

Promotion of Grade I Officers of Sri Lanka Agricultural Service to Special Grade

For Office use only

Application No

Please indicate the post(s) you wish to apply for in order of priority.

Post are applying for	Order of priority
	1
	2
	3
	4
	5
	6

Part (a) -To be completed by the officer

1. Name

1.1.Full Name :-

1.2 Name mentioned in the Letter of Appointment :-

2. National Identity Card No :-

3. Date of Birth :-

4. Personal Address :-

5. Telephone No :-

6. 6.1 Current post :-

7. Ministry/Department :-

8. Official Address :-

9. 9.1 Telephone No (Office) :-

9.2 Fax No (Office) :-

10. Date of appointment/Promotion

10.1 Date of Appointment to the Class II Grade II (Grade III) of SLAgS) :-

10.2Date of Promotion to the Class II Grade I (Grade II) of SLAgS:-

10.3 Date of Promotion to the Class I(Grade I) of SLAgS :-

(Certified copy of promotion letter to Class I/Grade I should be numbered as 10.3 and attached herewith)

10.4 The stream to which the Sri Lanka Agricultural Service officer belongs :-
(Agricultural Research/ Agricultural Development/Agricultural Economics)

11. Reduction in period of service, on account of periods of absence from service and subjecting to disciplinary punishment, after promotion to Class I:-

11.1 Reduction of period of service due to availing of leave (Complete only if applicable)

S.No	Conditions relating to approval of leave	Time Period		Number of days in which period of service reduced		
		from	to	Years	Months	Days
i	Establishments Code V:2.5.4					
ii	Establishments Code XII :16					
iii	Management Services Circular No 10					
iv	Management Services Circular No 33					
v	Establishments Code XII :36					
vi	Other No pay Leave					
Number of total days in which period of service is reduced						

(Certified copies of leave approval letters should be numbered as 11.1. i, 11.1. ii, 11.1.iii etc. and attached in relation to the matter.)

11.2 Reduction of period of service on subjecting to disciplinary matters (Complete only if applicable)

Disciplinary Order	Period of offense as per charge sheet	Number of days in which period of service is reduced		
		Years	Months	Days
i Deferral of salary increments				
ii Other				
Number of total days in which period of service is reduced				

(Certified copies of Disciplinary Orders should be numbered as 11.2. i, 11.2. ii, etc. and attached in relation to the matter)

11.3 Total of No. 11.1 and 11.2 Year.....MonthsDays.....

11.4 The date on which the period in 11.3 above is waived from the date of appointment to Class I:.....

12. Earning salary increments in the preceding five years

12.1 All salary increments have/have not been earned in the 05 years preceding the date of eligibility for promotion *

(Increments earned under XII:16:9, XII:16:10 and XII:36:1:4(i) and (ii) of the Establishments Code shall not be applicable for promotion.)

*(strike off the word inapplicable)

12.2 If the salary increment has not been earned in the 05 years prior to the date of eligibility for promotion, the date of eligibility for promotion should be recalculated until the date of receiving 05th salary increment. Accordingly, the eligible date **:

**(Attach certified copies of five (05) salary increments slips by numbering as 12.1.1 to 12.1.5)

13. Having been/Not having been subject to a disciplinary punishment as per the provisions set out in Public Service Commission Circular No. 01/2020 as on the date of examination of eligibility for promotion.

(This should be certified by the Head of Department in a written statement – under Part “B” of the application form.)

13.1 If he/she has been subjected to a disciplinary punishment within the period mentioned above and if the facts mentioned under 11.2 and the date of promotion is revised accordingly, the due date:

13.2 If the date of eligibility for promotion is revised as per 12.2 and 13.2 then the new revised date:-.....

14. According to the annual performance evaluation in the previous five years, whether the reflection of work, attendance and conduct are satisfactory for five years corresponding to the qualifying date according to 12 or 13 above should be recorded in the first column of the following table.

Certified copies of 05 relevant Performance Appraisal Reports should be attached. Reports containing more than one alternative recommendation in the final evaluation of the performance report and not bearing the signature and official seal of the concerned officer will not be accepted.

Year	Final Appraisal is Excellent/Above Average/Satisfactory/Unsatisfactory	The concerned officer has/has not signed.

Each row and column should be completed according to each year's Performance Appraisal Report.

15. Completion of qualification 10.3.1.i of the Service Minute

15.1 S.No	15.2 Name of Post Graduate	15.3 Subject Area	15.4 The university awarding the degree	15.5 Whether the said degree has been accepted by the Committee of the Department of Agriculture deciding on the postgraduate qualifications mentioned in the Sixth Appendix of the Sri Lanka Agricultural Service Minute	15.6 Period of the degree (Start and End Date)	15.7 Effective date of the degree
1						
2						
3						
4						
5						

(Certified copies of Degree Certificate and Descriptive Result Sheet should be numbered as 15.1 and attached)

The application form with accurate and complete information from the above numbers 01 to 15 and certified copies of all the documents mentioned to be attached are kindly submitted by noting the relevant number in the upper right corner of each document and arranging the numbers respectively as an attached file.

Date:-.....

.....
Applicant's signature,
designation and official seal

(b) – To be completed by the Head of Department.

Secretary,
Ministry of Agriculture, Livestock, Land and Irrigation

1. The facts mentioned above by the officer are correct.
2. The facts related to numbers 11, 12 and 13 were compared according to the file. I certify that the facts mentioned are correct, that all information has been submitted completely, and certified copies of all relevant documents are attached.
3. Proceeding to initiate disciplinary actions against the officer or disciplinary inquiry is/is not in progress.
 - 3.1 If the above answer is “Yes”, the date of committed the offense:
 - 3.2 Date of issue of charge sheet by Disciplinary Authority:
4. The work, attendance and conduct of Mr./Mrs./Ms.are satisfactory. The performance, leadership, skills and ability to hold positions and responsibilities relevant to the next promotion of the officer was considered by me. I hereby recommend promotion of this officer to Special Grade of the Sri Lanka Agricultural Service.
5. The duly completed application, the certified copies of the relevant documents in order of number by noting the number related to each matter, and the updated file are enclosed herewith.

Date:.....

.....
Signature, Designation and Official Seal of
Head of Department/Institution

Note:-Strike off inapplicable words.

(c) – Recommendation of the Secretary of the Ministry/Province

I also agree/disagree with the recommendations made by the Head of Department/Institution/ Provincial Head of Department regarding the consideration of Mr./Mrs./Ms.....for promotion to the Special Grade of the Sri Lanka Agricultural Service.

Date:.....

.....
Secretary of the Ministry/Province
Official Seal

Note:-Strike off inapplicable words.