

**Checklist for the Promotion of qualified Grama Niladharies to Grade II Grama Niladhari on General Performance**

1.	Certified copy of Grama Niladhari appointment letter	
2.	Certified copy of the results sheet of passing the efficiency bar examination applicable to Grama Niladhari Grade III	
3.	Certified copy of the letter of conformation in the post of Grama Niladhari	
4.	Certified copy of the letter issued by the Head of Department that the official language proficiency was completed/released as per Public Administration Circular 18/2020	
5.	Certified copy of the updated History Sheet	
6.	If the officer has been absorbed into the post of Grama Niladhari as per the Recruitment Procedure for Grama Niladharies dated 29.09.2010, the certified copy of the letter related to absorption	
7.	In case there is an alteration in names mentioned in the documents submitted and the application, original of the affidavit/original birth certificate submitted by the officer for that purpose	
8.	Copies of the relevant letters if the officer has obtained no-pay leave.	
9.	If subjected to disciplinary punishments, copies of the documents related to charge sheets and disciplinary orders	

**(Mark (√) in the relevant row that the documents are annexed and, if not applicable, mention the same.)**

Signature of Divisional Secretary - .....

Date - .....

Official Stamp - .....