

Promotion of officers in Grade II of the Sri Lanka Accountants' Service to Grade I

Applications are called for promotion to Grade I from officers who have been recruited to the Sri Lanka Accountants' Service based on the special competitive examination for the Northern and Eastern Provinces held on 17.02.2014 and have fulfilled the following qualifications in accordance with the provisions of the Minute of the Sri Lanka Accountants' Service published in Gazette Extraordinary No. 1670/33 dated 10.09.2010, the 5th amendment made to the Minute of the Sri Lanka Accountants' Service No. 2137/66 dated 22.08.2019, and Public Administration Circular No. 33/2019 dated 08.11.2019 relevant to the same.

02. Qualifications to be satisfied to be promoted to Grade I

- I. Must have completed an active and satisfactory service of six (06) years in Grade II of the Sri Lanka Accountants' Service and have earned six salary increments after being promoted to Grade II.
- II. Must have passed the 2nd efficiency bar examination
- III. Must have not been subject to any disciplinary punishment as of the date of verification of qualifications for promotion in accordance with the provisions of the Public Service Commission Circular No. 01/2020 dated 01.01.2020.
- IV. Must have proved performance at a satisfactory level or above as per the approved performance appraisal procedure within the six (06) years immediately preceding the date of promotion.
- V. Must have completed and obtained the certificate for the Capacity Building Course - Level III conducted by the Sri Lanka Institute of Development Administration.
- VI. Must have satisfied any qualification stipulated in Appendix 5 of the Minute of the Sri Lanka Accountants' Service.

03. Officers who possess the above qualifications should send their completed applications, prepared in accordance with the attached format, through the Secretary of the Ministry/Chief Secretary, to reach the Secretary, Ministry of Public Administration, Provincial Councils and Local Government, Independence Square, Colombo 07 on or before 14.08.2026

(N.B. : Officers who are serving in District Secretariats and Divisional Secretariats should take action to submit applications through the Home Affairs Division)

04. Incomplete and incorrect applications will be rejected.

05. The relevant application for the promotion is presented in Annex 01.

Date : 24.07.2026

Sgd/S. Alokabandara
Secretary
Ministry of Public Administration,
Provincial Councils and Local
Government

Application for Promotion of Officers in Grade II of the Sri Lanka Accountants' Service to Grade I**For Office Use Only -**

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Part (a) -To be filled by the officer**1. Name**

1.1. Full name :-

Mr./Mrs./Miss.....

(A certified copy of the National Identity Card should be submitted.)

1.2 Name indicated in the letter of appointment:-

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2. National Identity Card No:-

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3. Date of birth :-

D	D	M	M	Y	Y	Y	Y
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4. Personal address:-

.....

5. Telephone No. :-

5.1. Residence :-

5.2. Mobile :-

6. E-mail address:-**7. Particulars of the workplace**

7.1. Ministry:-

.....

7.2. Division :-

7.3 Department :-

7.4. Address :-

7.5. Telephone No. :-

7.6 Fax No. :-

8. Date of Appointments and Promotions in the Sri Lanka Accountants' Servi

8.1. Date of appointment to Grade III:-

D	D	M	M	Y	Y	Y	Y
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8.2. Date of promotion to Grade II:-

D	D	M	M	Y	Y	Y	Y
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(A certified copy of the letter of promotion to Grade II should be submitted.)

9. Particulars of satisfying the qualifications mentioned in Appendix 5 of the Minute of the Sri Lanka Accountants' Service

Serial number	Name of the postgraduate degree	Field of study	The university, which offered the postgraduate degree	State whether it is a university recognized by the University Grants Commission or an institution recognized by the University Grants Commission as a degree awarding institute.	Effective date of the degree
01					
02					

(Certified copies of the degree certificate and the transcript should be submitted.)

N.B.: The postgraduate degree relevant to the certificates submitted as per my notification No. MpubAd/AcSD/13/03 dated 28.06.2024 published on the website of this ministry should be mentioned under serial number 01 in the above table.

10. Date on which you passed the second efficiency bar examination:-

(A certified copy of the results sheet of the examination should be submitted.)

11. Date on which you completed the Level III course of Capacity Building conducted by the Sri Lanka Institute of Development Administration:-

(A certified copy of the certificate issued on completion of the Capacity Building Program - Level III should be submitted.)

I declare that I have completed an active and satisfactory service period of not less than six (06) years in Grade II of the relevant service category as of the date on which I become eligible to be promoted, and that the application containing correct and all information from No.01 to 11 above and certified copies of all documents required to be attached to the same are hereby submitted as a file.

