

SERVICE MINUTES OF THE PRIMARY LEVEL UN - SKILLED EMPLOYEE  
CATEGORY OF SERVICE (PL- 1 -2006A) FOR THE  
DEPARTMENT OF IRRIGATION NORTHERN PROVINCE

Effective Date :

This Service Minutes shall come into force with effect from the date of approval from Hon Governor of Northern Province. Action is taken under this service minutes without prejudice to any action taken or purported to be taken in terms of the earlier six (6) Schemes of Recruitment in this regard to post of Plan Record Keeper, Circuit Bungalow Care Taker, Plan Printer, Maintenance Labourer, Stores Labourer, and Sanitary Labourer which were approved by Hon. Governor of Northern Province on 01.01.2013 and subsequent amendments made thereto from time to time.

1. Related institutions.

- 1.1 Department : Department of Irrigation Ref. No ..... Date .....
- 1.2 Ministry : Relevant Ministry Ref. No..... Date.....
- 1.3 Approval by the Director General of the Management Service Ref. No..... Date.....
- 1.4 Recommendation of the Director Establishment Ref. No..... Date.....
- 1.5 Recommendation of the National Pay commission Ref. No..... Date.....
- 1.6 Recommendation by the Provincial Public Service Commission Ref. No..... Date.....
- 1.7 Approval by the Hon. Governor, Northern Province. Ref. No..... Date.....

2. Terms of Definition..

- 2.1. The term "Minutes " shall mean the Service Minutes for Primary Level Un-Skilled Employee Category of Service (PL- 1 -2006A) for the Department of Irrigation - Northern Province
- 2.2. The term "Hon. Governor" shall mean the Governor of Northern Province.
- 2.3. The term "Commission" shall mean the Provincial Public Service Commission of the Northern Province.
- 2.4. The term "Appointing Authority" shall mean authority to whom the powers have been Delegated by the Hon. Governor of Northern Province
- 2.5. The term 'Secretary' shall mean the Secretary to the Relevant Ministry to which the subject of Irrigation is assigned in Northern Province.
- 2.6. The term "Service" shall mean the Un-Skilled Employee Category of Service in the Provincial Department of Irrigation in Northern Province.

COPY CERTIFIED CORRECT

*[Handwritten signature]*

*[Handwritten initials]*

2.7. The term "Period of Satisfactory Service" means a period during which a public officer has earned all the salary increments due to him/her by efficient and diligent discharge of his/her duties, by passing over the efficiency bars due on him/her on the prescribed dates and by fulfilling the qualifications required for his confirmation and has not committed any punishable offence.

2.8. The term "Period of Active Service" means a period of service during which an officer has actually engaged himself/herself in duties receiving the salaries pertaining to his/her post. All periods of no pay leave other than the government approved maternity leave will not be reckoned for the purpose of the period of active service.

2.9 "Due Date" means the date on which the respective efficiency bar is due to be passed over. In grade promotions, officers who pass over their efficiency bars on or before the due date are entitled to have promotions as set out in the Service Minutes. The date of promotion of officers who do not pass over their efficiency bars on the due date should be deferred by a period equivalent to the amount of time they spent being belated for passing over of such efficiency bars.

3. Appointing Authority :  
Secretary to the relevant Ministry to whom the powers have been delegated by the Hon. Governor of Northern Province.

4. Particulars on the category of Service :

4.1 Category of Service : Primary Level Un-Skilled (PL-1-2006A)

4.2 Title of Posts :  
1. Plan Record Keeper  
2. Circuit Bungalow Care Taker  
3. Plan Printer  
4. Maintenance Labourer  
5. Stores Labourer  
6. Sanitary Labourer

4.3 Grades :  
Recruitment Grade - III  
Promotion Grade - II  
Promotion Grade - I  
Promotion Grade - Special Grade.

4.4 General definition on the role assigned:

This category of service is considered as a multi tasked category of service assigned with basic duties performable without any specific semi- skilled or skilled capabilities among the general preliminary requirement of field operational duties which are supporting the need in execution and maintenance of the activities in the situations under the relevant Ministry

TRUE COPY CERTIFIED CORRECT

G. Prathiban  
Administrative Officer  
Provincial Public Service Commission  
Northern Province

(Signature)

#### 4.5 Assignment of Duties :

Functions will not be assigned on grade basis and the Appointing Authority Head of the Department may assign any of the functions attached to this category of service to any officer in any grade on the exigencies of the service based on seniority and skill.

