

## Promotion to Special Grade of Sri Lanka Animal Production and Health Service - 2024

For Office use only

Application No. -

1. Full Name of Officer : .....

.....

.....

2. Number of the N.I.C. : .....

3. Date of Birth : .....

4. Present Post : .....

5. Current Work Station

5.1 Address : .....

5.2 Official Telephone No. : .....

5.3 Private Telephone no. : .....

6. Date of appointment and date of promotion to the Sri Lanka Animal Production and Health Service

6.1 Date of appointment to Grade III (II/ II) of SLAP &H Service : .....

6.2 Date of appointment to Grade II (II/ I) of SLAP &H Service : .....

6.3 Date of appointment to Grade I of SLAP &H Service : .....

(Certified copies of the relevant Letter of Appointment and Letters of Promotion should be attached with the application.)

7. Period of Service

7.1 Total period of service in the Sri Lanka Animal Production and Health Service

Years: ..... Months: ..... Days: .....

7.2 Active and satisfactory service in the Sri Lanka Animal Production and Health Service

Years: ..... Months: ..... Days: .....

8. Periods of absence from service and deductions from service period on disciplinary punishments after promotion to Grade I

Years: ..... Months: ..... Days: .....

8.1 Particulars on No Pay Leave obtained (Please complete only if relevant)

Time period		Duration		
From	To	Years	Months	Days

8.2 Deduction of the service period on disciplinary grounds. (Complete only if relevant)

Disciplinary decision	Duration in which the offence has been committed as per charge sheet	Number of days by which the service period is deducted		
		Years	Months	Days
Total Number of days by which the service period is deducted				

9. The requirement of having earned salary increments

9.1 All increments have been/ have not been earned during the immediately preceding five years to be eligible for promotion. ( Please strike off the irrelevant word )

9.2 If the officer has not earned salary increments within the 5 years immediately preceding the date on which the officer becomes eligible for promotion, the date of qualifications for promotion shall be re-calculated until such date on which the officer receives fifth salary increment. Accordingly, the date on which the officer becomes eligible for promotion shall be - : .....

(Attach the certified copies of 05 salary increment slips numbering them from 9.1 to 9.5)

10. The requirement of not having been subjected to a disciplinary punishment during the immediately preceding five years

10.1 As per the personal file of the officer, he has been/ has not been subjected to a disciplinary punishment within the 05 (five) years immediately preceding the date of qualifying for promotion. (Please strike off the irrelevant word)

10.2 If the officer has been subjected to a disciplinary punishment during the period mentioned in 10.1 and comments have been made under 8.2 and further the date of promotion is also revised, such date is : .....

11. Level of performance achieved within the five years immediately preceding the date of qualifying for promotion

Serial No.	Year	Final Evaluation (Excellent / Above average / Satisfactory / Poor)

(Every column and row should be completed in accordance with the performance evaluation report of each and every year mentioned above. Certified copies of aforementioned 05 performance evaluation reports should be attached herewith by numbering them as 11.1 to 11.5 and the reports of which alternative recommendations were mentioned in the final appraisal and the reports on which signature and official stamp of the relevant officer were not placed will not be accepted.)

12. Service records from the date of first appointment (Please mention the current post and place of work first and then provide details in chronological order.)

13. List the vacant posts being applied for in order of priority.

Serial No.	Post	Order of Preference
01	Additional Secretary (Livestock Development) Ministry of Agriculture and Plantation Industries	
02	Additional Director General (Animal Health) Department of Animal Production and Health	
03	Additional Director General ( Livestock Development ) Department of Animal Production and Health	
04	Additional Director General (Program Development and International Affairs) Department of Animal Production and Health	

I do hereby certify that all the above information furnished by me from 01 to 12 are true and accurate and the completed application form and the certified copies of all documents which have been numbered and **prepared as a file** are herewith submitted as per the instructions given. Further I state that I have completed a service period of ..... years ..... months and ..... days in Grade I of the Sri Lanka Animal Production and Health Service as at .....

Date:.....

**Signature of the Applicant**

**Attestation of the Head of the Institution in charge of personal files**

01. I certified that Mr./Mrs./Miss. .... of the Sri Lanka Animal Production and Health service is serving as ..... (post) at ..... (work station) and particulars furnished by him/her are accurate as per his/her personal file.

02. I further certify that the works/conduct/skills and performance of this officer were evaluated and I recommend/ do not recommend Mr./Mrs./Miss ..... to be considered to promote to a post in Grade I of the Sri Lanka Animal Production and Health Service.

03. Accordingly, duly completed application form and the file containing certified copies of all relevant documents are sent herewith.

.....  
(Head of the Department / Provincial Department)

Date:.....

Official Stamp :

**Recommendation of the Secretary to the Ministry / Provincial Ministry**

I agree /do not agree with the recommendations made by Head of the Department / Provincial Department in respect of considering Mr./Mrs./Ms..... of the Sri Lanka Animal Production and Health Service, to be considered to promote to a post in Grade I of the Sri Lanka Animal Production and Health Service.

.....  
(Secretary to Ministry / Provincial Ministry)

Date:.....

Official Stamp :