected to a disciplinary punishment as per the provisions of Public Service Commission Circular No: 01/2020? .....
- (if so, furnish relevant particulars) .....
- .....

07. Whether you have obtained no – pay leave or half – pay leave from the date of appointment to Sri Lanka Administrative Service up to date? .....

(If so, furnish relevant particulars) .....

I hereby state that I have possessed qualifications to be promoted to Grade II of Sri Lanka Administrative Service on the date indicated in Para 05 above and the particulars indicated from 01 to 07 are true and correct to the best of my knowledge.

.....

Date

.....

Signature of Applicant

Official Stamp

## **Part II**

### **Certification of the Head of the Department**

**(Department Heads should bear the entire responsibility regarding the following information)**

I hereby certify that Mr/ Mrs/Miss/..... is serving at the  
Department/ Ministry of .....as  
..... and further the officer

- has completed a satisfactory service of 06 years from the date of appointment
- has / has not earned all due salary increments during the period of 6 years the date on which the officer becomes eligible for promotion

<b>Year</b>	<b>Has / Has not earned salary increments</b>	<b>Date of Salary Increment</b>
<b>2020</b>		
<b>2021</b>		
<b>2022</b>		
<b>2023</b>		
<b>2024</b>		
<b>2025</b>		

- has / has not achieved satisfactory or a higher level performance in terms of the approved performance appraisal scheme during a period of six (06) years the date of promotion

Year	Has / Has not achieved satisfactory or a higher level performance in terms of the approved performance appraisal	
	Has / Has Not	[ Mentioned as Satisfactory (S) / Above Average (A) / Excellent (E) ]
2019		
2020		
2021		
2022		
2023		
2024		

- has / has not taken disciplinary action against the officer and there is / isn't any intention to take disciplinary action against the officer.
- has not obtained no-pay leave/ has obtained no-pay leave or leave on half pay from ..... to .....
- The particulars mentioned in Sections I,II and III of 04 above are correct / should be corrected as follows
  - I. First efficiency bar examination :- .....
  - II. Capacity Building Program – Level III, conducted by the Sri Lanka Institute of Development Administration :- .....
  - III. Proficiency in official languages (Sinhala/ Tamil) as per the provisions of Public Administration Circular No: 18/2020 :- .....
- I hereby recommend promotion of this officer to Grade II of Sri Lanka Administrative Service from ..... since the officer's work, attendance and conduct are satisfactory.

Date:-.....

.....

Signature and official stamp of the  
Head of the Department

**Note : Cross words inapplicable.**

**Part III**

I hereby recommend / do not recommend promotion of Mr/ Mrs/ Miss .....  
to Grade II of Sri Lanka Administrative Service.

Date :- .....

.....

Signature and official stamp of the  
Secretary of the Ministry