#### 5. Nature of the Posts : Permanent & Pensionable

#### 6. Salary :

6.1 This post shall comprise the Primary Level Un-Skilled Employee (PL-1-2006A) recruited /appointed to Grade -III, and appointed on promotion to Grade II, Grade I and Special Grade as Primary Level Un-Skilled Employee (PL-1-2006A) on the following monthly salary scale.

6.2 Salary Code: PL - 1

6.3 Salary Scale : Rs. 24,250 - 10 X 250 - 10 X 270 - 10 X 300 - 12 X 330 - Rs. 36,410/=

6.4 Initial salary step pertaining to grade system:

Grade	Initial Salary step	Initial Salary Point
Special Grade	32	Rs. 32,750/=
Grade I	22	Rs. 29,720/=
Grade II	12	Rs. 27,000/=
Grade III	01	Rs. 24,250/-

#### 7. Posts associated with the category of service.

7.1 Approved titles of posts and approved Cadre by Management Service Department.

Approved titles of Posts	Grade for which the post is approved	Approved cadre	Duties
Plan Record Keeper	Grade III, II, I & Special	1	Annexure - I
Circuit Bungalow Care Taker	Grade III, II, I & Special	4	Annexure - II
Plan Printer	Grade III, II, I & Special	1	Annexure - II
Maintenance Labourer	Grade III, II, I & Special	186	Annexure - IV
Stores Labourer	Grade III, II, I & Special	8	Annexure - V
Sanitary Labourer	Grade III, II, I & Special	2	Annexure - VI

7.2 Combined number of Cadre :

For the purpose of grade promotions Grade III, II, I and Special Grade shall be treated as combined cadre.

8. Method of Recruitment :

8.1 Percentage of Recruitment

Stream	Percentage
Open	100 %

8.2 Recruitment under Open stream:

8.2.1 Grade at Recruitment : Grade - III

8.2.2 Qualification

8.2.2.1 Educational Qualification

Should have passed G.C.E (Ordinary Level) Examination in six subjects with at least two credits passes in not more than two sittings and out of which 5 subjects should be in one sitting.

8.2.2.2 Experience :

Experience in relevant field of Government or Government recognized organization will be considered as an additional qualification

8.2.2.3 Basic requirement for recruitments

(i) The candidate should be Citizen of Sri Lanka.

(ii) He/she should possess good moral character and should be physically fit.

(iii) Physical fitness:

Applicant should be physically and mentally fit to serve in any part of the Northern Province and to perform duties of the posts.

(iv) Candidate should have had at least three (03) years of continuous permanent residence in the Northern Province within the six years immediately prior to the last date of closing of application. (Voter's list should be submitted to prove the permanent residence.)

or

Applicant or his/her parents should have been born in the Northern Province and should have had at least five (05) years of continuous permanent residence in Northern Province. (Permanent residency should be proved by the voters list.)

(v) Candidate shall be allowed to compete for vacancies in the particular district of Northern Province where he/she resides permanently.

(vi) Applicant should not have been convicted in a court of law and should be with good moral character.

8.2.4 Age:

8.2.4.1 Minimum limits : Not less than 18 years.

8.2.4.2 Maximum limit : Not more than 45 years

8.2.5 Other :

8.2.5.1 Only the male applicant can apply for the post of maintenance labourer

8.2.6 Method of Recruitment:

Recruitment will be made on the result of structured interview.

8.2.6.1 Written Examination : Not Applicable

8.2.6.2 Authority conducting Examination : Not Applicable

8.2.6.3 Professional Test : Not Applicable

8.2.6.4 Authority conducting Examination : Not Applicable

8.2.6.5 General Interview : Goals to be achieved

8.2.6.6 Authority for Appointing of the Board of General Interview:  
: Appointing Authority.

8.2.6.7 Structured Interview:

The marks schedule for the structured Interview is given below

Main Headings for which marks are awarded	Maximum Marks	Method of selection
Educational qualification	40	Selection will be made based on the merit order on District basis of the marks obtained at the structured interview.
Experience gained in the related field of service	25	
Test of knowledge and performance shown in interview	35	
Total	100	

8.2.6.7.1 Marks to be offered :

8.2.6.7.1.1 Educational Qualification:

(a) Marking System - GCE (O/L) -(New Syllabus)

Maximum Marks of 40 at the rate of 02 Marks for Ordinary (S) pass, 03 marks for Credit (C) pass, 04 marks for Very Good (B) pass and 05 marks for Distinction (A) pass

(b) Marking System - GCE (O/L) (Old Syllabus)

Maximum Marks of 40 at the rate of 02 Marks for Ordinary (S) pass, 03 marks for Credit (C) pass, and 05 marks for Distinction (D) pass

Note: No marks for basic qualification

8.2.6.7.1.2 Experience :

Maximum marks of 25 at the rate of 05 Marks for each year for the experience in the relevant field.

