

**Application for Promotion of Officers in Grade II in Sri Lanka Agriculture Service
to Grade I in Sri Lanka Agriculture Service
in terms of Ministry Circular 01/2020
(for Officers recruited to Sri Lanka Agriculture Service before 26.02.2019)**

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:-.....
- (d) Date of promotion to Grade II in Sri Lanka Agriculture Service:-.....

02. (a) Present post and service station:-.....
.....
- (b) Official address:-.....
.....

03. (a) Method of recruitment to Sri Lanka Agriculture Service:-
• Open/Limited

04. Particulars of Postgraduate qualifications obtained: -
- Postgraduate degree obtained and the field
 - The University which offered that Postgraduate degree
 - Effective date of the Postgraduate degree
 - Academic period
 - Whether the Decision-Making Committee has recognized Postgraduate qualifications
 - Whether the Postgraduate degree obtained has been applied for promotion by 1st or 2nd Efficiency Bar

05. Date of entitlement for promotion to Grade I in Sri Lanka Agriculture Service: -
.....

06. (a) Whether the qualifications of completion of a period of satisfactory service of two (02) years in Grade II of Sri Lanka Agriculture Service and earning two (02) salary increments after promotion to Grade II have been satisfied.....

- (b) Whether a satisfactory level or a higher level of performance has been exhibited during a period of two (02) years prior to the date of promotion, after promotion to Grade II in terms of the approved Scheme of Performance Evaluation.

.....

(c) Whether a period of satisfactory service has been completed during the period of five years immediately preceding the date due for promotion to Grade I

.....

If not, give particulars: -

.....

.....

I declare that I have qualified to be promoted to Grade I in Sri Lanka Agriculture Service by the date mentioned in paragraph 5 above and the particulars given from 1 to 6 above are accurate to the best of my knowledge and belief.

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 period of active and satisfactory service of two (02) years in Grade II of Sri Lanka Agriculture Service and earning two (02) salary increments after promotion to Grade II,
- has/has not exhibited a satisfactory level or a higher level of performance during a period of two (02) years prior to the date of promotion, after promotion to Grade II 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 to Grade I,

- 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)
- Second Efficiency Bar Examination

- 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 I 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 I in Sri Lanka Agriculture Service.

Date: -

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