



பிரதீப் பிரதம செயலாளர் அலுவலகம் (நிருவாகம்) - கிழக்கு மாகாணம்  
 නියෝජ්‍ය ප්‍රධාන ලේකම් කාර්යාලය (පරිපාලන) - නැගෙනහිර පළාත  
 OFFICE OF THE DEPUTY CHIEF SECRETARY (ADMINISTRATION) - EASTERN PROVINCE

எனது கி.ல.  
 මගේ අංකය.  
 My No.

EP/02/ET-02/DO/Gen

உமது கி.ல.  
 ඔබේ අංකය.  
 Your No.

திகதி.  
 දිනය.  
 Date.

07.10.2015

செயலாளர்கள்,  
 பிரதீப் பிரதம செயலாளர்கள்,  
 திணைக்களத்தலைவர்கள்,  
 நிறுவனத்தலைவர்கள்.

**கிழக்கு மாகாண அபிவிருத்தி உத்தியோகத்தர் தரம் III இலிருந்து தரம் II இற்கான பதவி உயர்வு**

கிழக்கு மாகாண கௌரவ ஆளுநர் அவர்களினால் அனுமதிக்கப்பட்டு 2013.01.01 ஆம் திகதி முதல் நடைமுறைப்படுத்தப்பட்ட கிழக்கு மாகாண அபிவிருத்தி உத்தியோகத்தர் சேவைப் பிரமாணக்குறிப்பின் பந்தி 12.1 இன் பிரகாரம், தங்களது நிறுவனங்களில் கடமையாற்றும் அபிவிருத்தி உத்தியோகத்தர்களுள் தரம் II இற்கு பதவி உயர்வு வழங்குதல் தொடர்பாக அவதானிக்கும் பொருட்டு, மாகாண அமைச்சு செயலாளரினால் பரிந்துரைக்கப்பட்ட உத்தியோகத்தர்களின் விண்ணப்பங்களை கீழ்க் குறிக்கப்படும் ஆவணங்களுடன் எமக்கு அனுப்பி வைக்குமாறு தங்களை கேட்டுக் கொள்கின்றேன். (கிழக்கு மாகாண இணையத்தள முகவரி [www.ep.gov.lk](http://www.ep.gov.lk) இன் மூலம் விண்ணப்பங்களை பெற்றுக்கொள்ளலாம்).

1. கிழக்கு மாகாண சபைக்கு உள்ளீர்க்கப்பட்ட கடிதத்தின் பிரதி
2. கிழக்கு மாகாண பொதுச்சேவை ஆணைக்குழுவினால் வெளியிடப்பட்ட வினைத்திறமைகாண் தடைப்பரீட்சை பெறுபேற்றுச் சான்றிதழ்/ விலக்களிக்கப்பட்ட கடிதம்
3. சம்பளமற்ற/ அரைச்சம்பள விடுமுறை வீபரம்.
4. ஒழுக்காற்று நடவடிக்கை சம்மந்தமாக திணைக்கள தலைவரினால் வழங்கப்பட்ட சான்றிதழ்.
5. பூரணப்படுத்தப்பட்ட வரலாற்றுத்தாள்
6. பதவியுயர்வு தினத்திற்கு நேர் முன்னரான 05 வருட தொடர்ச்சியான சம்பள ஏற்றத்தினை உழைத்துப் பெற்றுள்ளமைக்கான சான்றிதழ்.

ஏ. எச். எம். அன்சார்  
 பிரதீப் பிரதம செயலாளர் - நிருவாகம்,  
 கிழக்கு மாகாணம்.

பிரதி:-

1. பிரதம செயலாளர், கிழக்கு மாகாணம்.
2. ஆளுநரின் செயலாளர், ஆளுநர் செயலகம், கிழக்கு மாகாணம்.

கன்னியா வீதி, வரோதய நகர்,  
 திருகோணமலை.

தலைமை சா, வரோதய நகர்,  
 திருகோணமலை.

Kanniya Road, Varothaya Nagar,  
 Trincomalee.

Gen. Office I : 026 2224049  
 Gen. Office II : 026 2221114  
 Admin Officer : 026 3269885

Deputy Chief Secretary : 026 2222703  
 Assistant Chief Secretary I : 026 3269883  
 Assistant Chief Secretary II : 026 2222593

Fax : 026 2227161  
 Web : www.ep.gov.lk  
 E-mail : admin@ep.gov.lk



**பிரதீப பிரதம செயலாளர் அலுவலகம் (நிருவாகம்) – கிழக்கு மாகாணம்**  
**නියෝජ්‍ය ප්‍රධාන ලේකම් කාර්යාලය (පරිපාලන) - නැගෙනහිර පළාත**

**OFFICE OF THE DEPUTY CHIEF SECRETARY (ADMINISTRATION) - EASTERN PROVINCE**

எனது கி.அ. }  
 මගේ අංකය. }  
 My No. }

EP/02/ET-02/DO/Gen

உமது கி.அ. }  
 ඔබේ අංකය. }  
 Your No. }

නිකුත් }  
 දිනය. }  
 Date. }


07.10.2015

ලේකම්වරුන්,  
 නියෝජ්‍ය ප්‍රධාන ලේකම්වරුන්,  
 දෙපාර්තමේන්තු ප්‍රධානීන්,  
 ආයතන ප්‍රධානීන්.

