

EASTERN UNIVERSITY, SRI LANKA

**APPLICATION FORM FOR PROMOTION OF EMPLOYEES CARRYING
SALARY SCALE FROM A-05 TO A-14**

PROMOTION TO THE POST OF

ELIGIBLE YEAR FOR PROMOTION

01. a). Name with initials: Mr/Mrs/Miss. :

b). Names donated by initials: Mr/Mrs/Miss :

02. Present Post:

03. (i) Date of Appointment to the Present Post:

(ii) Date/Dates of Previous Appointment/s with Designation:

Post	Grade	Date
.....
.....
.....

04. Date of Promotion to the next Grade:

05. Indicate whether you are eligible to apply for this promotion on completion of satisfactory service or have spent one year on the maximum of the salary scale:

06. Salary particulars:

(i) Salary scale as at 31.12 (A-0....)

(ii) Monthly salary : Basic Allowance:

(iii) Date of increment:

07. Have you been confirmed in the post:

08. Particulars of appointments held in the Public/State Corporation

<u>Post held</u>	<u>Department/Corporation</u>	<u>Period of Services</u>	
		<u>From</u>	<u>To</u>

09. Particulars of Service from the date of joining the University:

<u>University/Institution</u>	<u>Post</u>	<u>Period of Services</u>	
		<u>From</u>	<u>To</u>

10. Please indicate a brief description of your duties assigned to you at present:

11. Any other relevant information:

12. Have you taken no-pay leave for employment or study abroad

13. If you have taken such leave please indicate the date of commencement and the date of expiry of leave:

14. The medium in which you wish to sit for the examination, if it would be held:

I certify that the information given in this application are true and accurate and agree to abide by the rules and regulations for the promotion. I am aware that if any information given in this application is found to be false or inaccurate, after promotion I will be dismissed without any compensation.

Date:.....

.....
Signature of Applicant

The Registrar

EUSL.

I recommend/do not recommend * this applicant for promotion.

I certify that the description of duties given in column 10 is correct

Head of Department/Section

Dept./Section.....

Date:.....

(*Delete whichever is inapplicable)

**SPECIAL REPORT THAT SHOULD BE SUBMITTED BY A CANDIDATE
ALONG WITH AN APPLICATION FOR PROMOTION**

Instructions to -

a) Candidates

Part one of this Special Report should be filled by the candidate. The candidate is also responsible to obtain leave particulars certified by the authorities concerned before handing over the application.

b) Heads of Divisions/Departments

The Head of the Department is responsible to fill the part Two of the Special Report on the basis of his/her knowledge and experience of the conduct and work performed by the applicant. The Head of the Division/Department is also requested to make his recommendation and forward this Special Report along with the application for promotion.

PART ONE

Post applied for:

(01) The Employees:

(i) Name of Employee :

(ii) Contact Details
Permanent Address :

Telephone No. (Residence): Mobile No. :

E-mail ID :

(iii) a) Date of Birth : Age:

b) N.I.C No :

(iv) Present post :

(v) Date of appointment to the present post:

(vi) Date/Dates of previous appointment /s with designations:

(vii) Educational Qualifications:

(02) List of Duties

.....
.....
.....
.....

(03) **Particulars of leave taken during the last 03 years**

Leave		Year	Year	Year
a.	Casual			
b.	Vacation			
c.	Madical			
d.	Study			
e.	No-Pay			
f.	Half -Pay			

Signature of Candidate

Head of the Department

DR/SAR/AR – Establishments.

Date:

PART TWO

(04) **Administration Report**

Work Performance

(Please describe the work performed by the employee in terms of quantity and quality expected in the position/post)

(a) Scope of work improvement

(Describe the nature of work which could have been improved by the employee during the period in terms of Quality)

(b) Strength of Employee

(What are the assets of the employee that are useful to the University)

(i) Skill :-

(ii) Performance :-

(iii) Special Contributions :

(c) Weaknesses:

- (i) Inadequate skills
- (ii) Absence from work place
- (iii) External obstacles which have influenced the performance
- (iv) Resistance to change
- (v) Delay in attending to work
- (vi) Any others

(d) Employee's improvement during the period:

(Describe the manner in which the employee has improved himself / herself during the period)

(e) Employee's failure:

(Identify situations of failure, neglect and any other damages caused to the University, its property, work goodwill etc.)

(f) Punishments received during the last three years immediately before the date on which he/she became eligible for promotion.

(g) Commendations received during the last three years prior to becoming eligible for promotion.

(05) Are there any actions, which might be taken which would lead to higher career achievements

(06) **Any other comments**

(07)

Recommendation for promotion

Signature of Recommending Officer:

Designation of Recommending Officer:

Date of Recommendation :

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Eligibility : Yes - No -

If not, reason/s :
.....
.....

Checked by :

Subject Management Assistant :

Name :

Signature :

DR/SAR/AR Establishments :

Name :

Signature :

Date :