8.2.6.7.2 Minimum Marks for Qualified

Candidate should obtain at least 40 marks out of 100 qualified in structured interview

8.2.6.7.3 Authority for Appointing of the Board of Structured Interview:

Secretary to the relevant Ministry.

8.2.7 Method of calling applications:

Applications will be called through Government Gazette or Public News Paper and Northern Provincial Council Website Notice.

9. Efficiency Bar Examination :

9.1.

Which of the Efficiency Bars	Before how many years the Efficiency Bars to be passed.	Nature of the Efficiency Bar Exam.
1 <sup>st</sup> Efficiency Bar	Before the expiry of 03 years from appointment to Grade III	Oral Test and Practical Test Annexure - <del>V</del> (a)
2 <sup>nd</sup> Efficiency Bar	Before the expiry of 03 years from Promotion to Grade II	Oral Test Annexure - <del>V</del> (b)
3 <sup>rd</sup> Efficiency Bar	Before the expiry of 05 years from Promotion to Grade I	Oral Test Annexure - <del>V</del> (c)

9.2. Frequency at which the E.B. Examination : It shall be conducted twice a year.

9.3. Authority for conducting Efficiency Bar Examinations:

Above Efficiency Bar Examinations should be conducted by the Appointing Authority.

9.4. Failure to obtain a pass in the Efficiency Bar Examination within the due date will result in deterrent of salary increment and promotion of the officer.

Note 1: The officers who are being promoted to Grade I of Provincial Primary Level Un - Skilled employee (PL-1) as at the date in which this minutes shall be effective, shall be exempted from 3<sup>rd</sup> Efficiency Bar Examination.

Note 2: The officers who are in class one after 01.01.2013 shall have six times from the date of approving this service minutes.

10. Language Proficiency:

Language	Proficiency to be acquired
01. Official Language	Employees who were recruited in a language of medium other than an official language shall acquire prescribed language proficiency in one of the language during the probation period.
02. Other Official Language	Shall acquire relevant proficiency at required level within 05 years from the date of joining to the service as per public Administration Circular No 01/2014 and any other circulars thereafter.

11. Grades Promotions:

11.1. Promotion from Grade III to Grade II.

11.1.1. Qualifications to be fulfilled :

- i. Officer in Grade III should have been confirmed in the post.
- ii. Should have completed at least ten (10) years of active and satisfactory period of service in Grade III of the Category of Service and earned all the due ten (10) salary increments.
- iii. Officer in Grade III should have proved a performance at satisfactory level or above during the period of ten (10) years immediately prior to the date of promotion as per the approved of procedure of performance appraisal.
- iv. Should have completed five (05) years of satisfactory service immediately preceding the date of promotion.
- v. Should have been passed the 1<sup>st</sup> Efficiency bar Examination on the due date.
- vi. Should have been passed the official language proficiency in relevant level.

G. Prathiban  
Administrative Officer  
Provincial Public Service Commission  
Northern Province

11.1.2. Method of Promotion:-

When an officer who has satisfied the required qualifications makes a request for promotion to the appointing Authority by using the prescribed specimen form GP/G-II/I of application along with the recommendation of the Head of Department the promotion to Class II shall be made effective with effect from the date on which the officer satisfied qualifications after verifying these qualifications by the Appointing Authority.

11.2. Promotion to Grade II to Grade I:

11.2.1. Qualifications to be fulfilled :

- i. Officer, who have completed nine (09) years of active and satisfactory period service in Grade II of the category of service and earned all the

- ii. Should have completed five (05) years of satisfactory service immediately preceding the date of promotion.
- iii. Officer in Grade II should have proved performance at satisfactory level or above during the period of nine (9) years immediately prior to the date of promotion as per the approved procedure of performance appraisal.
- iv. Should have passed the 2nd Efficiency Bar examination on due date.