.....
Date

.....
Signature of the applicant

Designation :

Official Stamp :

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

Secretary,

.....
I hereby certify that,

Mr/ Mrs/ Miss.is serving at the
Ministry/Department of

-
1. He/she **has completed/ has not completed** a satisfactory service of six (06) years in Grade II,
 2. He/she has earned/ has not earned* all the salary increments within the six (06) years immediately preceding the date of promotion to Grade I as indicated in Table 01 *

2.1 Table No. 01

Serial number	Year	Has earned/ has not earned the salary increments on the due date	Date of the salary increment
i.	2026	has earned / has not earned	
ii.	2025	has earned / has not earned	
iii.	2024	has earned / has not earned	
iv.	2023	has earned / has not earned	
v.	2022	has earned / has not earned	
vi.	2021	has earned / has not earned	

(Certified copies of the salary increment forms (Form General 185) for the 06 years should be submitted.)

3. He/she **has proved / has not proved*** a performance at satisfactory level or above during the six (06) years immediately preceding the date of promotion in accordance with the approved performance appraisal procedure, as indicated in Table No. 02.

3.1 Table No. 02

Serial number	Year	Final Evaluation	The moderator has/has not placed the signature
i.	2025	Excellent/above average/satisfactorily/poor	has/ has not placed the signature
ii.	2024	Excellent/above average/satisfactorily/poor	has/ has not placed the signature
iii.	2023	Excellent/above average/satisfactorily/poor	has/ has not placed the signature
iv.	2022	Excellent/above average/satisfactorily/poor	has/ has not placed the signature
v.	2021	Excellent/above average/satisfactorily/poor	has/ has not placed the signature
vi.	2020	Excellent/above average/satisfactorily/poor	has/ has not placed the signature

(Certified copies of all performance appraisal reports relevant to the above-mentioned years and certified copies of the plan of the performance appraisal report relevant to the year 2026 should be submitted)

4. Disciplinary action **has been taken/ has not been taken*** against the officer as indicated in Table No. 03, and a deduction in the satisfactory service period **has occurred/ has not occurred** on disciplinary grounds*

4.1 Table No. 03

Disciplinary Order	Duration in which the offense has been committed as per the charge sheet	Number of days by which the satisfactory service period is reduced		
		Years	Months	Days
Total number of days by which the service period is deducted				

(Certified copies of the disciplinary decisions should be submitted.)

5. Disciplinary actions are being taken/ are not being taken against the officer or are intended/ are not intended to be taken in the future against the officer*

6. He/she has obtained / has not obtained* no pay leave or leave with half pay, and the service period has been / has not been deducted* due to the obtaining of no pay leave or leave with half pay, as indicated in Table No. 04,

6.1 Table No. 04

Serial number	Provisions applied in granting approval for leave	Duration		Number of days by which the service period is deducted		
		From	To	Years	Months	Days
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					
vii.	No pay leave to be spent in or out of the island as per Public Administration Circular No. 14/2022					
Total number of days by which the service period is deducted						

(Certified copies of the letters by which the leave has been approved, should be submitted.)

- 6.2 He/she **has obtained/ has not obtained** * study leave to be spent out of Sri Lanka from to (period) as per Section 14, Chapter XII of the Establishments Code*

- 6.3 Total of number of days indicated in Table No. 03 and 04 by which the service period is deducted
Years Months Days,

- 6.4 Date on which the officer becomes eligible to be promoted to Grade I (as per the periods mentioned in 6.3),

Y	Y	Y	Y	M	M	D	D
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7. Work, attendance and conduct of this officer is **satisfactory/ not satisfactory***,

8. I hereby **recommend/ do not recommend*** to promote Mr/ Mrs/ Missto Grade I of the Sri Lanka Accountants' Service with effect from and

The application, perfected correctly in each and every way, and the certified copies of the relevant documents are sent herewith, prepared as a file.

.....
Date

.....
Signature of the Head of the Department
Official Stamp :

* Cross out the inapplicable words

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

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

1. I **agree/ do not agree*** with the recommendations made by the Head of Department/Institution on the work and conduct of Mr./Ms./Miss., in Grade II of the Sri Lanka Accountants' Service.

2. The works/conduct/special skills and performance of the officer have been duly evaluated.
It is hereby **recommended/ not recommended** to promote Mr./Mrs./Miss. to Grade I of the Sri Lanka Accountants' Service with effect from

If the promotion is not recommended, the reasons for the same:

.....
.....
.....

3. The application, perfected correctly in each and every way, and the certified copies of the relevant documents are sent herewith, prepared as a file.

.....
Date

.....
Signature of the Secretary of the Ministry
/Chief Secretary of the province
Official Stamp :

* Cross out the inapplicable words

N.B. : In cases where the application is recommended by another authorized officer in place of the Secretary of the Ministry / Chief Secretary of the Province, a certified copy of the letter of authorization issued by the Public Service Commission / Governor of the relevant province should be submitted.