

## 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

(d) Post Graduate Diploma/s in Education

Name of the Certificate and the Institute of Issuance	Date of Completion	Merit (Distiction/Credit)

06. As per 10.1.1 of the Service Minute No.1925/37 dated 28.07.2015;

- (a) Date on which the 1<sup>st</sup> Efficiency Bar Examination in 10.1.1 (v) was passed (The Remarks under the section 8 of the Service Minute is applied) .....
- (b) Date of fulfilling the proficiency of other official language at the relevant level (First Level): .....
- (c) Date of fulfilling the link language (English) proficiency: .....

Accordingly, I request that I be promoted to the Grade II of the Sri Lanka Teacher Educators Service with effect from ..... in accordance with the interim provisions of the Service Minute of the Sri Lanka Teacher Educators' Service amended by the Extra-Ordinary Gazettes No.2141/73 dated 19.09.2019 and No.2153/6 dated 09.12.2019.

.....  
Date

.....  
Applicant's Signature

**Certification from the Head of the Institute**

The particulars of Rev./Mr./Mrs. .... of Grade III of the Sri Lanka Teacher Educators Service who is serving in the .....College of Education /Teacher Training College within the period of immediately preceding five (05) years to .....which is the date of completing the qualification for the promotion to the Grade II of the service are as follows.

01. Has / has not taken no-pay/ half pay leave during the period of immediately preceding 05 years.

1.1. If such no-pay/ half pay leave have been taken, provide particulars (Table 01):

Table 01 - Particulars of no-pay/ half pay leave

Year	No-pay/ half pay leave	Reason
	Year ..... Month ..... Days.....	
	Year ..... Month ..... Days.....	
	Year ..... Month ..... Days.....	
	Year ..... Month ..... Days.....	
	Year ..... Month ..... Days.....	

02. Has / has not earned all Salary Increments during the period of immediately preceding 05 years.

2.1. If the Salary Increments have been deferred during the period of immediately preceding 05 years, give particulars.

Table 02 – Deferments of Salary Increments

Period of Salary Deferment	Reason
From .....to .....	
From .....to .....	
From .....to .....	
From .....to .....	
From .....to .....	

03. Disciplinary, Audit or Inquiry actions during the period of immediately preceding 05 years: Yes/ No.

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

Table 03 - Particulars of Disciplinary, Audit or Inquiry actions

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

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 period of immediately preceding 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 Minute.

A satisfactory and active service period of seven (07) years has 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)