11.2.2. Method of Promotion :

When an officer who has satisfied the required qualifications makes a request for promotion to the appointing Authority by using the prescribed specimen form GP/G-II/I of application along with the recommendation of the Head of Department the promotion to Grade I shall be made effective with effect from the date on which the officer satisfied qualifications after verifying these qualifications by the Appointing Authority.

11.3. Promotion from Grade I to Special Grade:

11.3.1. Qualification to be fulfilled:

- i. Officer, who have completed nine (09) years of active and satisfactory period service in Grade I of the category of service and earned all the due nine (09) salary increments.
- ii. Should have completed five (05) years of satisfactory service immediately preceding the date of promotion.
- iii. Officer in Grade I should have proved a performance at satisfactory level or above during the period of nine (09) years immediately prior to the date of promotion as per the approved procedure of performance appraisal.
- iv. Should have passed the 3rd Efficiency Bar Examination on due date.

11.3.2. Method of Promotion:

When an officer who has satisfied the required qualifications makes a request for promotion to the Appointing Authority by using the prescribed specimen form GP/S/I of application along with the recommendation of the Head of Department the promotion to special grade shall be made effective with effect from the date on which the officer satisfied qualifications after verifying these qualifications by the Appointing Authority.

12. Control :

This service shall be under the control of Hon. Governor, Northern Province.

(Signature)



13. Absorption in to grade system :

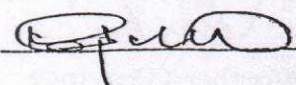
All the officers who are serving in posts of Grade III, II, I and Special Grade of "Primary Level Un Skilled Employee Category of Service" (Six posts as indicated in Para 4.2 of this Service Minutes) on due date in the Scheme of Recruitment shall be absorbed into the corresponding grade under this new Service Minutes.

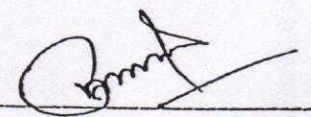
14. Interim Provision :

Educational qualification shall be considered Grade eight (8) / Year nine (9) pass, only for ~~first recruitment under the implementation~~ this service minutes. \*

15. Matters not provided:

Any matter which is not provided for in this Service Minutes will be determined by the Hon. Governor of Northern Province.

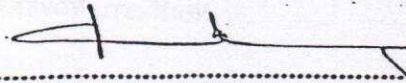
Prepared by: Signature: 

Checked by 

Staff Officer in charge of the Subject  
M. Santhaseelan  
Administrative Officer

Ministry of Agriculture & Agrarian Services, Animal Husbandry,  
Irrigation, Fisheries, Water, Soil & Environment  
Northern Province.

Recommended and forwarded.



Signature

Head of the Department

Date :

Eng. V. Premakumar  
Director of Irrigation  
Northern Province

Reference No NP/MA/OI/EA/SOR-Irr/18

I recommend that this proposed Service Minutes for the post of Primary Level Un-Skilled Category of Service (PL-1) (Pages 1 - 24 including annexure I- VII) in the Department of Irrigation be approved.

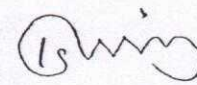
  
Secretary,  
Relevant Ministry

Ministry

Ministry of Agriculture & Agrarian Services,  
Irrigation,  
Fisheries, Water, Soil & Environment  
Northern Province.

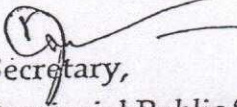
Date:





Hon Governor.  
Northern Province

The committee appointed by the Hon. Governor to study the service minutes has made necessary recommendations to amend this Service Minutes for the post of Primary Level Un-Skilled Category of Service - PI-1 (Pages, 1 - 24 including annexure I - VII) in the Department of Irrigation and submitted to your Hon's approval please.

  
Secretary,  
Provincial Public Service Commission,  
Northern Province.

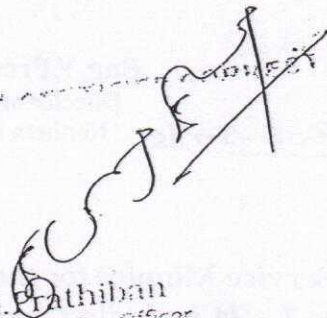
A. Sivabalasundran  
Secretary  
Provincial Public Service Commission  
Northern Province

Date: 12/8/2019

Approved  
  
Governor,  
Northern Province.

