

No. 1/36/2/2(G)89/90  
Combined Service Division  
Ministry of Public Administration,  
Provincial Councils & Home Affairs,  
Independence Square,  
Colombo 07.

18 June 1992

To: Secretaries to Ministries,  
Chief Secretary Provincial Councils,  
Heads of Departments and Govt. Agents  
Secretaries to the Governors and  
Secretaries of the P.S.C. of Provincial  
Councils.

**Promotion to Class I of the General  
Clerical Service 1990.**

It is proposed to fill vacancies in Class I of the General Clerical Service as at 31.12.1990 by promoting suitable officers in class II Segment 'A' in accordance with the provisions of the G.C.S. Minute.

02. In order to assess the suitability of officers for promotion, it is necessary to obtain Special Reports in respect of all officers of the G.C.S. who have been promoted to the former E.C.C. Grade II on or before 30.06.1974 and who were in Class II segment 'A' on 30.06.1974

03. (i) These Reports should be in accordance with the annexed specimen, Part (I) thereof should be filled in by the officer himself and handed over to the Head of Department who in turn should fill in and certify part (II) personally.

(ii) The Special Reports thus completed and certified should be sent to reach the Director of Combined Services not less than 31.07.1992

(iii) Eligible officers who are on temporary release to Corporations or other Statutory bodies should hand over the duly perfected Reports to their respective heads who in turn should certify Part I personally and forwarded them to the Director of Combined Services through the relevant authorities to reach him not later than 31.07.1992

04. Every Special report received at the Combined Service Division will be acknowledged. Any officer who does not receive acknowledgement by 31.08.1992 should communicate with the Director of Combined Services without delay.

05. All officers who have satisfied necessary qualifications should forward their application before the prescribed date. Please note that action will not be taken on the application forwarded after 31.07.1992

06. Please bring the contents of this Circular Letter to the notice of all the officers in your Ministry/Department and the relevant officers in Corporations and other Statutory Bodies under your Ministry.

W.P.S. Jayawardena  
Director,  
Combined Services.

Sgd/M.N.Junaid  
Secretary.  
Ministry of Public Administration  
Provincial Councils & Home Affairs.

PROMOTION TO CLASS I OF THE GENERAL CLERICAL SERVICE  
1990

(Part I-(To be completed by the officer)

1. Name of Officer with initials :
  - (a) Names indicated by initials :
  - (b) Name used in first appointment :-
2. (a) Date of Birth:- Permanent Address:-
3. (a) Date of appointment to former E.C.C. Gr. II of the G.C.S. / G.C.S. Class II, Segment 'A'
  - (b) Annual (consolidated) salary as at 31.12.1990 and the date from which such salary is drawn:
4. The number if any assigned to the officer in the Seniority List.
5. Present Department :-
  - (a) Period of service there :-
  - (b) Official Address:-
6. (i) Have you completed the Efficiency Bar Examination referred to in Para. 15 of the Minute on the G.C.S.
  - (ii) If so, the date of completion of the E.B. Examination
  - (iii) The number and date of the relevant Gazette Notification:
  - (iv) If results are pending relevant particulars:  
OR
  - (v) Have you been exempted from the E.B. Examination and if so the effective date and reference number:-
7. During the five years immediately.  
Prior to 31.12.1990
  - (i) Have you earned all the increments:
  - (ii) If you have suffered any punishment/s (except warnings) state briefly the punishment/s imposed:
  - (iii) If any disciplinary action is pending against you, state the present position with dates:
8. If you have been released for service in a Corporation, etc. indicate details:-

I,..... do hereby certify that the above particulars furnished by me are true and correct and the I have not wilfully suppressed any material fact. I am also aware that if any particulars furnished by me are found to be false or incorrect, my claims for promotion tom Class I of G.C.S. would not be considered and that disciplinary action would be taken against me.

.....  
(Officer's Signature)

Date;-.....

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## PART II

Certificate of the Secretary to the Ministry/Provincial Council/  
Head of the Department.  
(Delete what is inapplicable)

1. I hereby certify that -

i. I have the examined the particulars in the above statement furnished by Mr./Mrs./Miss .....Clerk, Class II, Segment 'A' in G.C.S. in my \*Ministry/Department and that I am personally satisfied that they are correct,

ii that I do not intend to take any disciplinary action against him/her,

1. I recommend that he /she is fit in every respect / not fit for promotion to class I of the G.C.S.

Signature of the Secretary to the  
Ministry/ Provincial Council/Head of  
Department/Board/Corporation

Designation:-

Date : .....