

**Application Form for Promotion of Officers in Grade I of Sri Lanka Foreign Service  
to Special Grade**

Office use only  
Application No.


**Part (a) – To be filled by the officer**

1. Name:
  - 1.1 Name in full :- Miss/Mrs./Mr.  
.....  
.....
  - 1.2 Name mentioned in the appointment letter : .....
2. National Identity Card No. : .....
3. Date of Birth: Year : ..... Month : ..... Date : .....
4. Personal Address:
  - 4.1 Permanent: .....
  - .....
  - 4.2 Temporary: .....
  - .....
5. Telephone No. - 5.1 Permanent : ..... 5.2 Mobile : .....
6. E-mail:.....
7. Post :
  - 7.1 Post : .....
  - (Current Post/If retired, the post at the time of retirement.)
  - 7.2 Date of appointment to the post : .....
  - 7.3 If retired, the date of retirement :.....
8. Current workplace (Not relevant for retired officers): .....
- .....
9. Office Address: .....
10.
  - 10.1 Office Telephone No. :.....
  - 10.2 Office Fax No. :.....

11. Dates of Appointments/promotions -

11.1 Date of appointed to Grade III of SLFS :.....

11.2 Date of promoted to Grade II of SLFS : .....

11.3 Date of promoted to Grade I of SLFS : .....

(Certified copy of Letter of Promotion to Grade I numbered as 11.3 should be attached.)

**12. Reductions of service period on account due to absence from service and disciplinary action after promotion to Grade I :**

12.1 Reduction in active service on leave (complete only if applicable)

Serial No.	Relevant Conditions for approving leave	Duration		Number of days in which service is reduced		
		From	To	Years	Months	Dates
i	V:2.5.4 of the Establishments Code					
ii	XII:16 of the Establishments Code					
iii	Management Services Circular No.10					
iv	Management Services Circular No.33					
v	XII:36 of the Establishment Code					
vi	Other no-pay leaves					
Total number of days in which service is reduced						

(Certified copies of letters of approving the leave should be numbered and attached as per point 12.1.i, 12.1.ii, 12.1.iii etc.)

12.2 Reduction of satisfactory service on disciplinary grounds (complete only if applicable)

Disciplinary decision	Period of offense as per charge sheet	Number of days in which service is reduced		
		Years	Months	Dates
i .Deferring ----- salary increment/s				
ii .Other				
Total number of days in which the satisfactory service is reduced				

(Certified copies of disciplinary decisions should be numbered and attached as per 12.2.i, 12.2.ii etc.)

12.3 Total of above 12.1 and 12.2: Years: ..... Months: ..... Dates: .....

12.4 From the date of promotion to Grade I, the remaining service period when the period of 12.3 above is removed: Years..... Months..... Dates.....

13. **In order to be promoted from Grade I to Special Grade in the Sri Lanka Foreign Service, the following qualifications must be fulfilled.**

13.1 Having 5 years of satisfactory service preceding the date of eligibility for promotion

13.1.1 Earned/not earned. \* all pay increments during the 5 years preceding the date of eligibility for promotion \*\*

(Salary increments received under XII:16:9, XII:16:10 and XII:36:1:4(i) and (ii) of the Establishment Code shall not be applicable to promotions.)

\*(Cut the word that does not apply)

13.1.2 If no salary increments have been received in the 5 years preceding the date of eligibility for promotion, the date of eligibility for promotion shall be recalculated up to the date of 5 salary increments. Eligibility date accordingly\*\*:.....

\*\* (Attach attested copies of five (5) pay increment slips numbered 13.1 to 13.5) \*\*

13.2 Complete only if applicable.

Not being under a disciplinary action during 5 years of service prior to the date of eligibility for promotion

13.2.1 According to the personal file, no disciplinary action has been taken in the 5 years preceding the date of eligibility for promotion. (This should be certified by the Head of Department in a written statement – under Part “B” of the application form)

13.2.2 If disciplinary action has been taken during the period mentioned in 13.2.1 above and if the facts mentioned under 13.2.1 and the date of promotion is revised accordingly, then the date: : .....

