

**Application for the Promotion of the Officers in Grade II of the
Sri Lanka Teacher Educators' Service to Grade I**

Part 'I'

1. (a) Name in Full Rev./ Mr. / Mrs. / Miss.
.....
(b) Name denoted by the initials:-
.....
(C) In case of alteration of the Name, Name that had been used earlier:-
(If the name is altered, an affidavit must be presented)
.....
.....
2. Date of Birth:-
3. National Identity Card Number:-
4. Personal Address:-
5. Telephone Number (fixed and mobile):-
6. Electronic mail (email):-
7. Current Working Institution:-
8. Post holding at present:-
9. Date of confirmation at the post under the Sri Lanka Teacher Educators' Service:-
.....
10. Date of promotion to Grade II under the Sri Lanka Teacher Educators' Service:-
.....
11. Letter Number and Date of the letter of promotion to Grade II under the Sri Lanka
Teacher Educators' Service:-
12. Date of completion of the Capacity Building Training Course 2:-
13. Date of Passing the Efficiency Bar II Examination :-
14. Date of completion of Seven years (07) in Grade II under the service:-
15. Name of the Postgraduate Degree and effective date mentioned at section 10.2.1(i) of the
Service Minute of the S.L.T. Educators' Service:-
16. If retired, date of the retirement: -
17. If an officer who is already retired, address of the last service station: -
.....

You are kindly requested to promote me to Grade 1 of the Sri Lanka Teacher
Educators' Service since

Date:-.....

.....

Signature of the Applicant

Part ‘II’

Chief Commissioner (Teacher Education)

The following details of the Rev./ Mr. / Mrs. / Miss..... under the Grade II of the Sri Lanka Teacher Educators’ Service, is true and accurate in accordance with the personal file.

(1) Has/ Has not completed an active and satisfactory service period of Seven years (07) under Grade II as at

❖ In case of an officer who is being promoted up to Grade I before 01.01.2020, following details must be provided during recent 07 years including the prior immediate 05 years.

(2) Details on the efficiency level (Efficiency level for 07 years prior to the date on which being qualified to be promoted) make a tick mark in the relevant box.

Table 01:- Efficiency Level

Year	Efficiency Level			
	Weak	Satisfactory	Good	Very Good

Accordingly, Rev./ Mr. / Mrs. / Miss..... **has/has not** shown the general level or an efficiency beyond that within the prior Seven years (07) of the promotion.

(3) Has / Has not obtained **no pay/half salary** leave during last 07 years.

In case of such **no pay/half salary** leave have obtained, details on such.(Table 02)

Table 02: No pay leave / half salary leave.

Year	No pay leave/ half salary leave.	Reason
	Dates..... months..... Years	
	Dates..... months..... . Years	

	Dates.... months.... Years	
	Dates.... months..... Years	
	Dates.... months Years	
	Dates....months..... Years	
	Dates.... months..... Years	
	Dates.... months..... Years	

(4) Disciplinary, audit or investigations **are available/not available** within last 07 years

If the disciplinary, audit or investigations are available, information on such

(Table 03) :-

Table 03: status of disciplinary, audit or investigations

Year	Whether it is disciplinary, audit or investigations	Current status (With the time durations)

(5) Have **earned/not earned** all the salary increments during the last 07 years.

If the salary increments have been differed during last five years, information on such

(Table 04) :-

Table 04 :- Salary increments deferment

Period of Salary increment deferment	Reason
From.....to.....	
From.....to.....	
From.....to.....	
From.....to.....	
From.....to.....	
From.....to.....	
From.....to.....	
From.....to.....	

- (6). (i) **Has/ has not** confirmed the service since.....
- (ii) **Has/ has not** completed the Capacity Development Programme 2.
- (iii) **Has/ has not** passed Efficiency Bar Examination II.
- (iv) Qualifications fulfilled in terms of Sec.10.2.1 (i) of the Service Minute of SLTES.

(Please put a tick mark in the relevant place)

*10.2.1 (a)

*10.2.1 (b)

*10.2.1 (c)

- (07) I hereby certify that the information mentioned above are true and accurate in terms of the personal file of this officer and I hereby **recommend/ not recommend** to promote this officer to Grade 1 of the Sri Lanka Teacher Educators' Service since.....

.....
Date

.....
President of NCOE /
Zonal Director of Education

Certification by the Head of the Department

I hereby **recommend/not recommend** promoting this officer from the Grade II to Grade 1 of the Sri Lanka Teacher Educators' Service.

.....
Date

.....
Chief Commissioner (Teacher Education)