

**Application for the Promotion of Grade II Officers of Development Coordinator Service of
the Ministry of Home Affairs to Grade-I**

1. Name:
 - a. Name in full: Mr. /Mrs. /Miss:
 - b. Name given in the appointment letter:
2. National Identity Card No:
3. Date of Birth:
4. Personal address:
5. Telephone number
Home: Mobile:
6. Personnel email address:
7. Office address:
8. Office telephone number:
9. Office fax number:
10. Appointment
Date of joining the service as a Graduate Trainee:
Date of appointment in the post of Development Coordinator:
Date of confirmation of appointment:
11. Date of passing II Efficiency Bar:
12. Date on which the 20 year service was completed:
(If any no-pay leave or salary suspension taken place, such service period shall not be calculated)
(Certified copies of the documents namely, appointment letter, letter of confirmation of appointment, letter of promotion to Grade II, National Identity Card number and the letter confirming the passing of Second Efficiency Bar Examination should be annexed)

I, hereby certify that all the above particulars furnished by me are true and correct. Further, I am truly aware that if the details furnished by me are found to be false, I am liable to be dispossessed of my rights for the promotion to Grade I of this recruitment scheme and to be subject to disciplinary action against me. I hereby kindly request you to promote and place me in Grade I of Development Coordinator Service with effect from.....

Date:

.....

(Signature of the Applicant)

Section-B – To be completed by the Head of Department as per the personal file of the Officer

Certificate of the Head of Establishment,

Mr. /Mrs. / Miss.....serves in this office and the following information about the officer is submitted.

(Grade II service period is considered for the purpose of enhancing the active and satisfactory service period of more than 10 years from the date of confirmation of the appointment of the officers.)

1. Whether the officer has passed the Second Efficiency Bar Examination?.....(b) If passed, the relevant date?.....
2. Whether the officer has completed a minimum of 10 year service period in Grade II as at the date of fulfilling the qualifications for promotion?.....
3. Whether the officer has shown a performance level of satisfactory or above as per the approved performance appraisal procedure within ten years preceding the date of promotion?.....
4. Whether obtained any half-pay/ no-pay leave within the said ten (10) year period?.....
If the answer is yes,
Number of leaves obtained with half-pay.....
Number of leaves obtained without half-pay.....
5. The date on which the officer fulfills required qualifications to be promoted to Grade I ?.....

This officer has completed/not completed a satisfactory service within the preceding (05) year period. As per the above information, promotion to Grade I of Development Coordinator service with effect fromis recommended/not recommended.

Date: Signature & Official Stamp

Section-C

Recommendation of the District Secretary

Secretary, Ministry of Public Administration, Home Affairs and Provincial Councils & Local Government,

The facts given in the above Head of Establishment’s report are confirmed and the promotion of this officer to Grade I of Development Coordinator service within effect from..... is recommended/not recommended.

Date..... District Secretary
(Signature & Official Stamp)