

Ministry of Public Administration,
Provincial Councils & Home Affairs,
Independence Square,
Colombo 07.

13th August, 1993.

All Secretaries and
Heads of Departments,

**Removal of anomalies caused at the promotion of
officers in Class II Grade II of the Sri Lanka
Administrative Service to Class II Grade I in terms
of Public Administration Circular No. 371.**

The Government has decided to remove the anomalies caused at the promotion of officers in Class II Grade II of the Sri Lanka Administrative Service to Class II Grade I in terms of Public Administrative Circular No. 371 by,

- (i) antedating promotions of officers who have joined the service between 30.09.1971 and 11.03.1977, with effect from the date they have completed 10 years of satisfactory service in Class II Grade II of the SLAS.
- (ii) placing them on the relevant salary steps and paying arrears of salary
- and
- (iii) revising their seniority.

02. A confirmed officer in Class II Grade II of the Sri Lanka Administrative Service who has been made permanent in service after completion of 10 years' of satisfactory service as on 29.02.1981 or thereafter, and who has satisfied the following requirements will be placed on Class II Grade I of the Service with effect from the day he has completed 10 years' satisfactory service or the day he has satisfied these requirements to make himself eligible for such placement.

- (i) has passed or has been exempted from the 1st and 2nd Efficiency Bar Examination on the due date.
- (ii) has passed or has been exempted from the 2nd Language.
- (iii) has earned on the due date all the increments during the period of 5 years prior to his becoming eligible for placement in Class II Grade I and

- (iv) has not been subject to disciplinary punishment for any offence committed during a period of 5 years prior to his becoming eligible for placement in Class II Grade I.

03. Heads of Department should forward to me with their recommendations, through the Secretaries to the Ministries concerned the applications of officers who satisfy the requirements in para 02 above. (The application should be prepared in accordance with the instructions given in this Circular and in the format "A" annexed to this Circular).

Sgd: M.D.D. Pieris,,
Secretary,
Ministry of Public Administration,
Provincial Councils & Home Affairs.

Format "A" (in terms of Para 03 of Public Administration circular No. 17/93)

Application for placement in Class II Grade I of the SLAS, of officers who have completed 10 years' satisfactory service in Class II Grade II as on 29.9.1981 or after that date consequent to amalgamation of Class II Grade II and Class II Grade I of SLAS

PART I

1. (a) Name of the Officer: _
 - (b) Date of appointment to SLAS Class II Grade II/Class III:-
 - (c) Date of confirmation:
 - (d) Present Class/Grade and date of appointment to that Class/Grade:
2. (a) Present Post and Department:-
 - (b) Official Address:-
3. Mode of recruitment to SLAS:
 - through Open Competitive Examination
 - through Limited Competitive Examination
 - through appointment by promotion on merit(Delete what is inapplicable)

4. Whether you have passed or been exempted from the following Examinations:
If so give particulars

Date of passing or exemption

1st Efficiency Bar Examination:

2nd Efficiency Bar Examination:

Second Language Examination:

5. (a) Date of completion of 10 years' of satisfactory service in SLAS Class III and/or Class II Grade II.....

- (b) Date on which you are entitled for placement in Class II Grade I in terms of this Circular:-

6. Whether you have been confirmed in the service at the date given in 5 (a) above:-

7. Whether you have earned on the due date all the increments during the period of 5 years prior to your becoming eligible for promotion to Class II Grade I:

8. Whether you have been subject to disciplinary punishment for any offence committed during the period of 5 years prior to your becoming eligible for promotion :..... (if so give details)

9. Present annual Salary:

10. I declare that I am eligible for placement in Class II Grade I of SLAS on the date specified in 5(b) above and that the particulars given in 1 to 9 above are correct to the best of my knowledge and belief.

.....
Signature of the Applicant

Date:.....

PART II

Certificate of the Head of Department:

I certify that I have checked the particulars furnished by Mr./Ms..... in this form and found them correct according to the information available in his/her personal file. His /Her service during the past years was satisfactory. He / She is eligible for placement to Class II Grade I of the SLAS in terms of Public Administration Circular No.of.....

Due to reasons given by me in the annexed letter this application cannot be recommended.

(Delete what is inapplicable)

.....
Signature

Name & Designation

Date:.....

PART III

Mr./ Ms.....is eligible / not eligible for placement in Class II Grade I of the SLAS.

I recommend / do not recommend this placement.

(Delete what is inapplicable).

.....
Signature

Secretary (name):.....

Ministry:.....