

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

For Office Use Only-

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F

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

1. Name

1.1. Full Name :- Mr./Mrs./Miss .....

(As indicated in the National Identity Card)

1.2. Name indicated in the letter of appointment:- .....

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:-

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5.2. Mobile:-

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6. E- mail address:-.....

7. Post (Post held at present/ If retired, post held at the time of retirement) :-

.....

7.1. If retired, state the date of retirement:- .....

8. Particulars of the service station

8.1. Ministry:- .....

8.2. Division :- .....

8.3. Department:- .....

8.4. Address:- .....

8.5. Telephone No. :-

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8.6. Fax No.:-

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9. Date of Appointment and Promotions

9.1. Date of appointment to Grade III:-.....

9.2. Date of promotion to Grade II:-.....

(Please attach the certified copy of the formal letter of promotion to Grade II, indicating the same as Annex 01 at its top right corner.)

10. Particulars of satisfying the qualifications mentioned under serial No. i, 13.2 (a) of the minute of Sri Lanka Administrative Service

Serial No.	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					

(Please attach the certified copies of the degree certificate and the transcript, indicating them as Annex 02 and 02<sub>(a)</sub> on their top right corners.)

**N.B.** : The postgraduate degree relevant to the certificates submitted as per my notification dated 29.11.2024 published on the website of this ministry should be mentioned under serial number 01 in the above table.

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

(Please attach the certified copy of the results sheet, indicating the same as Annex 03 at its top right corner.)

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

(Please attach the certified copy of the certificate issued on completion of the Capacity Building Program - Level III, indicating the same as Annex 04 at its top right corner.)

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 at the date on which I become qualified to be promoted, and that the application containing correct and all information from No.01 to 12 above and certified copies of all documents required to be attached to the same 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.

.....  
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.	2025	has earned / has not earned	
ii.	2024	has earned / has not earned	
iii.	2023	has earned / has not earned	
iv.	2022	has earned / has not earned	
v.	2021	has earned / has not earned	
vi.	2020	has earned / has not earned	

[Please attach the certified copies of the salary increment forms (Form General 185) for the 06 years in the order of the year up to Annex 10, indicating the form relevant to the year 2025 as Annex 05.]

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 procedure of performance appraisal, 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.	2024	Excellent/above average/satisfactorily/poor	has/ has not placed the signature
ii.	2023	Excellent/above average/satisfactorily/poor	has/ has not placed the signature
iii.	2022	Excellent/above average/satisfactorily/poor	has/ has not placed the signature
iv.	2021	Excellent/above average/satisfactorily/poor	has/ has not placed the signature
v.	2020	Excellent/above average/satisfactorily/poor	has/ has not placed the signature
vi.	2019	Excellent/above average/satisfactorily/poor	has/ has not placed the signature

(Please perfect the table No. 02 as per the performance report of each year and attach **only the certified copy of the performance report relevant to the year 2024**, indicating the same as Annex 11 at its top right corner.)

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 deducted		
		Years	Months	Days
Total number of days by which the service period is deducted				

(Please attach the certified copies of the disciplinary decisions, indicating them as Annex 12, 12<sub>(a)</sub> and 12<sub>(b)</sub> at the top right corner.)

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,
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	Conditions 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						

(Please attach the certified copies of letters by which the leave has been approved, indicating the same as Annex 13, 13<sub>(a)</sub>, 13<sub>(b)</sub> .... at the top right corner.)

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 qualified 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/ Miss .....to Grade I of the Sri Lanka Administrative Service with effect from ..... and

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

.....  
Date

.....  
Signature of the Head of the  
Department

\* Cross the inapplicable words.

Official stamp:

**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

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. ...., officer in Grade II of the Sri Lanka Administrative 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 Administrative Service.

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

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

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

.....  
Date

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

Official stamp:

\* Cross the inapplicable words

**N.B.** : In cases where the application is recommended by an authorized officer except the Secretary of the Ministry / Chief Secretary of the Province, a certified copy of the letter by which authority has been vested by the Public Service Commission/ Governor of the Province should be submitted.