

**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:**

5.3 Email address :

6. Post :.....

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	XII:36 of the Establishments Code					
iv	Management Services Circular No:33					
v	Management Services Circular No:10					
vi	Other no pay leave					
vii	Without 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 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 11.3.i, 11.3.ii., etc.....)

- 11.3 Total of 11.1 and 11.3 : Years Months Days
- 11.4 The date after removing the period in 11.4 above out of the period from the date of appointment to Grade I:
12. Having completed an active and satisfactory period of service as per the provisions of Public Service Commission Circular No: 01/2020.
- 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 01.01.2025.
- (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 01.01.2025, 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. Whether any Disciplinary offense is sanctioned/ not sanctioned as per the 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 01.01.2025. (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 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 Excellent / Above the average / Satisfactory / Unsatisfactory	Whether the relevant officer has signed/ not signed

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

15. The requirement of having fulfilled the qualification prescribed in 10.3.1 (i) 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 / Institute, which offered the Post Graduate Degree	15.5 Whether that university / Institute, 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 date of the 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 01.01.2025, 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 22 working days.

Date :

.....

Signature of the applicant
Designation and Official Stamp

Part (b) – To be filled by the Head of the Departments

Secretary,

Ministry of Public Administration, 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 or Chief Secretary of the Provincial Council.

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./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 01.01.2025.
(*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 :

.....

Signature of the Secretary of
the Ministry/ Chief Secretary
of the Provincial Council
Official Stamp