**නැගෙනහිර පළාත් සංවර්ධන නිලධාරීන් III ශ්‍රේණියේ සිට II වන ශ්‍රේණියට උසස් කිරීම**

නැගෙනහිර පළාත් ගරු ආණ්ඩුකාරතුමා විසින් 2013.01.01 දින අනුමත කරන ලද නැගෙනහිර පළාත් සංවර්ධන නිලධාරී සේවා ව්‍යවස්ථාවේ ඡේද අංක 12.1 අනුව සුදුසුකම් සපුරා ඇති ඔබ ආයතනයේ සේවය කරනු ලබන සංවර්ධන නිලධාරීන් II වන ශ්‍රේණියට උසස් කිරීම සලකා බැලීම සඳහා පළාත් අමාත්‍යාංශ ලේකම් විසින් නිර්දේශ කරන ලද අයදුම් පත්‍රය සමඟ පහත සඳහන් ලියකියවිලි මෙම කාර්යාලයට ලැබෙන්නට සලස්වන ලෙස කාරුණිකව දැනුම් දෙනු ලැබේ. (නැගෙනහිර පළාත් වෙබ් අඩවිය වන [www.ep.gov.lk](http://www.ep.gov.lk) වෙත පිවිසීමෙන් අයදුම්පත්‍රය ලබා ගත හැකිය.)

01. නැගෙනහිර පළාත් සභාවට අන්තර්ග්‍රහණය කිරීමේ ලිපිය
02. නැගෙනහිර පළාත් රාජ්‍ය කොමිෂන් සභාව විසින් නිකුත් කළ කාර්යක්ෂමතා කඩඉම් විභාගයේ ප්‍රතිඵල සටහන / නිදහස් කරන ලද ලිපිය
03. අඩ වැටුප් හා වැටුප් රහිත නිවාඩු විස්තර
04. විනය කටයුතු වලට භාජනය නොවූ බවට ආයතන ප්‍රධානියා නිකුත් කළ සහතිකය
05. යාවත්කාලීන කරන ලද වර්ෂා සටහන
06. උසස්වීම් දිනට පූර්වාසන්නව වසර 05ක් වාර්ෂික වැටුප් වර්ධක උපයා ගත් බවට සහතිකය

  
**ඒ.එච්.එම්.අන්සාර්,**  
 නියෝජ්‍ය ප්‍රධාන ලේකම් (පරිපාලන),  
 නැගෙනහිර පළාත,

- පිටපත්:-
01. ප්‍රධාන ලේකම්, නැ.ප. -දැ.පි.
  02. ආණ්ඩුකාර ලේකම්, නැ.ප. -දැ.පි.

**APPLICATION FOR PROMOTION OF  
DEVELOPMENT OFFICERS IN GRADE III TO GRADE II**

01.	Name with initials	:		
02.	Name denoted by the initials	:		
03.	Date of Birth	:		
04.	National Identity Card No.	:		
05.	Date of Appointment	:		
06.	Date & Number of the Appointment Letter	:		
07.	Date of Confirmation	:		
08.	Date on which the 10 years of service completed	:		
09.	Present Place of work and its address	:		
10.	<b>Particulars of Efficiency Bar Examination: (1<sup>st</sup> EB Examination)</b>			
Index No.		Subject		Date of Completed
		(i) Establishment Code & Financial Regulation		
		(ii) Constitution of the Government System and Provincial Council Act		
<p>I ..... hereby certify that all information furnished by me above, are true and correct. I am fully aware that if the particulars furnished by me are found to be incorrect, my claim for promotion to Grade II in terms of Service Minutes is liable to be disregarded and disciplinary action is liable to be taken against me.</p> <p>Date: .....</p> <p style="text-align: right;">..... <b>Applicant's Signature</b></p>				

**11. Recommendation of the Head of the Department:**

I hereby certify that Mr./Miss./Mrs. .... is serving at this office and,

- 01. Has completed an active period of 10 years to the date of .....
- 02. has earned 10 salary increments (Yes / No)
- 03. Has proved performance at the level of satisfactory or above during the service of 10 years as per the approved performance appraisal procedure immediately preceding the date of promotion. ( \_ \_ \_ \_ \_ )
- 04. The number of half pay or no pay leave of the officer is ..... She / He has not obtained half pay or no pay leave for the period of 10 years.
- 05. Has not been subjected to any punishment (except warnings) during the period concerned.
- 06. No disciplinary action is proceeding against the officer and do not intend to take any disciplinary action in future.
- 07. Has confirmed in the post from .....
- 08. Has passed the efficiency bar Examination of Grade III.

I endorse that as at ..... the officer has completed a period of Five (05) years of active service in Grade III of the service, that she has a period of satisfactory service, that all the forgoing particulars are correct according to the personal file and that he has fulfilled all qualifications for promotion to Grade II of the Service.

Date: .....

.....  
**Signature & Official Stamp**

**12. Recommendation of the Secretary to the Ministry:**

I wish to inform that the above particulars furnished by the Head of Department are correct / not correct and that I accordingly agree / do not agree with the recommendation above.

Date: .....

.....  
**Signature of Secretary**

**(Official Stamp)**