Date: 26.08.2019

Dr. Suren Raghavan  
Governor  
Northern Province

  
G. Prathiban  
Administrative Officer  
Provincial Public Service Commission  
Northern Province

1. ASSIGNING DUTIES FOR POST OF "PLAN RECORD KEEPER"

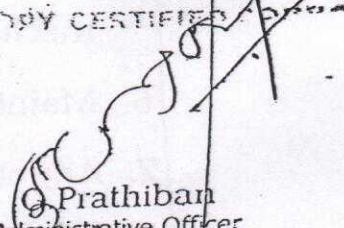
Duties
<p>The Plan Record Keeper service shall be under the control and Supervision of Department of Irrigation and Relevant Ministry</p> <p>Duties of the Plan Record Keeper in the department of Irrigation of Northern Province will be s follows.</p> <ol style="list-style-type: none"><li>1. Categorized the printed plans properly</li><li>2. Systematic Documentary of printed plans</li><li>3. Maintain the proper record register of plans</li><li>4. Make available the printed plans when need</li><li>5. Ensure the long durability of printed plans with proper safety mechanism.</li><li>6. Maintain the record movement register</li><li>7. Any other works assigned by the departmental head , Range Deputy Directors and Divisional Irrigation Engincrs</li></ol>

*(Handwritten signature)*

*(Handwritten signature)*  
G Prathiban  
Administrative Officer  
Provincial Public Service Commission  
Northern Province

## 2. ASSIGNING DUTIES FOR POST OF "CIRCUIT BUNGALOW CARE TAKER"

Duties
The Circuit bungalow Care Taker service shall be under the control and Supervision of Department of Irrigation and Relevant Ministry
Duties of the Circuit bungalow Care Taker in the department of Irrigation of Northern Province will be s follows.
1. Maintaining Circuit Bungalows and circuit rooms properly
2. Cleaning the circuit rooms and premises
3. Ensure the utility facilities in the circuit bungalow
4. Planting, watering and maintaining garden in the CB
5. Provide the boarding facilities to staff who visit.
6. Maintains the CB Register properly.
7. Controlling the power consumption in the CB
8. Borrow the CB accommodation fees from the boarding people and handover it particular cashier thereafter issuing the PIV to the particular person.
9. Reporting the maintenance work and repairing works to the office when it is needed.
10. Report to office, if any incidents occurred in CB.
11. Any other works assigned by the departmental head , Range Deputy Directors and Divisional Irrigation Engineers

BY CERTIFIED  
  
 Prathiban  
 Administrative Officer  
 Provincial Public Service Commission  
 Northern Province

## 3. ASSIGNING DUTIES FOR POST OF "PLAN PRINTER"

## Duties

The Plan Printer service shall be under the control and Supervision of Department of Irrigation and Relevant Ministry

Duties of the Plan Printer in the department of Irrigation of Northern Province will be s follows.

1. Make the offset Printing and Lino Printing works
2. Clean ink rollers after runs are completed.
3. Design and set up product compositions and page layouts
4. Examine proofs or printed sheets in order to detect errors and to evaluate the adequacy of impression clarity.
5. Reset type to correct typographical errors and Set feed guides according to sizes and thicknesses of paper.
6. Examine the requirements and determine details such as quantities to be printed, production times, stock specifications, colours, and colour sequences.
7. Inspect and examine printed products for print clarity, colour accuracy, conformance to specifications, and external defects.
8. Any other works assigned by the departmental head , Range Deputy Directors and Divisional Irrigation Engineers

TRUE COPY CERTIFIED

G. Prathiban

Administrative Officer

Provincial Public Service Commission

Northern Province

## 4. ASSIGNING DUTIES FOR POST OF "MAINTENANCE LABOURER"

## Duties

This Maintenance Labourer service will be under the control of Department of Irrigation and Relevant Ministry.

Duties of the Maintenance Labourer in the Department of Irrigation Northern Province will be as follows.

01. Doing consecutive activities of maintenance activities and operations of bund of tank, sluice, and spillways in reservoirs
02. Involving water control activities
03. Opening safety irrigation control gates to protect irrigation system head works
04. Clearing of Main and distributaries channels and small scale repairs, applying oil and grease in mechanical parts.
05. De + silting in main and distributaries channels
06. Filling scours
07. Improvement of agricultural roads and building maintenance.
08. Maintenance works of quarters and office buildings.
09. Any other works assigned by the departmental head , Range Deputy Directors and Divisional Irrigation Engineers

TRUE COPY CERTIFIED CORRECT

G. Pathiban  
 Administrative Officer  
 Provincial Public Service  
 Northern Province

5. ASSIGNING DUTIES FOR POST OF "STORES LABOURER"

Duties

This Store Keeper service will be under the control of Department of Irrigation and Relevant Ministry.

