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அரசாங்க நிர்வாக மற்றும் முகாமைத்துவ அமைச்சு
Ministry of Public Administration and Management
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எனது இல } 2008 Batch
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உமது இல }
Your No

දිනය }
திகதி: } 2018.04.18
Date

All Secretaries of Ministries

Provincial Chief Secretaries

Heads of Departments

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

If there are officers who have satisfied qualifications to be promoted to Grade II of Sri Lanka Accountants' Service in your institution as at **21.04.2018**, you are kindly informed to take action to duly perfect the following application and send before **30.06.2018** along with the recommendation of the head of the institution promptly, to be forwarded to the Public Service Commission.

Sgd./ B.P.P.S. Abegunaratna

Additional Secretary (Public Administration)

For Secretary,

Ministry of Public Administration and Management.

Matters to be considered when filling the application for promotion of the officers in Grade III of Sri Lanka Accountants' Service to Grade II of Sri Lanka Accountants' Service

01) Should be filled in duplicate

- i. To be forwarded to Public Service Commission
- ii. To be filed in the personal file of the respective officer, which is kept at the Ministry of Public Administration and Management

The copies of the following documents should be sent along with the application submitted in order to be forwarded to the Public Service Commission.

- A certified copy of the letter of confirmation in service
- Certified copies of all the letters indicating that the officer has passed the first Efficiency Bar examination or the officers has been exempted from the requirement of passing the said examination.
- Certified copies of all the letters indicating that the officer has passed the examination for proficiency in other official languages (Sinhala/ Tamil) or the officer has been exempted from the requirement of passing the said examination (Only if applicable)
- Certified copies of all the letters indicating that the officer has passed the second Efficiency Bar examination or the officer has been exempted from the requirement of passing the said examination.
- Certified copies of all the letters indicating that the officer has passed the examination for proficiency in the Link Language or the officer has been exempted from requirement of passing the said examination.

02) The two copies of the application should have been duly recommended by the Head of the Department and the Secretary of the Ministry.

Application for Promotion to Grade II of the Sri Lanka Accounts' Service

Part I

01. (a) Name of the Officer :-
- (b) Designation and Present work place:-
-
- (c) Official Address :-
- Telephone Number :- Fax -
- (d) Personal Address :-
- Mobile Number :-
- E mail :-
-
02. (a) Date of first appointment to Public Service and Post:-
- (b) Date of appointment of SLAcS Grade III:-
- (c) Date of assumption of duties of SLAcS Grade III:-
03. Whether you have passed or been exempted from the following examinations in the previous service minute.
If so give particulars:-
- (i) Date of passing 1st EB Examination:-
- (ii) Date of passing or exemption 2nd EB Examination:-
- (iii) Date of passing or exemption Official Language (Sinhala/Tamil):-
- (iv) Date of passing or exemption link language (English) :-
04. Whether confirmed in SLAcS Grade III :-
05. Present Annual salary:-
06. Accordingly the Date entitle to be placed on Grade II of Sri Lanka Accountant Service :-

I declare that I am eligible for promotion to Grade II of the Sri Lanka Accountants' Service with effect from in terms of para 6 and that particulars given in paras 1-6 above are correct to the best of my knowledge and belief.

.....

Date

.....

Signature of Applicant

Part II

Certificate of the Head of Institution

01. Whether no pay leave have been obtained?

If any, duration?

02. Date of completing 10 years active service period which is required for promotion?

.....

03. Whether an immediate proceeding 05 years of satisfactory service have been completed ?

.....

04. Whether a satisfactory or above performance have been demonstrated within the immediate proceeding 10 years to the date of promotion?

.....

05. Whether pending disciplinary matters exist against the officer?

.....

I certify that I have checked the particulars furnished by Mr./Mrs./Ms.
..... in this form and found them correct. His/ Her Service during the past
10 years was satisfactory. He/ She is eligible for promotion to Grade II of the Sri Lanka Accountants'
Service.

.....

Date

.....

Signature of the Head of the Department

Designation

Part III

Mr./Mrs. is eligible for promotion to Grade II of the Sri Lanka
Accountants' Service.

.....

Date

.....

Secretary

Ministry of