

My No. SK/X/21(1)  
Ministry of Public Administration  
Provincial Councils & Home Affairs,  
Independence Square,  
Colombo 07.

30<sup>th</sup> December 1992,

To: Secretaries to Ministries,  
Chief Secretaries of Provincial Councils,  
Heads of Departments, Government Agents,  
Secretaries to Governors, Secretaries of  
Provincial Public Service Commissions,  
and Divisional Secretaries.

**Promotion to Class I of the  
Storekeepers Service - 1988**

Steps are being taken to fill the vacancies as at 31.12.1988 in Class I of the Storekeepers' Service promoting suitable officers in Class II 'A' of the Storekeepers Service, in accordance with the provisions of the Storekeepers Service Minute.

02. To be eligible for promotion an officer should have passed the Efficiency Bar Examination or should have been exempted there from in terms of para. 21 of the Minute of the Storekeepers ' Service.

03. In order to assess the suitability of officers for promotion, it has been required to obtain Special Reports in respect of all eligible officers of the Storekeepers' Service who have been promoted to the Storekeepers' Service Class II Segment 'A' on or before 31.12.1976 and who are now in Class II 'A' .

04. (i) These Special Reports should be in accordance with the annexed specimen form. Part (I) of the form is to be filled in by the officer himself and be handed over to the Head of Department. The Head of the Dept. should fill the Part (II) and certify it personally.

(ii) The perfected and certified Special Reports should be sent to reach the Director of Combined Services not later than 31<sup>st</sup> January, 1993.

(iii) Eligible officers who are temporarily released to Corporations and statutory bodies should hand over the duly perfected Reports to their respective Heads. The Heads of such institutions should certify part II personally and forward the report to the Director of Combined Services through the relevant authorities not later than the above mentioned date.

05. Every Special Report received at the Combined Service Division will be acknowledged. Any officer who has not received an acknowledgment by 28<sup>th</sup> February, 1993, should inform the Director of Combined Services without delay.

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

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

(W.P.S. Jayawardena)  
Director of Combined Services

**Promotion to Class I of the Storekeepers' Service**  
**1988**

**SPECIAL REPORT**

Part-I (To be completed by the officer)

01. Name of the Officer with initials :-
  - (a) Name indicated by initials :-
  
02. Date of Birth :-
  
03. (a) Date of appointment to Storekeepers 'Service, Class II 'A' :-
  - (b) Annual (consolidated) salary as at 01.01.1989 and the date from which such salary is drawn:-
  
04. Present Department :-
  - (a) Period of Service there:-
  - (b) Official Address:-
  
05. (i) Have you completed the Efficiency Bar Examination referred to in Para 21 of the Minute on the Storekeepers' Service?
  - (ii) If so, the date of completion of the E.B. Examination :-
  
  - (iii) Reference of the letter conveying results (attach Photostat Copy of Letter)
  
  - (iv) If results are pending, relevant particulars :-

OR
  - (v) If you are exempted from the E.B. Examination the effective date and reference to the letter granting exemption :-
  
06. During the immediate five years preceding 01.01.1989
  - (i) Have you earned all the increments ?
  - (ii) Have you being any subjected to punishment/s (other than warnings ?) If so state the punishment.
  - (iii) If any disciplinary action has been commenced against you, state the present position with dates :-

07. Have you been punished for any act of dishonesty at any time in your career? If so, state the nature of the offence, the punishment and the date of punishment.
08. Do you have any observations regarding information in cage 06 & 07 ?
09. If you have any special qualification in support of your application for promotion to Class I of the "Storekeepers" Service, state the same.
10. If you are on secondment at any Corporation or Statutory body state particulars with dates.
11. If you have obtained no pay leave abroad in terms of Establishments Circular No. 344, state particulars with dates.

12. Declaration by Applicant :-

I do hereby declare and certify that the particulars furnished by me above are true and accurate and that I have not wilfully concealed any important information. I am also aware that if particulars furnished by me are found to be false or incorrect, my claims for promotion to Class I of the Storekeepers' Service, would not be considered and that I am liable for disciplinary actions against me.

Signature of Applicant

Date:-

Singed in my presence

(Signature of Attesting  
Officer and Designation)

official Address:-

Date:-

Certificate by Head of the Department

I certify that the particulars furnished in this application have been compared with the service records of Mr./Mrs./Miss. .... Storekeeper, Grade II 'A' in my Department, and found to be tallied and correct. No disciplinary proceedings have been commenced against this officer and there is no intention to do so.

I recommend/ do not recommend that he is qualified in all aspect to be promoted to Class I of the Storekeepers' Service.

Signature of the Head of Department.  
Designation:-

Address:-

Date:-

(Delete whichever is not applicable)