

Specimen Application

Promotion of officers in Grade III of the Sri Lanka Teacher Educators' Service to Grade II in the Interim Period of the Service Minute

01. (i) Name with initials (In Sinhala): Mr. /Mrs./Ms.:.....
 (ii) Names denoted by initials (In Sinhala):
 (iii) Name with initials (In ENGLISH BLOCK LETTERS):

02. (i). Official Address (In Sinhala):
 (ii). If a retired officer, the address of the last service station (In Sinhala):

 (iii). Personal Telephone Number:

03. (i). Date of birth:
 (ii). National Identity Card No:

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04. (i). Date of assuming the duties:
 (ii). Date of confirmation in the appointment:
 (iii). Area of subject related to the appointment:
 (iv). Present Post and its date of appointment:
 (v). If retired, the date of retirement:

05. The qualifications to be fulfilled as per the section 14 of the service minute No.1070/13 dated 11.03.1999.

- (a) Possession of a satisfactory service experience not less than 07 years in a scheduled post in grade III of the service.

Post/Posts held	Period of service	
	From	To

- (b) Basic degree

Name of degree and the Institute of Issuance	Year	Class	Area of subject

- (c) Post Graduate Degree/Degrees

Name of degree and the institute of issuance	Year	Class	Area of subject

02. Has / has not earned all salary increments during the preceding period of seven (07) years.

2.1. If the salary increments have been deferred during the preceding period of seven (07) years, give particulars.

(Provide details including immediately preceding 05 years)

Table 02 – Deferments of salary increments

Period of salary deferment	Reason
Fromto	
Fromto	
Fromto	
Fromto	
Fromto	
Fromto	
Fromto	
Fromto	

03. Disciplinary, Audit or Inquiry actions during the preceding period of seven (07) years :
Yes/ No.

3.1. Provide particulars of such Disciplinary, Audit or Inquiry actions; if any (Table 03)

(Provide details including immediately preceding 05 years)

Table 03 - Particulars of Disciplinary, Audit or Inquiry actions

Year	Whether Disciplinary, Audit or Inquiry actions were taken			Present Status (with dates)
	Disciplinary	Audit	Inquiry	

04. Has/has not completed a satisfactory period of service not less than seven (07) years in a scheduled post of Class 3 of the Sri Lanka Teacher Educators’ Service.

05. Has/has not completed a satisfactory and active period of service not less than seven (07) years in the Grade III of the Sri Lanka Teacher Educators’ Service.

06. The particulars of performance level [The performance level during the preceding period of seven (07) years to the date of completing the qualifications for the promotion. Indicate the mark “✓” in the relevant cage]

Table 04 – Level of Performance

Year	Level of Performance			
	<i>Weak</i>	<i>Satisfactory</i>	<i>Good</i>	<i>Very Good</i>

Accordingly, Rev./Mr./Mrs./Miss. has shown/ has not shown a satisfactory or above level of performance during the period of seven (07) years immediately preceding to which is the date of promotion to the Grade II.

07. Overall recommendation

Rev./Mr./Mrs./Miss. in the Grade III of the Sri Lanka Teacher Educators’ Service who is serving in (Place of work) has / has not completed a satisfactory period of service during the period of five (05) years immediately preceding to which is the date of completing the qualifications for the promotion to Grade II in accordance with the interim provisions of the service inute.

A satisfactory and active service period of seven (07) years has/ has not also been completed prior to the date of completing the qualifications for the promotion.

I certify that the above-mentioned particulars of this officer are correct according to his/her personal file and the promotion of this officer to the Grade II of the Sri Lanka Teacher Educators’ Service with effect from is recommended / not recommended.

.....
Date

.....
Head of the Institute

Certification from the Head of Department

I recommend / do not recommend the above officer in Grade III of the Sri Lanka Teacher Educators Service to be promoted to Grade II of the service with effect from.....

Date:

.....
Chief Commissioner
(Teacher Education)