

**Application for the Promotion of the Officers in Grade III of the  
Sri Lanka Teacher Educator Service to Grade II**

**Part ‘I’**

(Must be perfected by the applicant)

1. (a) Name in Full (In Sinhala) Rev./ Mr. / Mrs. / Miss.  
.....  
(b) Name denoted by the initials:-  
.....  
(C) In case of alteration of the Name, Name that had been used earlier:-  
(If the name is altered, an affidavit must be presented)  
.....  
.....
  
2. Date of Birth:-.....
3. National Identity Card Number:-.....
4. Personal Address:-.....
5. Telephone number/ email address:-.....
6. Current Service Institution:-.....
7. Post holding at present:-.....
8. Date of appointment under the Sri Lanka Teacher Educator Service Grade III:-.....
9. Letter Number and Date of the letter of appointment to Grade III under the Sri Lanka Teacher Educator Service:-.....
10. Date of confirmation at the Post:-.....
11. Date of Pass by the Efficiency Bar I Examination:-.....
12. Date of completion of Ten years (10) under the service:-
13. Date of being qualified by the other National Language or date on which being released by the necessity of such a qualification: - .....  
Reference Number and date of that letter:-.....
14. Date of being qualified by the Link Language or date on which being released by the necessity of such a qualification: - .....  
Reference Number and date of that letter:-.....
15. Date on which Capacity Development Course I has been successfully completed: -  
.....

You are kindly requested to promote me up to Grade II of the Sri Lanka Teacher Educator Service since .....

Date :-.....

.....  
Signature of the Applicant

**Part ‘II’**

**Chief Commissioner (Teacher Education)**

The following details of the Rev./ Mr. / Mrs. / Miss..... under the Grade II of the Sri Lanka Teacher Educationist Service, is true and accurate in accordance with the personal file.

- (1) Has/ Has not completed an active and satisfactory service period of Ten years (10) under Grade II as at .....
- (2) Details on the efficiency level (Efficiency level for 10 years prior to the date on which being qualified to be promoted) make a tick mark in the relevant box.

Table 01:- Efficiency Level

Year	Efficiency Level			
	Weak	Satisfactory	Good	Very Good

Accordingly, Rev./ Mr. / Mrs. / Miss..... **has/has not** shown the general level or an efficiency beyond that within the prior Ten years (10) of the promotion.

- (3) Has /Has not obtained **no pay/half salary** leave during last 05 years.  
In case of such **no pay/half salary** leave have obtained, details on such.(Table 02)

Table 02: No pay leave/ half salary leave.

Year	No pay leave/ half salary leave.	Reason
	Dates.. months... years....	
	Dates.. months... years....	
	Dates.. months... years....	

	Dates.. months... years....	
	Dates.. months... years....	
	Dates.. months... years....	
	Dates.. months... years....	
	Dates.. months... years....	

(4) Disciplinary, audit or investigations **are available/not available** within last 05 years  
 If the disciplinary, audit or investigations are available, information on such  
 (Table 03) :-

Table 03: status of disciplinary, audit or investigations

Year	Whether disciplinary, audit or investigations	Current status (With the time durations)

(5) Have **earned/not earned** all the salary increments during the last 05 years.

If the salary increments have been differed during last 05 years, information on such  
 (Table 04) :-

Table 04 :- Salary increments deferment

Period of Salary increment deferment	Reason
From.....to.....	
From.....to.....	
From.....to.....	
From.....to.....	
From.....to.....	
From.....to.....	
From.....to.....	
From.....to.....	

(6)

- (i) **Has/ has not** confirmed at the post since.....
- (ii) **Has/ has not** passed the 1<sup>st</sup> Efficiency Bar Examination.

- (iii) **Has/ has not** completed the necessity of being passed by the other Second Language.
- (iv) Has/ has not completed the necessity of being passed by the Link Language.
- (v) Has/ has not completed the Capacity Development Programme 1.
- (vi) In case of an officer who has been recruited by the minimum Qualifications stated in schedule (vii) of the Service Minute of SLTES. ( Qualifications that must be fulfilled within 05 years)

Degree obtained in the relevant subject/ Bachelor of Education Degree:-.....

Post Graduate Diploma in Education :-.....

I hereby **recommend/ not recommend** to promote this officer to Grade II of the Teacher Educator Service since.....

.....  
Date

.....  
Head of the College of Education/  
Zonal Director of Education

The Secretary  
Ministry of Education

**Certification by the Head of the Department**

I hereby **recommend/not recommend** promoting this officer who is in the Grade III of Sri Lanka Teacher Educator Service to the Grade 1 of the Sri Lanka Teacher Educator Service since.....

.....  
Date

.....  
Chief Commissioner (Teacher Education)