Duties of the Store Keeper in the Department of Irrigation Northern Province will be as follows.

1. Assist to the store keeper
2. Maintaining store and store things neatly and properly
3. Arrange the things according to the store rules.
4. Maintain the inventory level and inform to the store keeper about the out of stock items
5. Assist to the store keeper to maintain the inventory register
6. Ensure the proper safety mechanism in store.
7. Issuing the articles as per rules (First in first out
8. Any other works assigned by the departmental head , Range Deputy Directors and Divisional Irrigation Engineers

TRUE COPY

G. Prsthikan

6. ASSIGNING DUTIES FOR POST OF "SANITARY LABOURER"

Duties

This Sanitary Labourer service will be under the control of Department of Irrigation and Relevant Ministry.

Duties of the Sanitary Labourer in the Department of Irrigation Northern Province will be as follows.

1. Maintenance the office inside and outside premises neatly.
2. Clean internal toilets and office wash rooms twice a day.
3. Daily in early morning sweep and mop the office floor
4. Destroy the garbage in after office hours with proper safety mechanism
5. Do any urgent and necessary cleaning work which arise in the office hours..
6. Make request cleaning item whenever necessary and maintain the records .
9. Any other works assigned by the departmental head , Range Deputy Directors and Divisional Irrigation Engineers



## a. EFFICIENCY BAR EXAMINATION FOR THE OFFICERS IN GRADE III

Name of the Examination :-

First Efficiency bar Examination for the officers in Grade III

## 1. Details Regarding the Examination :-

This Examination will be conducted in the following two ways.

- Oral Test
- Practical Test.

## ❖ Oral Test

Subject	Duration	Total marks	Pass marks
Based on questions related to basic knowledge about their duties.	15 minuts	100	40%

## ❖ Practical Test: 100 Marks.

Engaged to maintenance works practically.

Have to obtain 40% of the marks to get a pass.

## b. EFFICIENCY BAR EXAMINATION FOR THE OFFICERS IN GRADE II

## 1. Name of the Examination:-

Second Efficiency bar Examination for officers in Grade II

## 2. Details Regarding the Examination:

This Examination will be conducted in the following two ways.

- Written Test
- Oral Test.

## ❖ Written Test

Question Paper,	Duration	Total marks	Pass marks
General Administration based on Establishment Code	2 hrs	100	40%

TRUE COPY OF THE ORIGINAL

04. Syllabus for the Examination:-

Question Paper	Syllabus	
General Administration on Establishment Code	Chapter - VI	Sub section - 02 - History Sheet Sub section - 07 - Certificate of Service.
	Chapter - XII	Leave.
	Chapter - XIV	Sub section - 18 - Railway Warrant.
	1. Chapter - II	Sub section - 05 - General Matters. Sub section - 11 - Probation Sub section - 14 - Seniority Sub section - 15 - Efficiency Bar Exam

❖ Oral Test

Subject	Duration	Total marks	Pass marks
Based on questions related to knowledge and their technical know how about basic responsibilities related to their duties.	15 minutes	100	40%

C. Efficiency bar examination for the officers in grade i

1. Name of the Examination :-

Third Efficiency bar Examination for officers in Grade I

2. Details Regarding the Examination :-

- Written Test

Written Test

Question Paper	Duration	Total marks	Pass marks
General Administration based on Establishment Code	2 hrs	100	40%

TRUE COPY

G.Prathiban  
Administrative Officer  
Provincial Public Service Commission  
Northern Province

04. Syllabus for the Examination:-

Question Paper	Syllabus	
General Administration on Establishment Code	Chapter - III	Transfer.
	Chapter - XII	Leave.
	Chapter - XIX	Government Quarters.
	Chapter - II	Sub section - 05 - General Matters.

Specimen Application for promotion of the officers in Grade III of the Northern Provincial Department Service to Grade II on Average Performance

1. Particulars of the officer

- 1.1 Full name of the applicant : .....
- 1.2 Identity Card Number : .....
- 1.3 Duty Station and the Address : .....
- 1.4 Service to which the applicant belongs and the Post : .....
- 1.5 Category of service to which the applicant belongs and the Grade : .....

