

**Application for Promotion to  
Grade II of the Sri Lanka Accountants' Service**

**Part I**

1. (a) Name of the officer :-

(b) Designation and work place :-

2. (a) Date of first appointment to Public Service and Post :-

(b) Date of appointment of SLAcS Grade III :-

(c) Date of assumption to duties of SLAcS Grade III :-

3. Whether you have passed or been exempted from the following examinations in the previous service minute.

If so give particulars –

(i) Date of passing or exemption from 1<sup>st</sup> EB Examination :-

(ii) Date of passing or exemption from 2<sup>nd</sup> EB Examination :-

(iii) Date of passing or exemption from 2<sup>nd</sup> Language / Official Language :-

4. Whether confirmed in SLAcS Grade III :-

5. Present annual salary :-

6. Date from which promotion to Grade II is sought :-

7. I declare that I am eligible for promotion to Grade II of the Sri Lanka Accountants' Service with effect from in terms of para 6 and that particulars given in paras 1-6 above are correct to the best of my knowledge and belief.

Date :- .....

.....  
Signature of Applicant

## **Part II**

### **Certificate of the Head of Institution**

1. Whether no pay leave have been obtained?  
If any, duration?
2. Date of completing 10 years active service period which is required for promotion?
3. Whether an immediate proceeding 05 years of satisfactory service have been completed?
4. Whether a satisfactory or above satisfactory performance have been demonstrated within the immediate proceeding 10 years to the date of promotion?
5. Whether pending disciplinary matters exist against the officer?

I certify that I have checked the particulars furnished by Mr./Ms. ....  
..... in this form and found them correct. His/Her  
service during the past 10 years was satisfactory. He/She is eligible for promotion to Grade II of the  
Sri Lanka Accountants' Service.

Date : .....

.....  
Signature of the Head of Institution

Designation .....  
.....  
.....  
.....

## **Part III**

Mr./Ms. .... is eligible for promotion to Grade II of the Sri  
Lanka Accountants' Service.

Date :- .....

.....  
Secretary  
Ministry of .....