

**Specimen Application for the Promotion of Grade III Grama Niladharies to Grade II on General Performance**

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

1. Name with initials:
2. Names denoted by the initials:
3. Date of birth:
4. National Identity Card No:
5. Date of entering into service:
6. Appointing grade:
7. Grade absorbed into as at 29.09.2010:
8. Grama Niladhari appointment letter No.:
9. Date of confirmation:
10. Date of completing/releasing from Efficiency Bar Examination:  
(Index Number should be mentioned)
11. Date of completing 10 years of service:
12. Presently employed Grama Niladhari Division and its address:

Kindly requested for promotion to Grade II with effect from:.....

.....  
Date

.....  
Signature of the Applicant

**Part II**

Attestation of the Divisional Secretary:

Mr./Mrs. /Miss.....

This is to certify that,

1. The officer has completed the ten (10) year active service period as at.....,
2. The officer has earned ten (10) salary increments,
3. The officer has shown a performance level of satisfactory or above within the 10 year period prior to the promotion date, as per the approved performance scheme,
4. The officer has completed a satisfactory service period within (05) years immediately preceding the date of promotion,
5. The officer has obtained the applicable level of proficiency in other official language,
6. The officer has obtained .....half pay leave and no pay leave/not obtained half pay leave and no pay leave within the said period of 10 years,
7. The officer has not been subjected to any punishment (except warning) during the said period,
8. There is no disciplinary action against him/her and not intended to take disciplinary action in future,
9. And the appointment has been confirmed with effect from.....

10. I certify that the officer has passed/has been released from Grade III efficiency bar examination.

11. The officer has completed a ten (10) year period of active service in Grama Niladhari Service as at.....and all the particulars specified above are correct as per the personal file and as such, it is hereby recommended that he/she has fulfilled all the qualifications in accordance with the Recruitment Procedure to be promoted to Grade II.

.....

Date

.....

Signature of Divisional Secretary

Name:

(Put the official stamp)

**Note: Kindly mention if the qualifications mentioned in 1 to 10 above have not been fulfilled.**

Secretary  
Ministry Of Public Administration, Provincial Council and Local Government

I hereby confirm/do not confirm the particulars mentioned in the Divisional Secretary's report and the promotion of this person to Grama Niladhari Grade II with effect from.....is recommended/not recommended.

.....

Date

.....

District Secretary

(Put the official stamp)

**For office use only**

Since the information related to promotion of this officer is correct, kindly submitted for the orders.

Date.....

.....

Officer in charge of the subject

The promotion of this officer to Grama Niladhari Grade II with effect from..... is recommended/not recommended.

Date.....

.....

S.A.S/A.S