

Promotion to Special Grade of Sri Lanka Animal Production and Health Service

For Office use only

Application No. -

01. Full name of officer :
02. National Identity Card No:
03. Date of birth :
04. Present position :
05. Current Service Station
- 5.1 Address :
- 5.2 Official contact no. :
- 5.3 Personal contact no. :
06. Date of appointment and date of promotion to the Sri Lanka Animal Production and Health Service
- 6.1 Date of appointment to Grade III (II/ II) of SLAP &H Service :
- 6.2 Date of appointment to Grade II (II/ I) of SLAP &H Service :
- 6.3 Date of appointment to Grade I of SLAP &H Service :
- (Certified copies of the relevant Letter of Appointment and Letters of Promotion should be attached with the application.)
07. Period of Service
- 7.1 Total period of service in Sri Lanka Animal Production and Health Service
- Years: Months:Days:
- 7.2 Active and satisfactory service in Sri Lanka Animal Production and Health Service
- Years: Months:Days:
08. Deduction of service period on absence and Disciplinary actions after Promoted to Grade I
- Years: Months:Days:

8.1 Particulars on No Pay Leave obtained. (Please complete only if relevant)

Time period		Number of Days		
From	To	Years	Months	Days

8.2 Deductions of the service period on disciplinary grounds.(Complete only if relevant)

Disciplinary decision	Duration in which the offence has been committed as per charge sheet	Number of days by which the service period is deducted		
		Years	Months	Days
Total				

09. The requirement of having earned salary increments and level of performance during immediately preceding five years as at the date of calling applications.
- 9.1 All increments have been/ have not been earned during the immediately preceding five years to be eligible for promotion. (Please strike off the irrelevant word)
- 9.2 If not salary increment has been received in the five years preceding the promotion, the date of eligibility for promotion should be recalculated up to the date of the 5th increment. Date of eligibility
- (Certified copies of 05 Salary Increments numbered 9.1- 9.5 should be attached)
10. The recruitment of not having subjected to a disciplinary punishment within the immediately preceding five years.
- 10.1 Has/has not subjected to a disciplinary punishment within the immediately preceding five(05) years from the date of calling for applications.(Delete word inapplicable)
- 10.2 If disciplinary actions has been taken within the period mentioned in 10.1,and if facts are mentioned under point 8.2 and promotions are revised accordingly, then the date
11. Performance evaluation during immediately preceding five years as at the date of eligibility for promotion.

Serial No.	Year	Final Evaluation			
		Excellent	Above average	Satisfactory	Poor

(To be completed in accordance with the performance evaluation report of each and every year. Certified copies of aforementioned 05 performance evaluation reports should be attached herewith by numbering them as 9.1 to 9.5 and the reports of which alternative recommendations were mentioned in the final appraisal and the reports on which signature and official stamp of the relevant officer were not placed will not be accepted)

12. Particulars of service from the date of first appointment.
(Current position and service station should be mentioned firstly and accordingly, details on previous service stations should be mentioned in order.)

Position	Service Station	Period of Service	
		From	To

I do hereby certify that all the above information furnished by me from 01 to 12 true and accurate and the completed application form and the certified copies of all documents which have been numbered and prepared as a file are herewith submitted as per the instructions given. Further I state that I have completed a service period of Years Months and days in grade I of the Sri Lanka Animal Production and Health Service as at

Date:.....

.....
Signature of the Applicant

Attestation of the Head of the Institution by personal file are maintained.

01. I certified that Mr./Mrs./Miss.of the Sri Lanka Animal Production and Health service is serving as (post) at(service station) and particulars furnished by him/her are accurate as per his/her personal file.

02. I further certify that the works/conduct/skills and performance of this officer were evaluated and I recommend/ do not recommend Mr./Mrs./Miss to be considered to promote to special grade of Sri Lanka Animal Production and Health Service.

03. Accordingly, duly completed application form and the file containing certified copies of all relevant documents.

Date:.....

.....
Head of the Institution
Official stamp

Recommendation of the Secretary to Ministry / Provincial Ministry

I agree /Do not agree with the recommendations made by Head of the Department / Provincial Department in respect of considering *Mr/Mrs/Ms*..... of the Sri Lanka Animal Production and Health Service, to be considered to promote to special grade of Sri Lanka Animal Production and Health Service.

Date:.....

.....
Secretary to Ministry / Provincial Ministry
Official Stamp