

**Application for Promotion of Officers of Grade III in Sri Lanka Agriculture Service
to Grade II in Sri Lanka Agriculture Service
in terms of Ministry Circular 01/2020**

Part - I

01. (a) Name of the Officer:-
- (b) Date of appointment to Grade III in Sri Lanka Agriculture Service:-
- (c) Whether confirmed in the post:-.....
02. (a) Present post and service station:-.....
.....
- (b) Official address:-.....
.....
03. (a) Method of recruitment to Sri Lanka Agriculture Service:-
• Open/Limited
04. Date of entitlement to be promoted to Grade II in Sri Lanka Agriculture Service in terms of Ministry Circular 01/2020: -
05. (a) Whether the qualifications of completion of a minimum period of active and satisfactory service of six (06) years in Grade III and earning six (06) salary increments satisfied?
- (b) Whether a satisfactory level or a higher level of performance has been exhibited during the period of six (06) years prior to the date of promotion in terms of the approved Scheme of Performance Evaluation?
- (c) Whether a satisfactory period of service has been completed during the period of five years immediately preceding the date due for promotion?

If not, particulars:

.....
.....

I declare that I have been qualified to be promoted to Grade II in Sri Lanka Agriculture Service by the date mentioned in paragraph 4 above and the particulars given in 1 to 5 above are accurate to the best of my knowledge.

Date: -.....

.....
Signature of the applicant

Part II

Certificate of Head of the Department

(Heads of Department are personally responsible for the following information)

I certify that:

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

is serving in the Department / Ministry of

as a/an,

- has been confirmed in the post of Grade III in Sri Lanka Agriculture Service with effect from,
- has/has not satisfied the qualifications of completion of a minimum period of active and satisfactory service of six (06) years in Grade III of Sri Lanka Agriculture Service and earning six (06) salary increments,
- has/has not exhibited a satisfactory level or a higher level of performance during a period of six (06) years prior to the date of promotion, in terms of the approved Scheme of Performance Evaluation,
- has/has not completed a satisfactory service during the period of five years immediately preceding the date due for promotion,
- has/has not passed / or has/has not been exempted from following examinations,

date passed or exempted

- First Efficiency Bar Examination
- Proficiency in other Official Language (Sinhala/ Tamil)

- Particulars of earning salary increments and performance

Year	Has/ has not exhibited a satisfactory level or a higher level of performance [Satisfactory (S) /above average level (A) /Excellent (E)]	Earning salary increments

- a disciplinary action has/has not been taken against the officer or it is/is not intended to take such a disciplinary action,
- no pay / half pay leaves the officer has availed of are as follows,
No pay leaves
Half pay leaves.
- Work, attendance and conduct of this officer are satisfactory and hence, I recommend the promotion to Grade II in Sri Lanka Agriculture Service with effect from

Date: -

.....
Signature and official stamp of the
Head of the Department

- Delete irrelevant words

Part-III

Mr./ Mrs. /Miss is
recommended/ not recommended to be promoted to Grade II in Sri Lanka Agriculture Service.

Date: -

.....
Signature and official stamp
of Secretary to the Ministry