

**Promotion to Special Grade of the Sri Lanka Education Administrative Service  
Specimen Application  
Part I**

1. (a) Name with initials : Mr./ Mrs./ Miss. ....  
(b) Names denoted by initials : .....  
.....  
(c) If the name has been changed, the name previously used : .....  
.....  
(Only if the name has been changed)
2. Date of Birth: Year ..... Month..... Date .....
3. National Identity Card Number: .....
4. Personal Address : .....
5. Telephone Number : Personal ..... Office: .....
6. Office / School presently serving at : .....
7. Present Post : .....
8. Official Address:.....
9. 9.1 If released to the Provincial Public Service, Province: .....  
Education Zone: .....
- 9.2 If serving in a national school, the Zonal Education Office to which the school belongs:  
.....
- 9.3 Date of Retirement if retired at present: .....
10. 10.1 Date of appointment to Grade III in the SLEAS: .....
- 10.2 Number and Date of the Letter of Appointment to the Grade III of SLEAS: .....  
.....
- 10.3 Type of the Appointment to SLEAS:.....  
(Open / Limited / Seniority & Merit / on other basis)
- 10.4 Category of Employees to be recruited under SLEAS: .....  
(General Cadre / Special Cadre; please mentioned subject, if belongs to special Cadre)
- 10.5 Date of assuming the duties in Grade III of the SLEAS: .....
- 10.6 Date of Confirmation in the appointment: .....
11. Date of promotion to Grade II of the SLEAS: .....  
Date of assuming duty in Grade II: .....
12. Date of promotion to Grade I of the SLEAS: .....  
Date of assuming duty in Grade I: .....
13. Date of completion of five (05) years in Grade I of the SLEAS: .....



14. Level of performance demonstrated during the five (05) years immediately preceding to promotion:

Year	Level of Performance
2018	
2019	
2020	
2021	
2022	
2023	

15. Particulars about Postgraduate Degree

Name of the Degree	Subject Matters	Institute from which the Degree was obtained	Effective Date

I hereby request to promote me in to the Special Grade of the Sri Lanka Education Administration Service as I have earned 05 salary increments in Grade I by 01.01.2024 and have fulfilled not less than 18 years active and satisfactory service under the Sri Lanka Education Administration Service

Date: .....

.....  
Applicant's signature

### Part II

..... **Provincial Director of Education / Additional Secretary (Education Services Establishments)**

The information submitted above part I regarding Mrs. / Mrs. / Miss. ....  
in Grade I of the Sri Lanka Education Administrative Service is correct.

- i. The officer has / has not completed five (05) years of active and satisfactory service in Grade I as at 01.01.2024.
- ii. The officer has / has not shown performance at or above the satisfactory level during the period of 05 years immediately preceding as at 01.01.2024
- iii. The officer has / has not taken half pay / no-pay leave until 01.01.2024 from ..... on which he/she has been promoted to SLEAS Grade I.



Year	Time	Half Pay Leave	No Pay Leave
	From ..... To .....	Years .... Months ... Days .....	Years .... Months ... Days .....
	From ..... To .....	Years .... Months ... Days .....	Years .... Months ... Days .....
	From ..... To .....	Years .... Months ... Days .....	Years .... Months ... Days .....

iv. The officer has / has not been subjected to a disciplinary punishment as per the Public Service Commission Circular No.1/2020.

Whether disciplinary actions have been taken place after being promoted to Grade I of SLEAS? Yes / No

If “yes”, details on such disciplinary actions.

Year	Details on such disciplinary actions

(\*\* If any charge sheet/disciplinary orders have already been issued, annexation of the certified copies of the said is mandatory)

v. The officer has / has not earned all the salary increments from ..... on which he / she has been promoted to SLEAS Grade I to 01.01.2024

05 salary increments have / have not been earned after promotion to Grade I.

If salary increments have been deferred please indicate the reason.

Period of Deferment	Reasons
From..... To.....	
From..... To.....	
From..... To.....	

vi. Appointment has / has not been confirmed with effect from .....

vii. An active service period of not less than 18 years in the Executive category of service has / has not been completed as at 01.01.2024.

viii. The officer has / has not obtained a post-graduate degree as per the 10.3.1 (iv) of SLEAS Service Minute.

ix. The officer has / has not successfully followed the Capacity Development Training Course as at 01.01.2024.

Above mentioned details are correct as per the personal file of this officer. Hence, I recommend / do not recommend the promotion of this officer to the Special Grade of the service with effect from 01.01.2024.

Date: .....

.....

Senior Assistant Secretary (E.S.E ) / Zonal Director of Education  
(Signature & Official Stamp)

(For Officers temporarily released to Provincial Public Service)

**\* If not recommended, give reasons**

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**Secretary to the Provincial Ministry of Education**

I recommend / do not recommend the promotion of this officer in Grade I of the Sri Lanka Education Administrative Service to the Special Grade with effect from 01.01.2024.

Date : .....

.....

Provincial Director of Education  
(Signature & Official Stamp)

**\* If not recommended, give reasons**

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**Secretary**  
Ministry of Education

I recommend / do not recommend the promotion of this officer in Grade I of the Sri Lanka Education Administrative Service to the Special Grade with effect from 01.01.2024.

Date : .....

.....

Additional Secretary (E.S.E) /  
Secretary to the Provincial Ministry of Education  
(Signature & Official Stamp)

**\* If not recommended, give reasons**