

My No: 1/12/99(2)
Ministry of Public Administration,
Home Affairs, Provincial Councils,
Local Government and
Southern Development.
Independence Square,
Colombo 07.

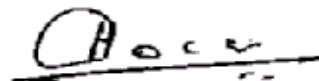
22.10.2001

To Secretaries of Ministries
and Heads of Departments

**PROMOTION TO CLASS I OF THE GENERAL CLERICAL/TYPISTS'/SHROFFS'/
STORE-KEEPERS'/AND BOOK-KEEPERS' SERVICE**

Qualifications required for promotion to Class I given on the period of service to officers in Class II Segment "A" of the General Clerical/Typists'/Shroffs'/Store-keepers' and Book-keepers' Services are amended in the following manner.

- (i) Should have passed the relevant Efficiency Bar Examination.
 - (ii) Should have completed 12 year period of service in Class II Segment "A".
 - (iii) Should have completed five years satisfactory period of service immediately preceding the date of promotion.
2. These amendments will be implemented with effect from 01.01.2000. Arrears of salary will not be paid for the period prior to 01.08.2001 for promotions given in terms of these amendments.
 3. The officers who are entitled to be promoted in terms of the provisions of this Circular should forward their applications to the Director General of Combined Services as per the Specimen Form annexed here through the respective Heads of Departments/Institutions. Please inform the relevant officers accordingly.



U.G. Jayasinghe,
Acting Secretary,
Ministry of Public Administration,
Home Affairs, Provincial Councils,

**PROMOTION TO CLASS I OF THE GENERAL CLERICAL/TYPISTS'/SHROFFS'/
STORE-KEEPERS' AND BOOK-KEEPERS' SERVICE**

Part I

1. (a) Name with the Initials:
(b) Names denoted by the Initials:
(a) Previous name, if the name has been changed after joining the service:

1. Date of Birth:

2. Official Address:

3. (a) Present service and the date of appointment to that service:
(b) Date of appointment to Class II Segment 'A' of that service:
(c) Date of completion of 12 years of service in Class II Segment 'A' of that service:
(d) Whether earned all salary increments during the 5 year immediately preceding the date of completion of 12 years in Class II Segment 'A'
(e) Whether passed or exempted from the Efficiency Bar Examination:

I hereby certify that all particulars mentioned above by me are true and correct.

Date:-

Signature of Officer

Part II

CERTIFICATE OF THE HEAD OF THE DEPARTMENT/INSTITUTION

1. Mr./Mrs./Miss. serving in this Department/Institution has completed 12 years service in Segment II 'A' of the service on All the particulars mentioned by him/her from 01 to 05 in part I of the application are accurate according to the personal file.
2. He/She has passed / not passed the Efficiency Bar Examination on
3. He/She has been exempted from the requirement of passing the Efficiency Bar Examination on
4. The number of days of no pay leave and half pay leave availed by him/her from the date of appointment to Segment II 'A' of the service up to (the date of completing 12 years service) is/He / She has not taken no pay leave or half pay leave.
5. During the preceding five years.
 - (i) His/her work and conduct has been satisfactory
 - (ii) He/She has/has not earned all the salary increments.
 - (iii) He/She has/has not been punished on disciplinary grounds.
 - (iv) Disciplinary proceedings are pending / not pending against him/her in respect of that period.

I recommend / do not recommend him/her for promotion to class I with effect from

Date

**Signature of the Head of the
Department/Institution**

Name:

Designation:

Official Seal:

Notes:-

1. Part II of the application should be certified by the Head of the Department/Institution or by a Deputy Head authorised by him.
2. All the Sections of the application have to be perfected and no blanks should be left.
3. Words/paragraphs not applicable should be deleted