2. Particulars relating to appointment.

- 2.1 Date of appointment : .....
- 2.2 Date of confirmation in appointment : .....
- 2.3 Efficiency Bar Examination passed and the date on which it was passed. :

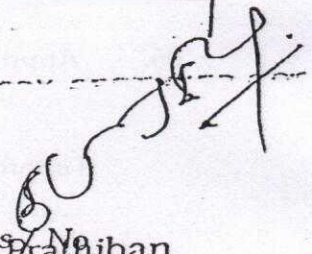
Efficiency Bar Examination passed	Date passable	Date of passing

2.4 Level of Language proficiency and the date of gaining such proficiency :

Language proficiency level gained	Date passable	Date of passing

3. Particulars relating to promotion

- 3.1 Grade due for promotion : .....
- 3.2 Stream due for promotion : General / Exceptional
- 3.3.1 Whether the required active period of service has been completed? Yes / No
- 3.3.2 Date completing the active period of service : .....
- 3.3.3 Whether the officer has shown a satisfactory or higher level of performance Yes / No

  
**G. Prabhakar**  
 Administrative Officer  
 Provincial Public Service Commission  
 Northern Province

during the defined period of active service? Yes / No

3.3.4 Whether all increments due have been earned? Yes / No

Whether the officer has completed a satisfactory period of service during the period of five year immediately preceding the promotion? Yes / No

3.3.5 Whether the officer has been subject to disciplinary punishment? Yes / No

3.4.6 Marks secured at the examination : .....

3.4.7 Number of sittings at the written examination for exceptional performance: .....

3.4.8 The number of half pay or no pay leave of the officer is ...../he/she has not obtained half pay or no pay leave for the period of ten years : .....

04. Declaration of the applicant

I hereby certify that all the particulars given above are true and correct and that no disciplinary inquiry is pending against me and that I have fulfilled prescribed qualifications required for promotion to Grade II grade under General / Exceptional Performance from .....

Date: .....

.....  
Signature of Officer

05. Recommendation of the Head of Department

I am satisfied that all the above particulars are true and accurate and that the above named officer Mr./ Ms/ Mrs. .... has fulfilled all the requirements for Promotion under General / Exceptional Performance to Grade ..... of the ..... Category of Service Accordingly the promotion of the aforesaid officer to Grade ..... is recommended and forwarded for approval.

Name : .....

Signature : .....

Date : .....

Official Stamp: .....

06. Approval of the Secretary of the Ministry

I approved the promotion of Mr./ Mrs./ Miss. .... to Grade ..... of the Department Labourer from .....

Name : .....

Signature : .....

Date : .....

Official Stamp: .....

(Appointing Authority)

TRUE COPY CERTIFIED CORRECT

G. Prabhakar  
Administrative Officer  
Provincial Public Service Commission  
Northern Province

Specimen Application for promotion of the officers in Grade II of the Northern Provincial  
Department Service to Grade I on Average Performance

## 1. Particulars of the officer

1.1 Full name of the applicant : .....

1.2 Identity Card Number : .....

1.3 Duty Station and the Address : .....

1.4 Service to which the applicant belongs and the Post : .....

1.5 Category of service to which the applicant belongs and the Grade : .....

## 2. Particulars relating to appointment.

2.1 Date of appointment : .....

2.2 Date of confirmation in appointment : .....

2.3 Efficiency Bar Examination passed and the date on which it was passed. :

Efficiency Bar Examination passed	Date passable	Date of passing

2.4 Level of Language proficiency and the date of gaining such proficiency :

Language proficiency level gained	Date passable	Date of passing

## 3. Particulars relating to promotion

3.1 Grade due for promotion : .....

3.2 Stream due for promotion : General / Exceptional

3.3.1 Whether the required active period of service has been completed?

Yes / No

3.3.2 Date completing the active period of service : .....

G.Prathiban

Administrative Officer

Provincial Public Service Commission

Northern Province

3.3.3 Whether the officer has shown a satisfactory or higher level of performance during the defined period of active service? Yes / No

3.3.4 Whether all increments due have been earned? Yes / No

Whether the officer has completed a satisfactory period of service during the period of five year immediately preceding the promotion? Yes / No

3.3.5 Whether the officer has been subject to disciplinary punishment? Yes / No

3.4.6 Marks secured at the examination : .....

3.4.7 Number of sittings at the written examination for exceptional performance: .....

3.4.8 The number of half pay or no pay leave of the officer is ...../he/she has not obtained half pay or no pay leave for the period of ten years : .....