13.2.3 If the date of eligibility for promotion is revised as per 13.2.1 and 13.2.2 then the new revised date : .....

13.3 Annual performance satisfactory or above during the 5 years preceding the date of eligibility for promotion. Yes / No.\*

According to 13.1 or 13.2 above, the 5 years preceding the year corresponding to the qualifying date should be recorded in the first column of the table below. Attested copies of 5 relevant performance reports should be attached. Reports containing more than one alternative recommendation in the final evaluation of the performance report and not bearing the signature and official seal of the concerned officer will not be accepted.

Year	Final Evaluation Excellent / Above average / Satisfactory / Unsatisfactory	Signed by the relevant officer Yes/No

Each row and column should be completed according to each year's performance report.

13.4 Fulfilling of qualifications under 10.3.1 (i) of the Minute of the Sri Lanka Foreign Service

13.4.1 Serial No.	13.4.2 Name of the Post Graduate Degree	13.4.3 Study Area	13.4.4 University	13.4.5 Whether the University has been approved by the University Grants Commission or not	13.4.6 Duration of Degree (Date of commencement and completion)	13.4.7 Date of validity of the Degree
1.						
2.						
3.						

(The certified copies of the degree certificate and the detailed certificate should be attached with the number of 13.4.1.)

13.5 Have/haven't\* completed not less than 18 years of active service in the Sri Lanka Foreign Service on the date of eligibility for promotion.  
(Cut the word that does not apply)

The application with accurate and complete information from the above numbers 1 to 13, certified copies of all the documents mentioned to be attached, marked with the relevant point number in the upper right corner of each document and the **numbered documents are arranged according to the numerical order and an attached as a file,** and submitted herewith.

Date : .....  
Signature of the Applicant  
Designation and the Official Seal

**Part (b) – To be completed personally by the Director General of Human Resource Division**

Secretary  
Ministry of Foreign Affairs

- 1. All the facts mentioned above by the officer are correct.
- 2. The facts under Nos. 12 and 13 were checked as per officer's personal file. I certify that the facts mentioned are correct and all the information has been submitted completely and certified copies of all related documents have been submitted.
- 3. Initiation of disciplinary proceedings against the officer or disciplinary inquiry is **in progress /not in progress \***
  - 3.1 If the above answer is "Yes" Date of Offense :
  - 3.2 Date of issue of charge sheet by Disciplinary Authority :
- 4. As per the files maintained by the department duties / attendance / conduct of Mr/Ms. .... is satisfactory. I recommend / do not recommend\* that he/she be promoted to Special Grade in the Sri Lanka Foreign Service.
- 5. I am sending the duly completed **application** and **the file with certified copies of the relevant documents arranged in the order of number by noting the number pertaining to each point.**

Date : .....  
Signature, Designation and official seal of the  
Director General (Overseas Administration)

Note: Cut the unnecessary words.

**Part (C) - The following should be completed by the Secretary of the Ministry of Foreign Affairs**

Secretary  
Ministry of Foreign Affairs

1. I agree with the recommendations made by the Head of Department/Institution on the duties and conduct of Mr/Ms. .... who is an officer of the Grade I of the Sri Lanka Foreign Service. \*
  
2. Duties/conduct/special competencies and performance appraisals were evaluated.  
Mr./Ms.....is  
recommended/ not recommended to be promoted to the Special Grade of the Sri Lanka Foreign Service with effect from .....\*

(\* If it is not recommended, please indicate the reason briefly.)

.....  
.....  
.....

I am sending the duly completed **application** and **the file with certified copies of the relevant documents arranged in the order of number by noting the number pertaining to each point.**

Date:.....

.....  
Secretary  
Ministry of Foreign Affairs  
(Official Stamp)

Check List

Section No. of the Application	√ / X
11.3	
12.1	
12.2	
12.3	
13.2	
13.3	
13.4	

.....  
Signature of the Applicant