04. Declaration of the applicant  
I hereby certify that all the particulars given above are true and correct and that no disciplinary inquiry is pending against me and that I have fulfilled prescribed qualifications required for promotion to Grade I grade under General / Exceptional Performance from

.....  
Date: .....

.....  
Signature of Officer

05. Recommendation of the Head of Department

I am satisfied that all the above particulars are true and accurate and that the above named officer Mr./ Ms/ Mrs. .... has fulfilled all the requirements for Promotion under General / Exceptional Performance to Grade ..... of the ..... Category of Service. Accordingly the promotion of the aforesaid officer to Grade ..... is recommended and forwarded for approval.

Name : .....

Signature : .....

Date : .....

Official Stamp: .....

04. Approval of the Secretary of the Ministry

I approved the promotion of Mr./ Mrs./ Miss. .... to Grade ..... of the Department Labourer from .....

Name : .....

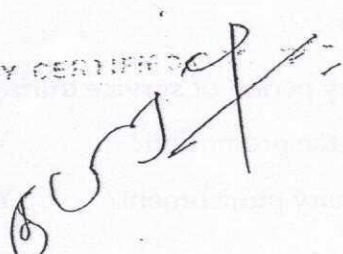
Signature : .....

Date : .....

Official Stamp: .....

(Appointing Authority)

TRUE COPY CERTIFIED



Specimen Application for promotion of the officers in Grade I of the Northern Provincial  
Department Service to Special Grade on Average Performance

## 1. Particulars of the officer

1.1 Full name of the applicant : .....

1.2 Identity Card Number : .....

1.3 Duty Station and the Address : .....

1.4 Service to which the applicant belongs and the Post : .....

1.5 Category of Service to which the applicant belongs and the Grade : .....

## 2. Particulars relating to appointment.

2.1 Date of appointment : .....

2.2 Date of confirmation in appointment : .....

2.3 Efficiency Bar Examination passed and the date on which it was passed. :

Efficiency Bar Examination passed	Date passable	Date of passing

2.4 Level of Language proficiency and the date of gaining such proficiency :

Language proficiency level gained	Date passable	Date of passing

## 3. Particulars relating to promotion

3.1 Grade due for promotion : .....

3.2 Stream due for promotion : General / Exceptional

3.3.1 Whether the required active period of service has been completed? Yes / No

3.3.2 Date completing the active period of service : .....

3.3.3 Whether the officer has shown a satisfactory or higher level of performance during the defined period of active service? Yes / No

3.3.4 Whether all increments due have been earned? Yes / No

Whether the officer has completed a satisfactory period of service during the period of five year immediately preceding the promotion? Yes / No

3.3.5 Whether the officer has been subject to disciplinary punishment? Yes / No

3.4.6 Marks secured at the examination : .....

3.4.7 Number of sittings at the written examination for exceptional performance: .....

3.4.8 The number of half pay or no pay leave of the officer is ...../he/she has not obtained half pay or no pay leave for the period of ten years : .....

G. Prathiban  
Administrative Officer  
Provincial Public Service Commission  
Northern Province

04. Declaration of the applicant

I hereby certify that all the particulars given above are true and correct and that no disciplinary inquiry is pending against me and that I have fulfilled prescribed qualifications required for promotion to Grade I grade under General / Exceptional Performance from .....

Date: .....

.....  
Signature of Officer

05. Recommendation of the Head of Department

I am satisfied that all the above particulars are true and accurate and that the above named officer Mr./ Ms/ Mrs. .... has fulfilled all the requirements for Promotion under General / Exceptional Performance to Grade ..... of the ..... Category of Service. Accordingly the promotion of the aforesaid officer to Grade ..... is recommended and forwarded for approval.

Name : .....

Signature : .....

Date : .....

Official Stamp: .....

06. Approval of the Secretary of the Ministry

I approved the promotion of Mr./ Mrs./ Miss. .... to Grade ..... of the Department Labourer from .....

Name : .....

Signature : .....

Date : .....

Official Stamp: .....

(Appointing Authority)

TRUE COPY CERTIFIED CORRECT

G. Krathit  
Admin  
Provincial Public  
Northern